

Bainbridge College
S t u d e n t H a n d b o o k

Distributed by Student Affairs

Bainbridge College
2500 E. Shotwell St.
Bainbridge, GA 39818-0990
229-248-2506

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Welcome to Bainbridge College!

Campus Directory

For Information About:	Contact:	Building:	Telephone:
Academic Advisement	Admissions Office	Student Center	248-2504
Academic Status	Admissions Office	Student Center	248-2504
Admissions	Admissions Office	Student Center	248-2504
Affirmative Action	Business Office	Administration	248-2520
Alumni Association	College Relations	Oak Center	248-2596
Appeal, Academic Regulations	V.P. Academic Affairs	Administration	248-2515
Appeal, Transcript Eval.	Admissions Office	Administration	248-2504
Bookstore	Bookstore Manager	Student Center	248-2526
Building/Grounds	Plant Operations	Plant Operations	248-2558
Career Counseling & Info.	Testing/Career Center	Student Center	248-2579
Change of Name or Address	Admissions Office	Student Center	248-2504
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Veterans' Benefits	Financial Aid Office	Student Center	248-2505
Withdrawal from College	Admissions Office	Student Center	248-2504
Work/Study Program	Financial Aid Office	Student Center	248-2505

IF YOU NEED ASSISTANCE...

Contact the Records and Admissions Office:

- To learn your academic status
- To change your major
- To see or request a change of your records
- To register
- To send a transcript
- To obtain veteran's benefit information
- To obtain information about vocational rehabilitation
- To withdraw from college or drop/add a class
- To find out the name of your faculty advisor
- To change your advisor

Contact the Vice President of Student Affairs in the Student Center:

- To report an emergency
- To learn about student activities
- To start your car
- To obtain information about student organizations
- To request an I.D. card

Contact the Business Office:

- To report a matter needing attention on campus
- To pay fees or fines
- To cash a check (\$15.00 limit)

Contact the Vice President of Academic Affairs:

- To appeal your academic status
- To appeal your academic suspension
- To receive permission to register for an overload

Contact your Faculty Advisor:

- To obtain advice about course selection

Contact your Instructors:

- To obtain class assignments
- To learn policies on class attendance
- To learn grading procedures
- To obtain help with class work

Read your college catalog to find:

- The explanation of the fees and expenses necessary to attend Bainbridge College
- The College Calendar
- The description of all student financial aid programs and eligibility requirements
- The procedures for figuring grade point averages

Contact the Career Development Center:

- For career counseling
- For personal counseling
- For career information
- For testing information for Regents' Testing or placement testing
- For services available to students with disabilities

Contact the Learning Center:

- For individual and group tutoring
- For student-led study groups
- For Sound Seminars on various topics which a student may check out or listen to in the Center
- For Study Skills Seminars offered with Learning Inventories, goal setting and academic counseling

with the Center Director

- For PLATO computer tutorials in English, math, the sciences and history
- For Regents' Test Preparation Seminars
- For Term Paper Seminars to assist students in writing term papers

Student Support Services

Admissions

The Office of Admissions is responsible for admitting prospective students to the College. For a detailed listing of admissions requirements, including the required entrance and placement exams (SAT I and COMPASS), and a listing of the degree and certificate programs offered, please refer to the Bainbridge College catalog. Inquiries concerning returning and readmission, evaluation of transfer credit and tuition classification should be directed to the Director of Admissions and Records. The Office of Records is responsible for issuing student transcripts, assigning academic advisors, and evaluating student graduation applications. A detailed description of the procedures for obtaining these services may be viewed at their website.

Academic Advising

Each student is assigned an academic advisor to assist in academic program selection and planning, goal setting, course selection, and any other academic concerns that may arise. Students should meet with their academic advisors at least once a semester during registration periods to plan their schedules but are encouraged to visit their advisor at any time during the semester.

Classification of Students

Freshman: Student has completed less than 30 hours of semester credit.

Sophomore: Student has completed 30 or more hours of semester credit.

Full-time Student: Student enrolled in 12 or more hours of semester credit.

Part-time Student: Student enrolled in less than 12 semester credit hours.

Grading System

The grading system used at Bainbridge College is as follows:

Letter Grade	Nature of Work	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failing	0.0
WF	Withdrew Failing	0.0
I	Incomplete	Not Complete
V	Auditted	Not Complete
W	Withdrew without Penalty	Not Complete
IP*	In Progress	Not Complete
K	Credit by Examination	Not Complete
S*	Completed Work	Not Complete
U*	Unsatisfactory Work	Not Complete

The grades "S," "U," and "IP" are used only in Developmental Studies courses. These courses can earn Institutional Credit that in no way affects the cumulative grade point average.

Incompletes

An "I" grade is available only to students who do not complete a course due to illness, injury, or other academic emergency. Only those students who were doing satisfactory work at the time of the emergency can receive "I" grade. Students must satisfactorily remove an "I" during the following semester or the symbol "I" converts to an "F." In unusual circumstances, an instructor may extend an incomplete grade beyond the one-semester deadline – not to extend a total of three consecutive calendar semesters. In order to remove an "I," students WILL NOT BE PERMITTED TO RE-REGISTER for the course.

Grade Reports

Student's grades are posted on the Bainbridge College Webpage at the close of each semester. Students may request that grades be mailed by completing the request form located in the Records Office. The

college issues no mid-term grades from the Records Office. However, every instructor must inform each student of his/her academic progress at mid-term. Students who are performing below average may receive in the mail a Mid-term Alert letter.

Grade Point Average (GPA) Computation

To determine both the semester and the cumulative grade point averages, use the following formula: The number of hours attempted in courses in which a grade of A, B, C, D, F, or WF was earned is divided into the total number of grade points earned on those hours. For example, a typical computation of semester grade point follows:

Course	Grade	Points	X	Hours	=	Grade Points
English 1101	B	3	x	3	=	9
Math 1111	C	2	x	3	=	6
HWEL 2000	A	4	x	2	=	8
				8 Hours		23 Grade Points

Grade Point Average = $23 \text{ (Grade Points)} / 89 \text{ (hours)} = 2.87$

Cumulative Grade Point Averages are computed with the same formula using all credit courses ever attempted. Both semester and cumulative grade point averages appear on the student's semester grade report.

The Records/Admissions Office or the Vice President of Student Affairs' Office can provide individual help in calculating both semester and cumulative grade point averages.

Business Office

The Business Office is located in the Administration Building and is under the supervision of the Vice President of Business Affairs. The Business Office is responsible for the financial transactions of the college.

Bookstore

1. Purpose-Service - The Bainbridge College Bookstore is owned and operated by Bainbridge College, a unit of the University System of Georgia. The bookstore stocks new and used textbooks and supplementary materials for all courses offered at Bainbridge College. The College Bookstore also maintains a variety of supplies that students may use in their studies including examination books, calculators, dissecting kits, diskettes, welding gloves, and safety glasses. The bookstore is located in the Student Center.
2. Return Policies - The College Bookstore will process a return provided that the return is made within the first two weeks of the first day of class with a cash register receipt. Returns for books purchased with a credit card will only be made to the same credit card account, and the student must show the cash register receipt, credit card receipt, and the original credit card. New items must be returned in new condition with no marks, no writing, or scuff marks. Students who made purchases on a form of authorized charge are requested to bring their copy of the Bainbridge College Bookstore invoice as a proof of purchase. Items that are shrink-wrapped are not returnable if the shrink-wrap has been removed.
3. Hours - The College Bookstore is open Monday through Friday, 8:00 a.m.-12:00 p.m. and 2:00 p.m.-5:00 p.m. For extended hours and further questions, please contact the bookstore manager at 229-248-2526.

Tuition and Fees

Tuition and fee charges at Bainbridge College are assessed in compliance with the policies of the University System of Georgia and the Board of Regents. Tuition and fee charges are subject to change without notice.

Students who have not completed registration may not attend classes until all tuition and fee charges have been paid in full. Financial aid programs, cash, check, money order, VISA or MasterCard may pay institutional charges. A \$15.00 fee will be assessed on all returned checks.

Parking and Traffic Code

1. General Statement of Policy:

- a. In accordance with Board of Regents' policy, Bainbridge College has adopted certain traffic rules and regulations deemed appropriate to maintain an orderly campus. Each student is expected to become familiar with these traffic rules and to demonstrate cooperation with the implementation.
- b. For the purpose of these regulations, a motor vehicle includes automobiles, trucks, motorcycles, motor scooters, motorbikes, or any other motor powered vehicles.
- c. The term "Visitor" refers to any person other than faculty, or student parking or driving a vehicle on campus.

2. General Rules

- a. The registrant of a motor vehicle is held responsible for the safe and prudent operation and proper parking of his/her vehicle regardless of who may be the operator.
- b. Parking on the roadway or in areas not designated for parking is prohibited.
- c. Students parked in handicap or non-student spaces may be towed away at the owner's expense.
- d. Vehicles parked on campus after school hours may be towed away at the owner's expense.
- e. The speed limit on campus roadways is 20 MPH and 15 MPH in parking areas.
- f. Neither Bainbridge College or any of its employees assume responsibility or liability for the loss from theft or damage to vehicles parked in the parking areas.

3. Schedule of Penalties and Fines for Violations

- a. Fines for non-moving violations are \$6.00 (each violation) and will be increased to \$15.00 if not satisfied within one week of the date of issue. Citations for parking in handicapped spaces will have an additional \$10.00 added to the above charge.
- b. Fines for moving violations are \$20.00 for the first offense, \$40.00 for each additional offense.
- c. Repeated offenses and failure to satisfy the citation will be considered failure to comply with college policies, and the Disciplinary Committee will be asked to deal with the problem.

E-Mail Account and Application Procedures

Each currently enrolled student will be provided an e-mail account by Bainbridge College. This account is web based and can be accessed from the College's home page on the Internet. To use the account, a student must know his/her e-mail User ID and PIN.

A student can find out his/her assigned e-mail address by logging into Banner Web using his/her Student ID Number and his/her PIN. A student's PIN is sent to him/her in a letter. If a student forgets his/her PIN, they must come by the Admissions and Records Office in person or call and have it mailed to the address in the student's file. PIN's will not be given out over the phone.

Once in Banner Web, the student can look under the Personal Information menu to find his/her e-mail address. To log into the web mail server, the student will use his/her e-mail User ID (the part of the e-mail address before the @ sign) and his/her PIN. It is very important to know your PIN, so please keep your PIN in a safe place. A duplicate will not be issued.

Ernie's Café

Ernie's Café is Bainbridge College's snack bar. It is located in the Student Center, and hours of operation are posted in the Student Center.

Financial Aid

The Office of Financial Aid administers all scholarships, loans, federal grants, and work-study programs for students attending Bainbridge College. Financial Aid may be disbursed through any of the following programs:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Federal Work-Study Program
4. Federal Stafford Loans
5. HOPE Scholarship
6. HOPE Grant (Certificate seeking students)
7. Scholarships from individual donors/private corporations
8. Veteran's Administration
9. Emergency Loans

Students seeking information regarding the availability of financial aid at Bainbridge College should contact the Financial Aid Office.

Georgia Fatherhood Program (GFP)

The Georgia Fatherhood Program is a partnership between Bainbridge College, the Department of Technical and Adult Education, and the Child Support Recovery Unit. This program targets those who are delinquent in child support payments in Decatur, Miller, and Seminole Counties. For more information, contact the Division of Technical Studies.

Identification Cards

Every student attending Bainbridge College is required to have a student identification card and may be subject to an ID card check at any time. An I.D. validation sticker will be placed on your I.D. card in the Student Services Office at the beginning of each semester. A fee will be imposed on those not taking their photo ID within three weeks of the first class day. Retakes, as well as lost or stolen cards, will also carry a replacement fee. Students may call the Office of Student Affairs at 229-248-2506 to make an appointment for a card. Students are required to have a copy of their class schedule in order to have an ID made.

Job Placement Assistance Service

Any student desiring assistance in finding employment should visit the Job Placement Office in the Technical Studies Building. The Job Placement Specialist aids students in obtaining employment whether it is full-time, part-time, temporary, or permanent positions. The Job Placement Specialist also provides students with tips on completing a job application, appropriate job interviewing skills, and assistance with resume writing.

Learning Center

The Learning Center provides free tutoring services to all students at Bainbridge College. Tutoring appointments should be made in person, as an introductory questionnaire needs to be completed. The hours of the Learning Center are Monday-Thursday 9:00 a.m.- 6:00 p.m.; and 9:00 a.m.-12:00 p.m. on Friday. Services include:

1. Individual or group tutoring by advanced students
2. Study groups, which are student-led and have reserved tables in the center
3. Sound Seminars on various topics
4. Study Skills Seminars which assist students in improving their academic habits
5. PLATO computer tutorials in English, math, the sciences, and history
6. Word processing and computer software access for individual study

Library

The Bainbridge College Library exists to support the curricula of the College by maintaining an adequate collection of 25,000 books, 299 periodicals, and other non-print resources in addition to providing reference assistance, circulation service, interlibrary loan service, and computer, Internet, and audio-visual services for students, staff, and faculty. The library's collection is accessed through GALILEO Interconnected Libraries (GIL) On-Line Public Access Catalogue (OPAC). Internet Access is provided via the Georgia Library

Learning Online (GALILEO) workstations. The library also makes its resources available whenever possible to the general public in the College's service area as part of the College's efforts to provide publicity to the surrounding communities.

The Bainbridge College Library is located in the Academic Building and is available for use between the hours of 8:00 a.m. and 9:00 p.m., Monday through Thursday. On Friday, the library closes at 5:00 p.m. Students are required to have a valid student ID card, which may be obtained in the Office of Student Affairs at the beginning of the semester. During the semester, the library hours on Saturday are 10:00 a.m.-2:00 p.m.

Students are encouraged to utilize the reference service at any time they are using the library and are unsure of the proper procedures to follow. Professional librarians are always available to help.

Minority Affairs Program (MAP)

Bainbridge College provides every minority student with a specific faculty or staff member who acts as that student's MAP mentor. The mentor provides academic or personal support or referral for any problem. The mentor is available for talks with students who need someone with whom they can talk. The Minority Affairs Program encourages students to meet with their mentors often, as well as participate in MAP sponsored events that will enhance the educational and cultural awareness of all BC students.

New Connections to Work (NCTW)

New Connections to Work is a partnership between Bainbridge College, the Department of Technical and Adult Education, and the Department of Family and Children Services (DFACS). This program targets those receiving Temporary Aid for Needy Families (TANF) in Decatur, Miller, and Seminole Counties. For more information, contact the Technical Studies Division.

PREP

Bainbridge College provides a Postsecondary Readiness Enrichment Program (PREP) for selected public school students in Decatur, Early, Grady, Miller, and Seminole Counties. These students receive services that include tutoring, mentoring, academic enrichment classes, leadership and social development sessions, cultural enrichment, field trips, and parent sessions. PREP students participate in service projects to learn the value of giving back to their communities. Bainbridge College students have the opportunity to apply for tutoring positions in this program. Interested students should see the PREP coordinator in the Office of Student Affairs.

Technical Studies Division

The Technical Studies Division at Bainbridge College offers many options for career programs. These include specialized certificates, regular certificates, and applied science degrees. In addition, Bainbridge and Southwest Georgia Technical College in Thomasville offer cooperative programs in business, health service, and technology. The Technical Studies Division also offers several programs to area high school students including Dual Enrollment, Tech Prep, Youth Apprenticeship, and Post Secondary Options (PSO). Credit and noncredit course offerings are provided to local business and industry. Call the Technical Studies Division at 229-248-2530 for programs of study or other information.

Testing and Career Counseling Center

The Testing and Career Counseling Center offers career, educational, and confidential personal therapeutic services free of charge to all Bainbridge College students. In addition, the Center serves as the testing center for the College, administering the COMPASS, SAT I, CLEP, and Regents' exams. The Disabilities Service Program is also housed in the Testing and Career Counseling Center. For a detailed description of services offered, visit the Testing and Career Counseling website or visit Room 308 in the Student Center.

Disability Services

Applicants or students who have any documented physical, emotional, or learning condition that may require additional assistance while attending Bainbridge College must submit a special needs form to the Office of Admissions. Upon receipt of this form, the Disabilities Service Provider will contact the student regarding the specific processes to follow. All documentation for Learning Disabilities and Attention Deficit Hyperactivity Disorders is evaluated at the Regents' Center for Learning Disorders at Georgia Southern University. Therefore, it is recommended that students begin this process as soon as possible before their intended semester of enrollment. Individuals with impaired hearing or speech may communicate with personnel at Bainbridge College via one of the following methods:

E-mail: geninfo@bainbridge.edu

Voice: 229-248-2579

FAX: 229-248-2513 (specify Admissions, Testing and Career Counseling, Financial Aid or other office from which information is sought)

Text Telephone: 1-800-255-0056 (via Georgia's Relay Service)

Regents' Testing Program

All students enrolled in Associate of Arts programs of study must pass the Regents' Test prior to graduation. Students must take the test in their first semester of enrollment after earning 30 semester credit hours if they have not taken it previously. Students who fail to take the test at the 30 credit hour threshold cannot register for any courses other than RGTE 0199 and/or RGTR 0198. RGTE0199 and RGTR0198 are not covered by financial aid. Student's who successfully pass both sections of the Regents' Test waive the requirement to enroll in these courses. Students with less than 30 earned semester credit hours are encouraged to take the test immediately following the completion of English 1101. Students who have not passed both parts of the Regents' Test must enroll each semester in the appropriate Regents' Review course(s) once they have earned 45 semester credit hours.

Workforce Investment Act (WIA)

Workforce Investment Act helps adults and youth compete in the workforce by providing basic education, training and support services. Participants learn basic and occupational skills to help them transition from school to work. This program is available to participants from Decatur, Early, Miller, and Seminole Counties. For more information contact the Division of Technical Studies.

Student Activities

Alumni Affairs

Graduates and non-graduates in good standing at Bainbridge College may join the Bainbridge College Alumni Association as Lifetime or Annual members. The officers of the Association oversee the activities and events planned for the alumni including reunions, fundraisers, and service projects. For further information please contact the president of the Association or e-mail alumni@bainbridge.edu.

Bainbridge College Committees with Student Representatives

1. Academic Council – SGA President, SGA 1st Vice President
2. Student Governing Council – SGA President, SGA 1st Vice President, SGA 2nd Vice President, SGA Secretary/Reporter, President of each student organization
3. Discipline Committee – 3 students for each case
4. Lyceum Committee – SGA President, SGA 1st Vice President

I. Student Government Association

A. Constitution of the Bainbridge College Student Government Association (See Bainbridge College website at: www.bainbridge.edu)

1. Purpose

The purpose of the Bainbridge College Student Government Association is to work for the best interests of students, cooperate with and advise the administration and faculty in all matters of common interest to the College, uphold students' rights, coordinate and provide a means of communications between the students and all areas of THEIR college.

2. Institutional Structure

- a. Board of Regents
- b. President of the College
- c. Faculty
- d. Student Governing Council
- e. Student Government Association
- f. Student Activities Committee
- g. Budget Committee

B. Definitions

1. The Bainbridge College Student Government Association (SGA)

- a. Membership: Membership and all rights and privileges of membership shall be granted to those students elected by a majority of votes cast during the Spring and Fall **SGA** elections.
- b. Meetings: The Bainbridge College **SGA** will meet at least three times each semester at a time and place selected by the **SGA** officers and at any other time that they deem necessary.

C. Duties of the Officers of the Bainbridge College Student Government Association (SGA).

1. The President will:

- a. Preside over meetings of the Bainbridge College **SGA**.
- b. Serve as Vice-Chairperson at all meetings of the Bainbridge College Student Governing Council.
- c. Chair all meetings of the Bainbridge College Student Governing Council in the absence of the Director of Student Activities.
- d. Serve as the official representative and spokesman of the Student Body.
- e. Serve as the official representative to the Chancellor's Student Advisory Council of the University System of Georgia.
- f. Ensure supervision of all Association-sponsored activities , including elections. Ascertain that all activities are organized and that all election results are valid.
- g. When necessary appoint one representative and one alternate to serve as President of the Bainbridge College **SGA** for the Summer Semester, if none of the officers or class representatives attend. If neither of the appointees attends, the Director of Student Activities assumes the duty of representing student interests.
- h. Recommend appointees to all standing committees.
- i. Assign **SGA** personnel the responsibility of implementing key programs.

2. The First Vice-President will:

- a. Assume the duties of the President in the event of the absence of the President.
- b. Serve as Chairperson of the Student Activities Committee.

3. The Second Vice-President will:

- a. Assume the duties of the First Vice-President and the President, if necessary.
- b. Serve as Chairperson of the Student Activities Committee

4. The Secretary will:

- a. Keep the minutes of all **SGA** and Student Governing Council meetings.
- b. Make an accurate report of all activities to the **SGA** and Student Governing Council through the school and/or city newspaper.
- c. Give advance notice of meetings of the Bainbridge College **SGA**.

5. The Elected Class Representative will:

- a. Represent the interest of their respective classes.
- b. Attend the Student Governing Council meetings.

- c. Serve as the Interim President of the Bainbridge College **SGA** during Summer Semester should none of the other elected officers be able to serve. The President shall select the Class Representative to serve as Interim President.
- d. One Sophomore and one Freshman Representative will be appointed by the **SGA** President to serve on the Student Budget and Student Activities Committee.

D. Election and Removal of Officers

1. **Officers Elected in the Spring** - Those officers to be elected in the spring are: President, First Vice-President, Secretary, and the Sophomore Representative. These positions shall be elected from those students who have successfully completed 31 credit semester hours at Bainbridge College.
2. **Officers Elected in the Fall** - Those officers to be elected in the Fall are: Second Vice-President and Freshman Class representative. These positions shall be held by students who have been enrolled for **less than** 31 semester hours. Special elections shall be held at this time to fill vacancies.
3. **Election Procedures:**
 - a. **Qualifications:**
 - 1) Minimum Grade Point Average (GPA) of 2.5
 - 2) Should an officer's cumulative GPA fall below 2.5, that officer shall be placed on probation for a period of one semester during which the cumulative GPA must be raised to the minimum.
 - b. **Procedures:**

For the Spring election each candidate must submit a Letter of Application to the Director of Student Activities within the first three weeks of the Spring Semester. After the application is approved and the GPA is certified, the candidate may begin campaigning. Candidates may campaign until the polls close on Election Day. Prior to the opening of the polls on the first day of elections, a question and answer session will be held at a predetermined time and place at which time the candidates may present their platforms and answer questions put forth by the students. To win, a candidate for an officer's seat must receive more than half of the votes cast. In those races in which no candidate receives more than half of the votes cast, the race will be decided by a run-off between the two candidates having the most votes. The run-off shall be held on Tuesday and Wednesday following the scheduled election of the Spring Semester. In the races for the representatives' positions, candidates receiving the most votes shall be declared the winners. All students enrolled in courses for which academic credit is given are entitled to vote.
 - c. **Procedures for the Fall Election:**

For the Fall election each candidate must submit a Letter of Application to the Director of Student Activities within the first three weeks of the Fall Semester. Students who have previously earned credit towards a degree must have earned a cumulative GPA of 2.5 or higher. Students enrolled for the first time in the Fall Semester must have a high school GPA of 2.5 or higher. Candidates may campaign until the polls close on Election Day. Prior to the opening of the polls on the first day of elections a question and answer session will be held at a predetermined time and place at which time the candidates

may present their platforms and answer questions put forth by the students. To win, a candidate for an officer's seat must receive more than half of the votes cast; if not, the race shall be decided by a run-off between the two candidates having the most votes. The run-off shall be held on the Tuesday and Wednesday following the Fall Semester election. In the races for the representatives' positions, the students receiving the most votes shall be declared the winner. All students enrolled in courses for which academic credit is given are entitled to vote.

E. Term of Office:

The term of each officer and representative elected Spring Semester shall begin at 12 noon on the last day of the Spring Semester, at which time the former officers' term will expire. The terms of the officers and representatives elected in the Fall Semester shall begin immediately following certification of the election results. These terms shall expire at the close of the Fall Semester elections. Holders of these offices are eligible to seek re-election in the Spring.

F. Removal From Office:

Any elected officer of the **SGA** or any officer appointed to fill the vacancy of any elected officer may be removed from office through impeachment by the Student Governing Council by a two-thirds majority vote on charges of malfeasance, misfeasance, or nonfeasance of office. Any member of the student body can bring these charges against an elected officer.

G. Amendments

1. An amendment to the Constitution must be proposed in the Student Governing Council. If approved, it must be ratified by a two-thirds majority vote of the Bainbridge College Students who vote.
2. Students may petition their Representative to propose an amendment to the Constitution.

H. Ratification of the Constitution

This Constitution shall be ratified by a two-thirds majority of votes cast by members of the Bainbridge College Student Body.

I. The Student Bill of Rights

1. **Right of Access to Higher Education** - All students of this Institution have the right to seek knowledge. This right cannot be denied without due process.
2. **Right of Fair Academic Evaluation** - Students have the right to fair academic evaluation. However, at the same time, the students must maintain the requirements of the instructors. These requirements must be explicitly stated in advance.
Grade Appeal - Should a student feel s/he is being unjustly evaluated, s/he should attempt to consult with the involved instructor. If the situation is not resolved, the student should consult with the department chairman, if the chairman is not the instructor involved. If all such attempts fail, the student should consult with the Vice-President of Academic Affairs. In keeping with Board of Regents' Policy, students may submit a final appeal to the President of the College.
3. **Right to Confidentiality of Student's Records** - Students have the right to expect that their records will be kept confidential except in cases in which records are specifically called for as stated in the Bainbridge College Catalog and in the Family Rights and Privacy Act found in this handbook.

4. **Right of Student Participation in the Formulation of Institutional Policy** Students have the freedom to express views on issues of institutional policy and have the right to participate in the formulation of institutional policy. All suggestions or questions should be directed through the **SGA** President.
5. **Right of Students Concerning Student Discipline and Conduct** - Students are free from punishment by lowering of academic evaluations for nonacademic violations. When charged with misconduct, the student has the right to choose a hearing before the Discipline Committee of Bainbridge College or the Vice President of Student Affairs. The decision reached as a result of the hearing by either the Vice President of Student Affairs or the Discipline Committee is final unless the student wishes to utilize his / her right to appeal to the President of the College. In turn, the decision of the President can be appealed to the Board of Regents.
6. **Right to Inquiry and Expression** - Students have the freedom to examine and to discuss all issues of interest and to express opinions publicly and privately, so long as these expressions of opinion do not violate state law or policy for the Board of Regents of the University System of Georgia. For a permit to demonstrate, contact the Vice President of Student Affairs.
 - a. **Peaceful Assembly of Students** - The freedom to organize peacefully in groups is recognized by Bainbridge College.
 - b. **Picketing and Petitioning** - Students have the right to picket peacefully or petition those issues or regulations to which they object or seek to have implemented.
 - c. **Circulation of Literature** - The right of students to circulate literature on campus is recognized.
 - d. **Right to Student Organizations** - The students have the freedom to join organizations or create organizations following the guidelines provided by the Bainbridge College Student Governing Council.
 - e. **Freedom of Press** - The right of students to print their opinions on subjects and issues is to be upheld.
 - f. **Freedom of Speech** - The right of students to speak on issues of importance is recognized.

II. The Bainbridge College Student Governing Council

- A. **Membership:** Vice President of Student Affairs - Chairperson
 Director of Student Activities
 President of the Student Government Association - Vice-Chairperson; First Vice-President; Second Vice-President; one Sophomore Representative and one Freshmen Representative; Vice-President of Academic Affairs; Secretary/Reporter of the Bainbridge College **SGA**; faculty advisors for all official student organizations. If a club president is already a member of the Council, the next elected officer will represent the club on the Council.
- B. **Powers of Student Governing Council**
 1. To accept and discuss matters of interest and concern presented to it by the **SGA** or by various student organizations.
 2. To recommend funding for student activities.
 3. To charter student organizations of Bainbridge College
 4. To recommend policies relative to student activities
 5. To approve by majority vote all appointments and recommendations for appointment made by the President of the Student Government Association.
- C. **Meetings of the Student Governing Council**
 1. **Regular meetings:** The Student Governing Council will meet no less than once each semester during the academic

year. The time and place will be set by the Council officers. The agenda for regular meetings should be available one week in advance.

2. **Called Meetings:** Called meetings will be held at the discretion of the President of the College, the Vice President of Student Affairs and the Director of Student Activities. All members of the Council will be notified at least twenty-four hours in advance for these called meetings.

D. Meeting procedures of the Student Governing Council:

1. The Council cannot meet without a majority of members present.
2. The minutes shall be submitted to the general faculty at their next meeting as information.
3. Disputes over points of order will be settled by reference to **Robert's Rules of Order.**

E. Standing Committees of the Student Governing Council:

1. Student Activities Committee
 - a. Membership: The Student Activities Committee will be chaired by the First Vice-President of the **SGA** and will include all elected officers and representatives of the **SGA** and the Director of Student Activities as members
 - b. Function: The function of this committee is to plan activities and recommend to the Student Governing Council the activities budget.
2. Ad Hoc Committees
The Student Governing Council has the right to appoint any committee it deems necessary.
3. Committee Meeting Minutes
At all committee meetings, a secretary shall be appointed to keep minutes. These minutes shall be submitted to the Student Governing Council.

III. Role of Student Publications

The various student publications at Bainbridge College exist primarily for the benefit of the college community, and they fulfill several roles:

A. Provide current information to the college community.

B. Provide opinions on matters they consider to be important.

C. Provide an opportunity for students interested in journalism to gain practical experience. At Bainbridge College all students are encouraged to express their views on matters of interest and to exercise the right of freedom of press. These freedoms are vital to the well-being of this institution. However, along with each right there is responsibility. All students will be expected to respect the rights of others.

IV. Student Organizations

A. Application Procedures for the Recognition of Student Organization:

1. An organization seeking recognition must submit the following information in writing to the Director of Student of Student Activities.
 - a. Name of Organization
 - b. Purpose (including explanation of why the organization is desirable on campus)
 - c. Qualifications for membership
 - d. Fees, dues, and other considerations for membership
 - e. Officer and leadership structure
 - f. Time and manner of election of officers

- g. Number of students wishing to join
 - h. Faculty sponsor(s)
 - i. Explanation of any extra-campus affiliation
 - j. Time and location of meetings
 - k. Names of prospective member(s) who will serve as spokespersons for the organization during the recognition procedure
2. The Director of Student Activities or his/her designee shall examine each application and reject those not submitted in proper form. The Director may request a hearing to be held before the Student Governing Council.

B. Criteria for Recognition and Review Procedure

1. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the college. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the college or any of the following:
 - a. The regular and orderly operation of the college.
 - b. The requirements of appropriate discipline within the college community.
 - c. The academic pursuits of teaching, learning, and other campus activity.
 - d. The laws or public policies of the State of Georgia and the United States.
 - e. The statutes and regulations of the college and the Policies of the Board of Regents.
2. If the Director of Student Activities or his/her designee disapproves recognition, the organization may appeal the decision to the President of the college, who shall review the same and affirm, reverse, or modify the decision. The appeal shall be in such form as the President may require.
3. All applications for recognition approved by the Director of Student Activities or his/her designee shall be promptly transmitted to the Student Governing Council for ratification. Ratification shall be in accordance with procedures established by the Student Governing Council. If the Student Governing Council fails to ratify the approval, the organization may appeal this action to the President of the College, who shall review the Council's action and affirm, reverse, or modify the same. This appeal shall be in such form as the President may require.

C. Right of Student Organizations

1. Recognition authorizes an organization to use college facilities and equipment, subject to the Board of Regents' Policies and to college regulations governing the use of facilities and equipment, and to reasonable scheduling and clearance of particular facilities and equipment by the Director of Student Activities.
2. Recognition authorizes an organization to be eligible to receive students activities money subject to the Board of Regents' Policies and to college regulations governing allocation of student activity fees.

D. Rules and Regulations Governing Student Organizations

1. Financial Responsibility
 - a. Use of allocated student activities money must conform to the purposes and practices approved by the Board of Regents and Bainbridge College.
 - b. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
2. **Conformance with Organization Purpose** - Activities of organizations must be in conformance with their application's stated purposes.
3. **Campus Displays** - Displays, including but not limited to posters, notices, or banners, which litter the campus or damage the property of the college or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the college, are prohibited.

4. **Property Damages** - Unauthorized or malicious damage to property of the college or other persons or entities resulting from organization activities is prohibited, and the student organization shall be responsible for all damages.
5. **Disorderly Conduct** - Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity, authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.
6. **Parades, Student Rallies, and Gatherings**
 - a. Parades, student rallies and other such gatherings must be limited to specified times and areas designated by college officials, and the organizations must publish notices for such activities.
 - b. Outside parades, student rallies and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice President of Student Affairs and the Security Office before they may be undertaken. Proper civil authorities must approve such activities if held off campus.
 - c. Use of facilities, equipment, and other college property shall be subject to reasonable scheduling by the Office of Student Affairs to promote fair sharing of their use.
7. **Law Violations** - No organization shall commit, encourage, condone or contribute to violations of college statutes and regulations, the Policies of the Board of Regents, the laws of Georgia or the United States.
8. **Eligibility for Membership and Office Status - Active**
9. **The following information must be submitted to the Office of Student Affairs:**
 - a. A list of members and officers must be submitted by the close of the fourth week of Fall Semester.
 - b. All subsequent amendments thereto must be submitted within 7 days after enactment.
10. **Organization Publications**
 - a. Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-1101), or which may create a substantial likelihood of material interference with the regular and orderly operation of the college.
 - b. Student organization publications shall abide by the guidelines and policies established by the Student Governing Council.

E. Review and Enforcement of Regulations

The Vice President of Student Affairs shall periodically review the activities of all student organizations to determine if they are acting in compliance with college regulations. Charges of violations of college regulations may be brought against any recognized organization and shall be heard by the Vice President of Student Affairs or, at his/her discretion, by the Student Governing Council. The Vice President of Student Affairs or the Council may request the presentation of oral and documentary evidence at the hearing. The Vice President of Student Affairs or the Council shall have a recording or transcript of the hearing prepared. If a charge is substantiated, the Vice President of Student Affairs or the Council may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing.

1. Restriction of all or any privileges enjoyed as a recognized student organization
2. Monetary fines, withholding or withdrawal of allocated student activities monies
3. Restitution of damages
4. Probation of recognized status
5. Suspension of recognized status
6. Withdrawal of recognition

An organization may appeal the imposition of any penalty to the President of the college, who shall review the action and affirm, reverse, or modify the same. The appeal and review shall be

in such form as the President may require. The President may utilize the services of any existing or ad hoc committee in determining the issues involved.

F. Final Review Powers of the President

Upon notice and hearing, the President of the college may review at any time the recognition of any student organization, or any decision on the disciplinary charges against any student organization, and make whatever final disposition of the matter he/she deems necessary for the best interests of the college.

G. Budget Procedures for Chartered Clubs and Organizations

1. During the Spring Semester (April), the Student Governing Council will approve the projected Student Activities Budget for the next fiscal year. At this time the council will also approve the amount that will fund school-wide programs, clubs, and organizations.
2. During the first week of April, each club and organization will be requested by memo to submit a projected budget to the Office of Student Services for the next fiscal year.
3. During the third week of April, the **SGA** and its advisor will hold hearings. Each club and organization will be invited to the budget hearings where they will be allowed to defend their projected budget.
4. After the budget hearings are complete, the **SGA** will propose specific funding for all clubs and organizations to the Student Governing Council.
5. During the last week of April, the Student Governing Council will meet and take action on the **SGA**'s proposal. Once this action is completed, the Council will then recommend the total Student Activities Budget to the President of the College.
6. The President of the College then recommends the budget to the Board of Regents of the University System of Georgia for their approval.
7. By July 1, the beginning of the fiscal year, all clubs will be notified of their funding.

Clubs and Organization

Alpha Beta Gamma

Alpha Beta Gamma is a national business honor society that recognizes and encourages scholarship among junior college students in business curricula. Working toward this goal, Alpha Beta Gamma shall provide an opportunity for development of leadership and service, an intellectual climate for exchange of ideas, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Because Alpha Beta Gamma is an honor society, membership is by invitation. Candidates must have a 3.0 GPA and must have completed 15 semester hours in a business curriculum.

BC Senior Ambassadors

The purpose of the Senior Ambassadors is to strengthen the educational, social, and cultural relationship between Bainbridge College and area communities. The Senior Ambassadors serve as a collaborative "cooperative link" to plan and execute programs and activities of special interest to the students of Bainbridge College and citizens of the surrounding communities.

BC Student Ambassadors

The Student Ambassadors are a select group of students chosen for their academic standing, effective communication skills, and leadership ability to represent Bainbridge College's surrounding area counties and across the State of Georgia. Through a variety of activities, the Student Ambassadors provide a valuable service by representing the student perspective of college life to prospective and new students to Bainbridge College. Additionally, they develop and manage community-based projects.

BC Cares Club

BC Cares seeks to promote service within the campus and local community, to increase interest and stimulate involvement in community service, and to recognize excellence in service to the Bainbridge College Campus and community. The club sponsors community service projects, supports a variety of local non-profit organizations through volunteerism and fundraising activities, and hosts a Community Service Awareness Week. Membership is open to all interested Bainbridge College students with a 2.0 or higher grade point average.

Chi Alpha Student Ministries

Chi Alpha (XA) is a non-denominational Christian student organization. The name comes from the Greek Christou Apostoloi meaning "Christ's sent ones." It's a movement of college students earnestly following Jesus Christ. Please visit the BC Chi Alpha homepage on the BC website: www.bainbridge.edu. Click on Students, Vice President of Student Affairs, then Student Clubs and Organizations.

College Bowl Team

The purpose of the College Bowl Team is to organize, prepare and send a competitive team to compete with other colleges throughout the South. As such, the team will represent Bainbridge College's pursuit of academic excellence and achieve recognition for students.

Bainbridge College Communications Club/Sigma Chi Eta

The Bainbridge College Communications Club and her sister honor society, Sigma Chi Eta, are dedicated to equipping students with the skills necessary to impact communities through the ethical use of communication. Students interested in business, politics, law, entertainment, and media will benefit from the club's three primary commitments: commitment to career development, commitment to community service, commitment to cultural activities. Membership is open to students of all majors. There is no fee to join.

Creative Arts

The Creative Arts Club supports the performing, visual, and literary arts at Bainbridge College. It also hosts multicultural events throughout the year. In addition, this club endeavors to provide a new way of drawing students to Bainbridge College and to create new bridges between Bainbridge College and the surrounding communities. The minimum GPA requirement is 2.0 and members must attend 50% of the scheduled meetings.

Creative Writing Club

The Creative Writing Club promotes, encourages, and develops creative writing and the arts among students, faculty, and staff. This organization is open to all interested Bainbridge College students.

Delta Club

Delta Club's purpose is to enhance a wide and intelligent interest in health, physical education, recreation, and related fields, to advance the standards of the profession, to foster a spirit of unity and cooperation among members, and to use the special knowledge and skills for club members to serve the school and community. Open to students majoring in health, physical education, recreation, or related fields.

Foreign Language Club

The Foreign Language Club is open to all interested Bainbridge College students. The purpose of this club is to increase personal knowledge of foreign languages and cultures and to present it to others interested in acquiring further information.

Licensed Practical Nursing Club

The Licensed Practical Nursing Club has been formed to provide an organization with each year's LPN class that will promote the ideals and ethical standards of nursing. This organization is open to enrolled LPN Program students.

Minority Affairs Program (MAP)

The Minority Affairs Program was established by the Georgia Board of Regents in 1983 to enhance the academic welfare of minority students in the University System of Georgia. The mission of MAP is to promote academic success, develop human potential, and create an environment that fosters the success and retention of minority students while advancing the cultural awareness and sensitivity of all students, faculty, and staff on the Bainbridge College campus.

Phi Theta Kappa

Phi Theta Kappa is an international honor society which recognizes and encourages scholarship among junior college students. This society provides opportunity for the development of leadership and service, an intellectual climate for exchange of ideas, lively fellowship for scholars, and the stimulation of interest in continuing academic excellence. Membership is by invitation only and requires a minimum GPA of 3.25 and enrollment in an associate degree program.

Science Club

The Science Club is open to any Bainbridge College student with an interest in the sciences, especially general biology and/or environmental science. The purpose of this organization is to promote science education and awareness in the local schools and surrounding communities, as well as on the Bainbridge College campus.

SIFE (Students in Free Enterprise)

The mission of the international organization, Students in Free Enterprise (SIFE), is to build SIFE teams at colleges and universities to teach others a better understanding of how the free enterprise system works. Participating students are provided an opportunity to develop leadership abilities and to be certified as a SIFE scholar. Participation in the Bainbridge College SIFE team is open to all Bainbridge College students.

Sigma Kappa Delta

Sigma Kappa Delta, the National English Honor Society for two-year colleges, is open by invitation to Bainbridge College students who have completed at least twelve semester hours with a GPA of at least 3.0 and who have earned an A in at least one English or humanities class. This national organization has been established to recognize and reward outstanding achievement in English literature and language and in the humanities as well as to provide cultural stimulation and promote interest in the arts.

Student Government Association

The Student Government at Bainbridge College is a well-organized group of student leaders charged with the following responsibilities.

- To work for the best interest of students
- Cooperate with and advise the administration and faculty in all matters of common interest to the College
- Uphold students' rights
- Coordinate and provide a means of communications between the students and other areas of the college.
- Elections will be Fall and Spring Semester. During the Fall Semester, the Freshman Representative and the 2nd Vice President will be elected. During the Spring Semester, the President, 1st Vice President, Secretary, and Sophomore Representative will be elected.
- Full Stipend will be awarded for President, 1st Vice President, 2nd Vice President, and Secretary.
- Half Stipend will be awarded for Freshman Representative and Sophomore Representative.

Teacher Education Service & Training Club (The TEST Club)

The Teacher Education Service and Training Club (TEST) has been organized to promote a better understanding among Bainbridge College's education majors concerning the choices to consider prior to admission to a four year college. The TEST club also introduces teacher education majors to the decision

making process for education and the inner workings of classroom education. Membership is open to students enrolled as teacher education majors at Bainbridge College.

Please contact the Vice President of Student Affairs at 229-248-2506 to obtain contact information for club advisors.

Expanded Programs

Expanded programs (discount programs) are programs that use community resources. These programs are designed to meet the needs of part-time students. Students may participate whenever they have the time and when the facilities are open. Bainbridge College offers half price tickets for the Bainbridge Little Theatre productions and for golf at the Industrial Park Golf Course. For further information, contact the Vice President of Student Affairs.

Fees Shared Programs

In order for the Bainbridge College Student Government Association and Student Activities to offer certain special programs, the Fees Shared Programming concept has been developed. This concept simply states that the student will pay a portion of the program expense and the balance of the expenses will be paid out of the Student Activities budget. Some examples of Fees Shared Programs are the travel programs, expanded programs, and dances.

Intramural Activities

Several different intramural activities are offered each semester and all activities are open to any student enrolled for credit classes. The intramural program champions, if qualified, are selected to represent Bainbridge College at the ACU-I Region 6 Tournaments. The Bainbridge College campus champions compete against the campus champions from Alabama, Mississippi, Florida, and Georgia in the following areas: 8-ball, table tennis, bowling, spades, chess, and air hockey. To qualify for selection, a student must have a 2.0 GPA and carry a minimum of three semester hours.

Student Governing Council

A governing body consisting of the Vice President of Academic Affairs, Vice President of Student Affairs, Coordinator of Student Activities, members of the Student Government Association and faculty club sponsors charged with the responsibility to recommend funding for student activities, recommend policies for student activities and discuss matters concerning students and student organizations.

Travel Programs

NOTE: Participants must be 18 years or older and be enrolled at Bainbridge College.

The Bainbridge College Student Activity Program offers a number of travel programs each year. Participation is on a first-come-first-served basis with each trip being announced at the beginning of each semester. Through this program students have had an opportunity to go on cruises, snow skiing trips, excursions, and senior college visits. Students sign up for these programs by paying (if applicable) the required fees in the Business Office. It should be understood that only in cases of extreme hardship will fees be refunded. For further information, contact the Vice President of Student Affairs.

Policies and Procedures

Crime Awareness and Campus Security Act of 1990

The Crime Awareness and Campus Security Act of 1990 requires Bainbridge College, as well as all other institutions participating in federal student aid programs, to publish and distribute to all current students and employees an annual report of security policies and crime statistics. An applicant for enrollment or employment may also request a copy of this report.

Disciplinary

1. Disciplinary Procedures

When a student is charged with violation of the foregoing conduct regulations, disposition of the student's case shall be afforded according to Constitutional requirements, due process and in keeping with the procedures outlined below:

- a. All complaints of alleged violation by a student shall be made in writing to the Vice President of Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state each regulation which the student is alleged to have violated.
- b. The student shall be notified by the Office of Student Affairs that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.
- c. At the above mentioned conference, the student shall be advised that:
 - 1) He/She may admit or deny the alleged violation, request waive of all further hearings, and request that the college official take appropriate action.
 - 2) He/She may, in writing, admit or deny the alleged violation. If the case involves the possibility of suspension or expulsion, the Vice President of Student Affairs may refer the case to the Discipline Committee for full disposition.
 - 3) Hearings may or may not be audio recorded at the discretion of the Discipline Committee.
- d. In cases referred to the Discipline Committee, the Vice President of Student Affairs, at least 72 hours in advance of the hearing, must notify the student in writing, by hand delivery if reasonably possible, and otherwise by registered mail to the last local address of the student within the reasonable knowledge of the Office of Records concerning the following:
 - 1) The date, time, place of hearing, and number of witnesses.
 - 2) A statement of the alleged charges and grounds, which if proven, would justify disciplinary action being taken.
- e. If the student is a minor, the institution will notify the parent or guardian, and these persons may request a conference with the Vice President of Student Affairs or other college officials prior to the hearing.
- f. The decision reached at the hearing will be communicated in writing to the student. If the student is a minor, a parent or guardian will be contacted. Upon the request/permission of the student a summary of evidence will be communicated to specified designee.
- g. The student shall be notified in writing of his/her right to appeal the decision of the hearing body. In cases of appeal, any action assessed by the hearing body shall be suspended pending the outcome of the appeal to the President of the College.

2. Rights of Student Defendant Before the Discipline Committee

At the hearings of the Discipline Committee, the student defendant shall be afforded the rights required by due process including:

- a. The right to an advisor of his/her choice.
- b. The right to question the complainant by defendant or designated advisor.
- c. The right to present evidence in his/her behalf.
- d. The right to call witnesses in his/her behalf. The defendant must furnish, in writing, a list of witnesses to the committee at least 24 hours prior to hearing, if defendant fails to supply list of witnesses he/she waives his/her right to call witnesses.
- e. The right to remain silent and have no inference of guilt drawn from such silence.
- f. The right to cross-examination.
- g. The right to appeal if the Discipline Committee imposes disciplinary suspension, expulsion, forced withdrawal, or change in grade not due to academic offense.
- h. The recording and/or summary transcription of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal.
- i. At the committee's discretion, the right to attend classes and required college functions may be suspended until a hearing is held and a decision is rendered at the college administrative level.

- j. Exceptions of rights of student defendant would be made when the student's presence would create a substantial likelihood of material interference with the normal operation and processes or the requirements of appropriate discipline at the College. In such cases, the Office of Student Affairs may impose temporary protective measures, including suspension for not more than 10 days, pending a hearing.
3. Discipline Committee
- a. The Discipline Committee of the college shall consist of six members of whom three shall be members of the faculty appointed by the President of the College or his designee and three shall be regularly enrolled students in good academic standing appointed by the Vice President of Student Affairs at Bainbridge College.
 - b. The members of the Discipline Committee shall select one of its members to act as presiding officer known as its chairperson.
 - c. The Discipline Committee shall hear cases involving alleged violations of the Student Conduct Code referred to it by the Office of Student Affairs. These cases shall be those in which there is a possibility of suspension or expulsion of the accused student.
 - d. Preliminary investigation of charges against students shall be made by the Office of Student Affairs. Cases are referred to the Discipline Committee through its chairperson. The Vice President of Student Affairs shall set the time and place for the hearing and shall notify other members and from that point all summoning of defendant(s) and witnesses.
 - e. Decisions of the Discipline Committee shall be by majority vote. A quorum shall consist of four members, two faculty and two students. In the event of a tie, the Vice President of Student Affairs shall cast the deciding vote.
 - f. Any member of the Discipline Committee shall disqualify himself/herself if his/her personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution.
 - g. The Discipline Committee shall make a tape recording and/or summary transcription of the proceedings.
 - h. The hearing and other deliberations of the Discipline Committee shall be closed except to appropriate observers from the College administration. However, the student defendant may designate three persons to observe the hearing; the presiding officer of the Discipline Committee may, for cause, designate three observers from the faculty, administration, and/or student body. The Discipline Committee, however, may exclude any person who may be reasonably expected to interfere materially with the hearing or who does interfere materially with the hearing.
 - i. The Discipline Committee shall provide a brief written summary and the committee's adjudication of each case to the Office of Student Affairs and to the student involved. If the student is a minor, a copy will be sent to the student's parents or legal guardian.
 - j. The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to particular circumstances on any given case.
 - 1) Expulsion – permanent severance of the student's relationship with the College.
 - 2) Disciplinary Suspension – disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution, along with other temporary severance of the student's relationship with the College for a specific period of time, though not less than the remainder of the semester for which the student is enrolled.
 - 3) Disciplinary Probation – notice to the student that any further major disciplinary violation may result in suspension.
 - 4) Reprimand – Oral reprimand – an oral statement of disapproval issued to the student.
 - 5) Letter of Reprimand – a written statement of disapproval to the student.
 - 6) Restrictions – exclusion from enjoying or participating in:

- a) Social Activities
- b) Identification Card Privileges. Card can be modified to show restricted privileges and attendance of extra-curricular student activities.
- 7) Restrictions - reimbursement for damage to personal or property or other compensation.
- 8) Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.
- 9) Change in Grade - for a course in which the offense occurred, this offense being academic in nature.

Emergency Procedures

Treating and Reporting Injuries and Illness

- A. If serious injury or illness occurs on campus, immediately call 911. Give your name; describe the nature and severity of the medical problem and the campus location of the victim. After you have notified emergency personnel, you must notify Campus Security and the President's Office.
- B. In case of minor injury or illness, provide first aid care.* Use sterile first aid materials and put on latex gloves.
- C. In case of major injury, Red Cross trained personnel* should quickly perform the following steps:
 - 1. Keep the victim still and comfortable. Do not move the victim!
 - 2. Ask the victim, "Are you okay?" and "What is wrong?"
 - 3. Check breathing and give CPR if necessary.
 - 4. Control serious bleeding by applying direct pressure on the wound; wear latex gloves.
 - 5. Continue to assist the victim until help arrives.
 - 6. Look for emergency medical I.D., medic alert, question witness(es), and give all information to the paramedics.
- D. Have someone notify the President's Office or Campus Security.

* Only Red Cross trained personnel should provide first aid treatment, i.e., First Aid, CPR.

Inclement Weather or Hazardous Conditions

Arrangements have been made with the following radio and TV stations to announce the closing of the college.

- | | |
|----------------|--------------------------------|
| 1. Bainbridge | WMGR-AM 930 |
| 2. Tallahassee | WHBX-FM 96.1/WGFL-FM 104.1 |
| 3. Tallahassee | WXSR-FM 101.5/WTNT-FM 94.9 |
| 4. Dothan | WOOF-FM 99.7 |
| 5. Albany | WALB-TV Channel 10 |
| 6. Tallahassee | WCTV Channel 6/WTXL Channel 27 |

Students may also call the EIS Searchline at 229-246-6331 then dial 7070 for a current message regarding the closing of the college. The basic "Rule of Thumb" to be followed: If the public schools operate, Bainbridge College will operate.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. [Parents of students who are 18 years of age

or older are not afforded these rights unless the parent(s) can prove that the student is a dependent student.] These rights include (1) the right to inspect and review the student's education records within 45 days of the day the institution receives a request for access, (2) the right to request the amendment of the student's education records that the student believes are inaccurate or misleading, (3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, and (4) the right to file a complaint with the U. S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

FERPA does allow for release of directory information unless the student requests directory information not be released. Directory information at Bainbridge College includes a question on its Application for Admission form where the student must indicate his/her wishes regarding the release of directory information. If a student wishes to change his/her choice regarding the release of directory information, the student must write a letter to the Director of Admissions and Records making the request. Such requests to change directory information release will be honored within 15 working days of receipt of the request. Students desiring to inspect education records or to request amendments of records must submit a letter to the Director of Admissions and Records clearly stating the request. Bainbridge College will respond to the student and allow the student access to the records or will make a decision regarding requested amendment to records within 45 days of each request. Bainbridge College releases student information to faculty and staff when that information is necessary to enable the satisfactory completion of their job responsibility such as academic advising, student activity reporting, state reporting, and federal reporting. Bainbridge College also releases student information to the Georgia Board of Regents and federal entities that require student data reporting. Applicants or students who have questions concerning the Family Education Rights and Privacy Act should contact the Director of Admission and Records.

Posting and Distribution

Board of Regents policies prohibit the operation of private enterprises on campus without College approval. Students who wish to sell goods or services or post any materials around campus must have the approval from the Vice President of Student Affairs.

Sexual Harassment

Section 703 of Title VII of the Civil Rights Act of 1964, as amended, provides that it shall be an unlawful, discriminatory practice for any employer, because of sex of any person, to discharge without just cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee or student on the basis of sex violates this federal law. As in the same manner as other forms of discrimination prohibited by law, sexual harassment, that is verbal or physical conduct of a sexual nature, which creates an unproductive offensive learning or work environment and has a detrimental effect on an individual, is prohibited.

Sexual harassment of employees or students in the University System of Georgia is prohibited and shall subject the offender from dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission of such conduct is made explicitly or implicitly as a term or condition of an individual's employment or academic standing; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic environment.

Any student wishing to discuss a complaint related to this policy should contact either the Vice President of Student Affairs or the Vice President of Academic Affairs. Employees wishing to discuss a complaint should contact the Vice President of Business Affairs or Vice President of Academic Affairs. All complaints will be dealt with promptly and confidentially. If needed, a hearing committee will be established and the normal grievance procedures will apply.

Student Code of Conduct (Overview)

Bainbridge College, in fulfilling its purpose and mission, must have the cooperation of each student. One of our responsibilities is to aid in the development of mature and well-rounded adults. As a student at Bainbridge College, you are responsible for abiding by college policies and regulations, as well as local, state, and federal laws. The Student Code of Conduct is provided to guide students in the correct behavior expected of them at Bainbridge College. Any student found guilty of conduct infractions or law violations, through due process, will have the appropriate disciplinary actions brought against him/her. When disciplinary actions are taken, penalties imposed are to serve as a part of the educational process to assist students in the development of personal, social, and civic responsibilities.

The listing of the violations and penalties found in the Student Code of Conduct are to be all-inclusive, and its items are subject to change by the University System of Georgia Board of Regents and/or by Bainbridge College.

Student Code of Conduct

- I. Academic Irregularity
 - A. Giving or receiving unauthorized assistance in the preparation of any essay, laboratory report, examination or other assignment included in an academic course is prohibited.
 - B. Taking or attempting to take or steal or otherwise procure in an unauthorized manner any material impeding the educational process is prohibited.
 - C. Selling, giving, lending, or otherwise furnishing to unauthorized persons materials that contain questions or answers to any examination scheduled to be given at any subsequent date in any course of study without authorization from the instructor is prohibited.
 - D. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations and the ideas of another person are used, please use the proper citations so as to acknowledge that person.
 - E. Breaching academic and student confidentialities is prohibited.
- II. Non-Academic Irregularities
 - A. Alcoholic Beverages

Bainbridge College and the Board of Regents recognize and support the laws of Georgia with respect to the sale, use, and distribution of alcoholic beverages on college campuses as well as within the state-at-large.

 1. The sale, use, and distribution of alcohol are prohibited on campus or at any event sponsored or supervised by any college recognized club.
 2. Individuals and student organizations violating this policy will be subject to disciplinary action as outlined in the Disciplinary Action section of the handbook.
 3. No student shall be in an intoxicated condition manifested by boisterous, rowdy, obscene or indecent conduct or appearance, or by vulgar, profane, or offensive language.
 - B. Damage to Property

Malicious or unauthorized intentional damage or the destruction of College property, as well as property belonging to faculty, staff, students, or visitors to the campus, is prohibited.

C. Disorderly Assembly

1. No student shall assemble unlawfully on campus for the purpose of creating a riot, destruction or disorderly diversion which interferes with the normal operation of the college. This section should not be construed so as to deny any students the right to peaceful, nondisruptive assembly.
2. No student or group of students shall obstruct the free movement of other persons about the campus or interfere with the use of college facilities or with the normal operation of the college.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. (Any use of sound amplification equipment must be cleared through the Office of Student Affairs.)

D. Disorderly Conduct

1. Disorderly conduct or breach of peace on College property or at any function sponsored or supervised by the College or by any recognized College organization is prohibited.
2. No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body or any visitor to this campus.
3. Inappropriate conduct on Bainbridge College property or at any function sponsored or supervised by the College or any recognized College organization, which materially interferes with the normal operation of the College, is prohibited.
4. No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College or any recognized College organization without the necessary credentials for admission (i.e., tickets, identification card, invitation, etc.).
5. At such College functions a student must present upon request proper credentials to properly identified College faculty, staff, and students who have been approved by an appropriate College designee.
6. No student shall interfere with, or give a false name to, or fail to cooperate with, any properly identified College faculty, administrative or staff personnel while these persons are in the performance of their duties.
7. Lewd, indecent, or obscene conduct or expression is prohibited. Conduct that is a crime under the criminal laws of Georgia, or the United States, which takes place on College property or in the course of a College activity, is prohibited.

E. Drugs

The possession, use (without valid medical or dental authorization), manufacture, furnishing, or sale of any narcotic, prescribed medicine, or any dangerous drug controlled by federal or Georgia law is prohibited. Any student convicted of a felony drug charge which occurs on or off campus must be suspended from school as outlined in the Drug-Free Postsecondary Act of 1990 (20-1-23) printed below:

The Drug-Free Postsecondary Education Act of 1990 (20-1-23)

Any student of a public educational institution who is convicted, under the laws of this state, the United States, or any other state, of any felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, a controlled substance, or a dangerous drug, shall as of the date of conviction be suspended from the public educational institution in which the person is enrolled. Except for cases in which the institution has previously taken disciplinary actions against a student for the same offense, such suspension shall be effective as of the date of conviction, even though the educational system may not complete all administrative actions necessary to implement such suspension until a later date. Except for cases in which the institution has already imposed disciplinary sanction for the same offense, such suspension shall continue through the end of the term, quarter, semester, or other similar period for which the student was enrolled as of the date of conviction. The student shall forfeit any right to any academic credit otherwise earned or earnable for such term, quarter, semester, or any other similar period; and the

educational institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

- F. Falsification of Records
No student shall alter, falsify, counterfeit, forge, or cause to be altered, falsified, counterfeited, or forged any record, form, or document used by the College.
- G. Explosives
No student shall possess, furnish, sell, or use explosives of any kind on College property or at functions sponsored or supervised by the College or any recognized College organization.
- H. Fire Safety
 1. No student shall tamper with fire safety equipment.
 2. The unauthorized possession, sale, furnishing or use of any incendiary device or material is prohibited.
 3. No student shall set or cause to be set any unauthorized fire in or on College property.
 4. The possession or use of fireworks on College property or at any events sponsored or supervised by the College or any recognized college organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
 5. No student shall make or cause to be made a false fire alarm.
- I. Weapons
Students are prohibited from possessing firearms, except with written permission from the Vice President of Student Affairs, on College property or at any event sponsored or supervised by the College or any College recognized organization. The possession or use of any other offensive weapon or item intended to be used as a weapon is prohibited.
- J. Hazing
All rites and ceremonies of induction, initiation, or orientation into College life of any College group which allow physical or mental suffering is prohibited.
- K. Joint Responsibility Infraction
Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violation: such concerted acts are prohibited.
- L. Student Identification Cards
 1. Lending, selling or otherwise transferring a student identification card is prohibited.
 2. The use of a student identification card by anyone other than its original holder is prohibited.
- M. Theft
 1. No student shall sell a textbook that does not belong to him/her without written permission from the owner.
 2. No student shall take, attempt to take, or keep in his/her possession items of College property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.
- N. Unauthorized Entry or Use of College Facilities
 1. No student shall make unauthorized entry into any College building, office, or other facility nor shall any person remain without authorization in any building after normal closing hours.
 2. No student shall make unauthorized use of any College facility.

- O. Gambling
The playing of cards, billiards, or any game of skill or chance for money is prohibited.
- P. Repeated Violations
Repeated violations of published rules or regulations of the College, which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life, are prohibited.
- Q. Violations of Outside Law
Violation of local, state, or federal law, on or off campus, which constitutes a clear and present danger of material interference with the normal operation and processes of the College, or with the requirements of appropriate discipline, is prohibited.

III. Possible Disciplinary Action for Code of Conduct Violations.

All disciplinary actions are determined by the Disciplinary Committee and subject to approval by the President.

- A. Social Probation:
Further violation of the Student Code of Conduct during this term of probation could result in more serious action being taken.
- B. Probated Suspension:
The condition whereby the student may be suspended if found responsible for additional violations of the Student Code of Conduct or by administrative action. The Disciplinary Committee or Vice President of Student Affairs shall determine the length of suspension.
- C. Suspension:
The condition whereby the student is not allowed to be in attendance at Bainbridge College for the number of terms specified by the Disciplinary Committee or by administrative action. Admittance will be restored after the period of suspension has terminated.
- D. Expulsion:
Provision is made whereby a student is permanently forbidden to attend Bainbridge College.

The Disciplinary Committee shall designate a time for the expelled student to be off campus. After the designated time, the expelled student is not to be on the Bainbridge College campus unless a written appeal has been submitted to and approved by the Vice President for Student Affairs. During the period of expulsion, the expelled student is not allowed to be on campus without written permission from the Vice President of Student Affairs. If the student appeals the decision and resides on campus, he/she must vacate the room in the residence hall by the specified time. When a student has been suspended or expelled he/she may only attend class and use the library until the appropriate appeal procedure is complete.

- E. Restitution:
The payment of damages and/or amount of fine, if deemed necessary, shall be levied and set by the Disciplinary Committee and approved by the President.
- F. Curfew:
Bainbridge College may provide campus housing in the future. The condition whereby the student will be restricted to his or her room or designated area at times specified by the Disciplinary Committee. Exceptions require written permission from the Vice President of Student Affairs.
- G. Restricted ID:
A restricted identification card may be issued as directed by the Disciplinary Committee as part of the punishment of social probation or probated suspension. The restricted

identification card will replace the regular identification card and will restrict a student from attending normal campus activities that require student identification for admission. (This restriction is not effective for assigned classroom activities.) The restricted identification card will be issued for a length of time specified by the Disciplinary Committee and approved by the President.

- H. Community Service:
The student may be required to perform a specified number of hours of community service as designated by the Disciplinary Committee and approved by the President.

Student Grievance Procedures

Bainbridge College students should attempt to resolve all problems, whenever possible, before filing a grievance. Open communication between students, faculty, administrators, and staff is encouraged to resolve conflict so that a formal grievance procedure will not be necessary. If that is not possible, a formal written grievance statement should be filed with the Vice President of Student Affairs, Director of Admissions, Vice President of Academic Affairs, or the Vice President of Business Affairs. For detailed procedures, contact one of the aforementioned administrators.

Revised Student Government Constitution

Bainbridge College Student Government Association Constitution

Preamble

We, the students of Bainbridge College, desiring a democratic, efficient, and responsible Student Government; seeking to create an environment conducive to the pursuit of academic excellence; working to cultivate and preserve the ideals of responsible citizenship among the student body; and cooperating with administration and faculty in working for the betterment of this College, do hereby establish this Constitution.

ARTICLE I – STUDENT BODY

Section 1: Composition

Membership in the student body shall be composed of students officially enrolled in Bainbridge College or any other student paying Bainbridge College student activity fees.

Section 2: Privileges

Any of the above recognized students shall be entitled to vote in student elections and make nominations for said election. Only students officially enrolled in Bainbridge College may run for office.

ARTICLE II – AUTHORITIES AND POWERS

Section 1: Name of Organization

This organization shall be known as the Bainbridge College Student Government Association, hereafter referred to as the SGA.

Section 2: Authority

Paragraph A: The SGA, chosen through popular elections by the student body of Bainbridge College, serves as the official agent of the student body of Bainbridge College in the presentation of student opinion on matters affecting student welfare.

Paragraph B: It is established under the authority of the Statutes of Bainbridge College. The duties and functions of this organization are such as are herein conferred upon it.

Section 3: Function

Paragraph A: The SGA is to work subject to the policies and purposes of the Board of Regents of the University System of Georgia, of Bainbridge College, and of the student body whom they represent.

Paragraph B: The SGA has the responsibility to recommend to the Student Governing Council recognition of student clubs and organizations.

Paragraph C: The SGA will establish rules regulating Student Government Association elections and recommend these rules to the Student Governing Council.

Paragraph D: The SGA will make recommendations to the Student Governing Council concerning any considered changes in college rules governing student conduct.

Paragraph E: The SGA will make recommendations concerning allocation of Student Activities' monies to the Student Governing Council.

Paragraph F: The SGA will assist the Director of Student Activities in planning and undertaking all activities involving the expenditure of Student Activity monies.

Paragraph G: The SGA will solicit, receive, and discuss matters of interest and concern to the students, either as individuals or as organizations, and will present these interests and concerns as policy proposals to the Student Governing Council or the Vice President of Student Affairs.

Paragraph H: The SGA will require financial reports from organizations receiving appropriations from Student Activities' monies and will monitor the expenditure of all Student Activities' monies.

Section 4: Administrative Structure

Paragraph A: The placement of the SGA in the administrative structure of Bainbridge College shall be as follows:

President
Vice President of Student Affairs
Director of Student Activities
Faculty
Student Governing Council
Student Body (SGA)

Paragraph B: The Director of Student Activities will serve as a non-voting advisor for the SGA.

Section 5: Ultimate Authority

The President of Bainbridge College shall have ultimate authority in decisions made by SGA.

ARTICLE III – ORGANIZATION

The SGA shall be composed of six (6) officers (President, 1st Vice President, 2nd Vice President, Secretary, Freshman Representative and Sophomore Representative). In order to allow for adequate student representation in the SGA, as the size of the student body increases, there shall be one representative for each two hundred students or major portion thereof. The number of representatives to be appointed each year will be based on the official Fall Semester enrollment for the College.

ARTICLE IV – QUALIFICATIONS

Section 1: Qualifications for President, 1st Vice President, 2nd Vice President, Secretary, Freshman Representative and Sophomore Representative of SGA

Paragraph A: To be eligible for President, 1st Vice President, 2nd Vice President, Secretary, Freshman Representative and Sophomore Representative of SGA, a candidate must have a cumulative academic average of 2.5 for work attempted while at Bainbridge College and must maintain an average of 2.0 during his/her tenure of office. (The only exception shall be first semester freshmen who shall be considered as probationary members for one semester until a cumulative average can be calculated.)

Paragraph B: Candidates qualifying for Freshman Representative must not exceed freshman class rank (under 30 credit hours) at the beginning of the Fall Semester following the Spring Election.

Paragraph C: The candidate must have accumulated at least 12 academic hours at Bainbridge College by the time they take office and have been enrolled for at least one semester. (The only exception shall be first semester freshmen.)

Paragraph D: The candidate must be currently enrolled at Bainbridge College during the semester in which the election is held.

Paragraph E: The candidate must be enrolled on at least a six-hour basis.

Section 2: Term of Office

The term of each officer elected Spring Semester shall begin on the last day of Spring Semester, at which time the terms of the preceding officers and representatives will expire. The term of representatives appointed Fall Semester shall begin immediately following their vetting by the SGA and approval by the Director of Student Activities.

Section 3: Removal from Office

Paragraph A: Any officer or representative of the SGA may be removed from office through impeachment by a two-thirds majority vote of the officers and representatives of the SGA on charges of malfeasance (bad conduct, dereliction of duties, violation of the Code of Conduct, corruption, etc.), misfeasance (breach of policy, improper performance, injurious exercise of authority, etc.), or nonfeasance (disregard and/or failure of duty, inattention, etc.) of office. Any officer or representative of the SGA can bring these charges.

Paragraph B: If any officer or representative loses his/her required grade point average while in office, he/she shall have one semester to raise his/her grades before he/she must forfeit his/her position.

ARTICLE V – DUTIES AND RESPONSIBILITIES

Section 1: The President of the SGA shall:

- Represent the student body in student affairs and in student relations with various constituencies of the College.
- Attend SGA meetings.
- Chair all meetings of the SGA
- Represent Bainbridge College on the University System Student Advisory Council (SAC).
- Appoint and remove committee members, if applicable, with two-thirds approval of the officers and representatives of SGA.
- Fill vacancies by appointment for any unexpired terms of officers or representatives. Appointees must meet the qualifications set forth for the respective office by the Constitution and must be approved by two-thirds vote of the officers and representatives of the SGA.
- Vote only in case of a tie in SGA proceedings.
- Work with the Director of Student Activities to coordinate SGA-sponsored activities and to assist with other campus-wide activities involving students.
- Serve as an ex-officio member of all SGA committees, if applicable.
- Be present during the vote vetting representatives.

- If asked, will serve as the student representative to the Bainbridge College Foundation Board of Trustees.

Section 2: The 1st Vice President shall:

- Assume the duties and powers of the President in the absence of the President or upon the request of the President.
- Attend SGA meetings.
- Assume the Office of President in the event the office should become vacant.
- Serve as a member of a Bainbridge College committee if assigned by the SGA President.
- Coordinate the responsibilities of all SGA committees, if applicable, including appointing the chairperson of each committee and overseeing the functions of all said committees.
- Undertake responsibilities and duties as may be assigned by the SGA President.
- Be present during the vote vetting representatives.

Section 3: The 2nd Vice President shall:

- Assume the duties and powers of the President in the absence of the 1st Vice President or upon the request of the President.
- Attend SGA meetings.
- Assume the Office of the 1st Vice President in the event the office is unable to fill.
- Serve as a member of a Bainbridge College committee if assigned by the SGA President.
- In the absence of the 1st Vice President, coordinate the responsibilities of all SGA committees, if applicable, including appointing the chairperson of each committee and overseeing the functions of all said committees.
- Undertake responsibilities and duties as may be assigned by the SGA President.
- Be present during the vote vetting representatives.

Section 4: The Secretary shall:

- Attend SGA meetings
- Record the minutes of all SGA meetings and provide copies to members and Director of Student Activities within a week following each meeting.
- Handle all correspondence for the SGA.
- Perform such other duties as may be assigned by the SGA President.
- Be present during the vote vetting representatives.

Section 5: Freshman and Sophomore Representatives shall:

- Represent the student body in matters affecting student interest.
- Attend SGA meetings.
- Serve on SGA committees, if applicable.
- Assist in the promotion of SGA sponsored and other campus-wide activities.
- Perform such other duties as may be assigned by the SGA President.
- Be present during the counting of ballots (or tallying of votes) for officers unless they are a candidate for such office.

ARTICLE VI – MEETINGS

Section 1: The SGA shall meet at least once a month (September – May), except during Summer Term, at an established time and place, and at such other times as deemed necessary by the President of SGA.

Section 2: Robert’s Rules of Order as revised shall be the final authority on the parliamentary procedure observed at all meetings of the SGA when not in conflict with the provisions of this constitution.

Section 3: All officers and representatives of the SGA shall be required to attend all meetings. Any member absent for more than two regular or consecutive scheduled meetings in one semester without an excuse satisfactory to the other officers and representatives shall be subject to removal from office by impeachment under the terms of Paragraph A, Section 4, Article IV.

Section 4: A quorum for SGA meetings shall consist of 51% of the active officers and representatives. No official business shall be transacted without a quorum.

Section 5: All motions pertaining to regular business shall be passed by a simple majority of officers and representatives present and voting.

Section 6: The meetings of the SGA shall be open to all members of the College community. In compliance with the requirements of the Americans with Disabilities Act (ADA), the College does not discriminate against a person with a disability. No student will be denied access to any program, service, or to any administrator or faculty person because of the person’s physical disability.

ARTICLE VII – COMMITTEES

Section 1: At the discretion of the SGA President the SGA shall be divided into various committees to assist in carrying out its functions. Committees to be established will be determined at the initial regular meeting of the SGA each fall. Committee chairperson and membership shall be appointed by the SGA President with the approval of the SGA. No committee shall have more than six members. All committee chairpersons must have and maintain a 2.0 cumulative grade point average.

Section 2: At his/her discretion the President of the SGA, with the approval of the other officers and representatives, will recommend to the Director of Student Activities students to the following College standing or ad hoc committees:

Academic Council (2)

Student Governing Council

Library Committee (3)

Conflict Resolution Committee (1)

Lyceum (SGA President and SGA Vice President)

Student Governing Council – *During the budget consideration process, additional student representatives will be appointed to the council to assure that at least half of the committee members are students.*

ARTICLE VIII – ELECTIONS

Section 1: Elections for all SGA officers (President, 1st Vice President, 2nd Vice President, Secretary, Freshman and Sophomore Representative) shall be held in late March or April.

Section 2: During the first month of the spring semester, the Director of Student Activities shall announce the procedures and deadline for filing an application for office, the dates of the candidates' forum, the date of the election, and campaign guidelines.

Section 3: Candidates for SGA executive offices must file an application with the Director of Student Activities by the first Thursday in March.

Section 4: The Director of Student Activities shall certify that each candidate has filed a complete application and has met the criteria for eligibility. The Director of Student Activities shall also notify each candidate that he or she has met the requirements and is eligible to participate in the candidates' forum and to begin campaign activities.

Section 5: A candidate's forum will be held in March as announced by the Director of Student Activities. Each candidate for executive office who has been certified by the Director of Student Activities shall be allowed five (5) minutes to address the student body.

Section 6: Campaign spending shall be limited to no more than \$100. Candidates must submit a list of expenditures to the Director of Student Activities at the completion of the election. The candidate will be responsible for all expenses incurred during the election.

Section 7: Elections will be conducted by the Director of Student Activities, his or her appointees, and the SGA officers. No candidate for office may serve as an election official. Other guidelines include:

- Election ballot forms must be approved by the Director of Student Activities.
- The election ballot box will be placed in one or more designated areas on campus and manned at all times by appointee with a check list of students currently enrolled.
- Students must be currently enrolled at Bainbridge College to vote and show their student ID.
- Candidates running for office cannot campaign within fifty (50) feet of the polling place.
- Bainbridge College will not be responsible for any campaigning mishaps while campaigning off campus.

Section 8: The votes shall be counted by the Director of Student Activities or his/her designee and the SGA executive officers. Each candidate may be present during the counting of ballots.

Section 9: In elections where there are only two candidates, the winning candidate shall be the one receiving the most votes. Should there be more than two candidates running for executive office,

the winning candidates must receive a simple majority of the votes cast. Should no candidate receive a majority, a run off election shall be scheduled between the top two candidates in the case of executive officer positions.

Section 10: If necessary, a run-off election will be conducted by procedures as outlined in Article VIII of this constitution.

Section 11: Ballots will be retained by the Director of Student Activities for a minimum of one year following the election dates.

Section 12: Any candidate or member of the student body wishing to contest the election will have two working days after the official announcement of the election results to submit a letter specifying charges to the Director of Student Activities who will render a decision as to the validity of the contesting action.

- Any decision rendered by the Director of Student Activities as to the validity of the election can be appealed to the Vice President of Student Affairs.
- The Vice President of Student Affairs at his/her discretion can rule as to the validity of the election or can refer to a committee appointed from the Student Governing Council.
- The ruling of either the Vice President of Student Affairs or the committee appointed by the Student Governing Council shall be final.
- Any further appeals should be directed to the President of the college.
- After appeal to the President there can be no further appeals.

ARTICLE IX – AMENDMENTS

Section 1: Proposal and Ratification of Amendments

Paragraph A: An amendment to this Constitution may be proposed by presenting a clear statement of the amendment with signatures of fifty qualified voters to the SGA secretary. A qualified voter shall be defined as any currently enrolled Bainbridge College student or student who pays Bainbridge College student activity fees.

Paragraph B: The proposed amendment must be introduced at a regular meeting of the SGA and recommended for consideration by a two-thirds vote of the officers and representatives of the SGA. If approved for consideration, copies of the proposed amendment will be posed on bulletin boards and available for student body review.

Paragraph C: The proposed amendment must receive a two-thirds majority vote of the officers and representatives of the SGA and be ratified by a simple majority vote of the Bainbridge College student body. Then, it must have the approval of the Director of Student Activities, Vice President of Student Affairs, and President of the College before it will become part of this Constitution.

ARTICLE X – Ratification

The Constitution will become official upon the approval of the College Administration and a majority of the votes cast by the students of Bainbridge College.

Student Handbook, Revised July 2004

This Student Handbook is subject to change. Please visit the
Bainbridge College Website at www.bainbridge.edu for the latest revisions of the Student Handbook.