

**Constitution of the  
Student Government Association of  
Alamance Community College  
Revised June 2012**

## **Constitution of the Student Government Association**

To further the concept of the student participation in the institution governance, the student body has adopted a constitution for the operation of the Student Government Association. Enrollment in ACC implies the assumption of the responsibility on the part of every student uphold the intent of this constitution and remain loyal to college as an education community.

### **Preamble**

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

### **Article I Name**

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

### **Article II Purpose and Policies**

#### **Section 1: Purpose**

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

#### **Section 2: Policies**

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

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

The SGA shall not discriminate in its membership. The SGA is committed to the policy of Alamance Community College to be an equal opportunity institution.

**Article III  
SGA Funding**

**Section 1: Resources**

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

**Section 2: Budget**

At the beginning of each fiscal year, the Student Activities Coordinator in consultation with the SGA President & Treasurer will establish the Student Activities/SGA budget and will recommend the annual budget to the College Administration.

**Article IV  
Organization**

**Section 1: Student Government Authority**

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

**Section 2: Membership**

Every student enrolled at Alamance Community College and who pays the Student Administration Fee shall be a non-voting member identified as either a Club Representative or SGA Volunteer of the Alamance Community College SGA and shall be governed by its rules and regulations. Any curriculum student in good standing, with a 2.5 cumulative GPA, shall be eligible for voting membership if he/she has been elected as an officer in accordance with Article VII or appointed as a senator in accordance with Article VIII. The Student Activities Coordinator and/or designee(s) shall serve as SGA Advisors.

**Section 3: Organizational Structure**

The SGA is composed of the following groups: Executive Board, Senate Chairs, and Club Representatives.

- A. The Executive Board is composed of President, Vice-President, Secretary, and Treasurer.
- B. The number of Senators positions for each campus shall be determined in April for the next school year based on the number of curriculum students enrolled on that campus. The formula follows:**

Number of Curriculum Students	Number of Senators
<b>0-999</b>	<b>2</b>
<b>1000-1999</b>	<b>3</b>
<b>2000-3499</b>	<b>4</b>
<b>3500-4999</b>	<b>5</b>
<b>5000-6499</b>	<b>6</b>
<b>6500+</b>	<b>7</b>

**The maximum number of Senators appointed for any campus shall be 7.**

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

The General Assembly Meeting is an open meeting for the SGA Executive Board, Club Representatives, SGA Senators and all Alamance Community College Students who wish to participate.

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

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

#### **Section 6: Student Affairs Committee**

Student Affairs Committee-The student affair committee shall serve as the advisory committee on all matters as outlined in this constitution or its bylaws. It shall coordinate these matters with the policies of the college, the Dean of students, and the SGA advisor.

### **Article V Functions**

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

- A. To represent the student body to the college-wide community and take into consideration the needs and desires of the students and their relationships with student organizations.
- B. To promote the formation and development of the student organizations.
- C. To serve as a forum for communication and ideas for the student organizations while maintaining a policy of non-interference in their organizational affairs, recognizing that the student organizations are essential to the SGA.
- D. To serve as a forum where students, faculty, and administrators can discuss mutual issues and to stimulate communication and understanding among these groups.
- F. To promote fiscal accountability within the SGA.
- G. To develop priorities of expenditure, make appropriations, and monitor spending of SGA designated funds.
- H. To work with the Student Activities Coordinator, who is responsible for the initiation of all expenditures from the Student Administration Fee, and to assist the Coordinator in preparing a recommended budget for each fiscal year.
- I. To identify students to serve on college committees, task forces, and work groups.
- J. To promote college-wide programs and events.

**Section 2: The functions of the Executive Board (on a college wide basis):**

- A. To plan the semester and annual SGA calendar.
- B. To plan the agenda for SGA Council meeting.
- C. To account for all business needing action brought forth from SGA Council meetings.
- D. To conduct Senator interviews in conjunction with the SGA Advisor.
- E. To review concerns and formulate appropriate actions for topics brought up at General Assembly Meetings.
- F. Create Ad Hoc Committees as necessary for college-wide issues.
- G. Make decisions, when the student senate is not available, on matters of immediate attention.

**Section 3: Functions of the SGA**

- A. To plan and implement activities.
- B. To provide guidance to SGA groups, committees, and student organizations.
- C. To consider and approve funds requests from student organizations.
- D. To consider views of senators and respective campus constituents.
- E. To consider and approve student committee appointees.
- F. To recommend travel plans to the SGA advisor for final approval.
- G. To conduct orientation sessions for new Officers, Senators, Club Representatives, and SGA Volunteers.
- H. To consider and provide final approval of all motions brought forth to SGA.
- J. To veto all motions brought forth by Senate Chairs and Committee Chairs by a 2/3 majority if motion is not in compliance with the Constitution, Budget, or Student Handbook.
- K. To serve as a forum for an Officer's or Senator's Dismissal from Office.
- L. To support the work of the Executive Board in addressing student-related issues as they arise.

**Section 4: Functions of the General Assembly Meeting shall be:**

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

## **Article VI Executive Authority**

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

President  
Vice-President  
Secretary  
Treasurer

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

- A. To read and become familiar with the SGA Constitution.
- B. To attend all Executive Board, SGA Council, General Assembly, and Special
  - a. Session meetings participate in all business proceedings and vote as needed. If an Executive Board officer is unable to attend any of these meetings, then an acceptable excuse must be given to the SGA President and/or SGA Advisor prior to the meeting.
- C. To maintain and record office hours at his/her campus through the use of a point card that must be approved by an SGA Advisor. A minimum of three (3) hours per week is required for all Executive Board Officers.
- D. To follow attendance policy as stated in the constitution.
- E. To serve on College Committees as appointed.
- F. To attend parliamentary procedure and leadership development seminars.
- G. To help coordinate and assist regularly in SGA activities.
- H. To conduct all senator interviews in conjunction with the student government advisor.
- I. Serve as the student representatives during campus judicial hearings.

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

- A. To serve as Chief Executive Officer of the SGA.
- B. Represent the SGA in all authorized relationships with the Faculty,
  - i. Administration, official guests, and students of other schools.
- C. To preside over all Executive Board, SGA, and Special meetings.
- D. To maintain parliamentary procedure in all meetings using this Constitution
  - i. and *Robert's Rules of Order*.
- E. To serve as ex-officio member of all standing committees.
- F. To initiate projects to be undertaken by the SGA for the students, with the consent of the Executive Board, in keeping with this Constitution.
- G. To represent this organization in all other functions not assigned to other officers.
- H. To have knowledge of funds allocations awarded to student organizations by the SGA.
- I. To call special meetings of the Executive Board at his/her discretion, allowing a two (2) day notice with purpose stated.
- J. To delegate other duties which are not specifically assigned to any other persons under this constitution.
- K. To serve as a non-voting ex-officio member of the Alamance Community College Board of Trustees. Attendance at all meetings is required.

- L. To maintain correspondence with the SGA Advisor and Dean of Students.
- M. Sign all documents, minutes, budgets, or other measures approved by the senate, including requisitions, upon the absence of the treasurer.

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

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

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

- A. To maintain permanent records of the SGA.
- B. To serve as recorder to the Executive Board, SGA, and Special Session meetings.
- C. To prepare and distribute a copy of the minutes of all Executive Board, General Assembly and Special Session meetings to the SGA Council prior to the subsequent meeting.
- D. To maintain correspondence with the Executive Board and SGA Advisors.
- E. To assist SGA in maintaining relations with various groups on campus.
- F. To assist the SGA President in any other areas which are related to secretarial responsibilities.
- G. To chair the Conference Committee, responsible for the duties described in Article XII.
- H. To keep a record of attendance for all Executive Board, SGA Council, General Assembly, and Special Session meetings.
- I. To keep track of all motion cards approved and disapproved by Campus Councils, SGA Council, and the General Assembly.
- J. To post a report of the General Assembly minutes on Alamance Community College website.
- K. Update all social media outlets with new information.

### **Section 6: Powers and Duties of the Treasurer**

- A. To work with the SGA Advisors to prepare requisitions as needed by the SGA.
- B. To analyze requests for student organization funds.
- C. To receive copies of all Funds Request forms from the Student Activities Coordinator.

- D. To compile budgets for SGA committees for each semester based on requests from committee chairpersons. These requests shall be approved by the Executive Board, and SGA Advisors.
- E. To keep track of the SGA financial status.
- F. To act as the Committee Chair of all Finance Committee meetings where fund requests from student organizations will be discussed and voted on.
- G. Have the power to vote on measure before the senate.

### **Section 7: Tuition Scholarship for Officers**

Subject to approval by an SGA Advisor, each semester, executive board officers will receive a full in-state tuition scholarship for all enrolled courses during the Summer, Fall, and Spring semesters of their appointment. Students that withdraw from classes might be subject to reimbursement of funding.

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

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

- A. All candidates for SGA President must be currently enrolled and have a cumulative 3.0 grade point average, to be confirmed by an SGA Advisor. Candidates for Vice President, Secretary, and Treasurer must have a cumulative 2.75 grade point average
- B. Each candidate must enroll in and maintain a minimum of six (6) credit hours each Fall and Spring semester of his/her office.
- C. Candidates must have completed a minimum of nine (9) credit hours at Alamance Community College before taking office in the summer session.
- D. No student who is on active probationary status with the college and is in violation of the Student Code of Conduct is eligible to hold an Executive position.
- E. All candidates (including current Executive Board officers desiring to serve a second term) must submit an elections packet to the SGA Advisor.
- F. No person may run for more than one Executive Board position.
- G. No person who is running for an Executive Board position may run for a Senate position.
- H. Election Packet contains:
  - a. Application for Office
  - b. Letter of Intent
  - c. a Student Transcript
  - d. Signatures of support from students
    - i. Must include Student ID numbers along with signatures.
  - e. A signature of support from a faculty member
- I. All candidates must be able to serve the entire academic year as stated in Section 4: Term of Office.
- J. All Election Packets shall be reviewed by the Student Activities Coordinator to verify that all qualifications are met.
- K. Those applicants that are approved shall be contacted immediately by the Student



Activities Coordinator, informed of their approval status, and allowed to commence in campaigning.

- a. The posting or distribution of campaign literature shall be permitted only during the seven (7) calendar days prior to the actual election.
- L. A meeting of all candidates shall be held prior to vote counting in all elections in inform candidates of election procedures as defined in these bylaws or as deemed necessary by the Elections Committee Board or the student body president.

## **Section 2: Election Format**

- A. Elections are held in the spring semester.
- B. The electoral process shall begin towards the end of the Spring semester. Applications and information regarding the election of officers shall be presented at February's SGA Assembly.
- C. Election Packets will be due by the date and manner as stated in Section 1 of this Article.
- D. All confirmed candidates shall be allowed to campaign at all Alamance Community Campuses in order to achieve support.
- E. Those candidates that are deemed to be engaged in unethical and slanderous campaign tactics by the SGA Advisor or the Dean of Students shall be disqualified.
- F. Candidate's Letters of Intent shall be available for viewing on Alamance Community College SGA website / facebook / Oracles / or any other campus publication.
- G. If deems necessary, the SGA will hold an open candidate's forum to the student body where each of the Executive Board candidates present will themselves and their platform to the student public. The date of the forum will be decided by the SGA, but will be confined between the date that Election Packets are due and election week.
- H. Students will be allowed to vote during the month of April, with the electoral process beginning on Monday at 8:00 am and concluding Friday, at 4:59 PM.
- I. Each student is allowed one vote through survey monkey. Voting may occur from any web connection on or off campus provided a verified student ID number is given.
- J. The candidates receiving the majority of the votes from the student body shall be duly elected officers.
- K. In the event of a tie, each candidate will be interviewed by the Dean of Students or his/her designee(s) who will cast the deciding vote.

## **Section 3: Publicity**

- A. Violators of the following standards are subjected to review and sanctions by the SGA Advisor or Dean of Students.
- B. The SGA Advisor must approve all publicity.
- C. Candidates can post their publicity by using flyers, posters, etc.
- D. All publicity may be posted only on Alamance Community College campuses.
- E. No publicity is allowed on departmental bulletin boards without permission of the department.
- F. SGA will publicize the elections.
- G. Each candidate must remove his/her publicity following the close of election.
- H. Publicity material shall not deface any Alamance Community College property. Any

damages resulting from publicity materials will be charged to the violator.

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

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

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

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

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

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

#### **Section 6: Resignation**

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

### **Article VIII Legislative Authority**

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

- A. All candidates must be currently enrolled as a student.
- B. Candidates who are returning students must have and maintain a minimum cumulative grade point average of 2.75, which will be confirmed by an SGA Advisor. Grade point averages for new student applicants will be evaluated at the end of their first semester.

- C. All candidates must submit a sealed application packet to an SGA Advisor at the campus for which they are applying by the posted deadline set for each semester. The Advisor will review the application packet then submit it to the SGA Vice-President.
- D. All candidates must be interviewed by the Executive Board and the Senate Chair of the respective campus if already selected. The senator candidate must be voted in by a simple majority.
- E. No student who is on active probationary status with the college and is in violation of the Student Code of Conduct is eligible to hold a senate position.
- F. All candidates must read and sign the SGA Orientation Contract and be prepared to meet the contract conditions if appointed to office.
- G. No candidate may hold a faculty, administrative, or full-time position with the college.
- H. All candidates must satisfy the qualifications and duties of office as stated in this Constitution.

**Section 2: Appointment of Senators**

- A. All Senator positions will be filled by the Executive Board and Senate Chair under which new senators will serve.
- B. Senators may be appointed throughout the semester as needed.

**Section 3: Term of Office**

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

**Section 4: Selection of Senate Chairs**

- A. All Senate Chair must meet the Senate Candidate Qualifications as stated in Article VIII, Section 1 of this Constitution. Each campus will select its own senate chair based on a majority vote of all Senators appointed after the deadline for applications. If at that time there are any open senate positions remaining, a senate chair may be selected by existing senators.
- B. If the selection of a Senate Chair is not reached in a reasonable manner or in the case of a tie, the Executive Board will determine the Senate Chair.
- C. Senate Chairs must be selected on or before the second General Assembly meeting of the academic year.
- D. In case a Senate Chair position becomes vacant during the year, then the Senate of the respective campus shall elect another Senate Chair through majority vote.
- E. In the event of a tie, each candidate will be interviewed by the Dean of Students or his/her designee(s) who will cast the deciding vote.

### **Section 5: Senator Duties and Responsibilities**

- A. To read and become familiar with the SGA Constitution and Senator Orientation Contract.
- B. To attend all SGA Campus Council meetings on his/her campus as well as all General Assembly meetings, participate in all business proceedings and vote as needed. If a senator is unable to attend the General Assembly meeting, then an acceptable excuse must be given to the SGA President and/or an SGA Advisor prior to the meeting.
- C. To assist regularly in SGA activities per the standards of an SGA Advisor at each campus.
- D. To maintain and record office hours at his/her campus through the use of a point card that must be approved by an SGA Advisor. A minimum of one (1) hour per week is required for each senator.
- E. To follow attendance policy as stated in Article X Section 2 of this Constitution.
- F. To serve on standing committees as appointed.
- G. To attend parliamentary procedure and leadership development seminars and conferences.

### **Section 7: Tuition Reimbursement for Senate Chairs and Senators**

Subject to approval by an SGA Advisor, each semester, senators will receive \$100. Stipends will be based on hours of active SGA participation and must be recorded on the Senator's point card. All point cards must be approved by an SGA Advisor. Reimbursement is subject to pro-rating.

## Article IX Club Representatives

### SGA Club Representative Duties and Responsibilities:

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

## Article X Rules, Meetings, and Quorums

### Section 1: Meetings

The SGA shall have one (1) General Assembly meeting per month; this meeting shall be held the first Monday of each month. The Executive Board shall meet on each week of each month on the

main campus. Called Meetings of the SGA shall be held at the request of three (3) SGA Council members, notice must be given at least two (2) days in advance with purpose stated.

#### Section 2: Attendance Requirements

Attendance at SGA meetings is vital to the success of the organization. In the event that a member of the SGA Council must miss a meeting, he/she is expected to contact the SGA President or an Advisor prior to the meeting to discuss the reason. Any SGA Council member who misses three (3) meetings during a semester without an acceptable excuse may be dismissed from office.

#### Section 3: Quorums

Quorums for the branches of the SGA are as follows:

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

#### Section 4: Voting

- A. Each Executive Board officer shall have one (1) vote in all official business in which a vote is taken at Executive Board meetings.
- B. With the exception of the SGA President, each Executive Board Officer and Senator shall have one (1) vote in all official business at General Assembly meetings.
- C. Club Presidents-being under the Student Government Association each president shall serve on the senate as a voting member. If the president should be ineligible to serve, the club shall appoint a qualified club representative to serve in his / her place.
- D. Each Executive Board Officer and Senate Chair of the Senator applicant's respective campus shall have one (1) vote when appointing Senators to office. A Senator candidate is voted in by a simple majority.
- E. At each Finance Committee meeting where fund requests from student organizations and other campus groups, will be discussed and voted on. A fund request is approved by a simple majority.

#### Section 5: Code of Conduct

All members of the SGA are expected to comply with the Student Code of Conduct both on campus and while participating in SGA functions off campus. Members of the SGA are also expected to comply with the recommendations of the SGA Advisors regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action being initiated by the SGA Executive Board and/or the SGA Advisors. The SGA Executive Board may appoint an ad hoc ethics committee to address issues not covered by the Student Code of

Conduct. The ethics committee will make recommendations to the Executive Board, which will take appropriate action, including dismissal from office, if necessary.

#### Section 6: Dismissal from Office

- A. The SGA has the right to dismiss any member who fails to abide by this Constitution or the Student Code of Conduct. Any dismissal from office must be approved by an SGA Advisor and the Dean of Students. The following process must be followed to dismiss any SGA Executive Board Officer, Senate Chair, or Senator from office.
- B. A verbal means of communication must be conveyed to the Officer or Senator in question that states the specific reason for concern. The Officer or Senator will be notified that without change in action or behavior the process of dismissal from office will be initiated.
- C. If no improvement occurs, a letter of warning will be sent one (1) week after the verbal communication has been conveyed to the Officer or Senator in question. This letter must state that adequate improvement in SGA participation and/or behavior must be demonstrated. This letter must outline the procedures for dismissal from office as stated in this Constitution.
- D. If no improvement occurs, a meeting of the Executive Board, Senate Chair (if appropriate), Advisor(s) and Dean of Students must meet to discuss the Officer or Senator in question's dismissal from office. If there is a majority vote that the Officer or Senator in question is to be dismissed from office, a letter should then be sent to this member that explains why this decision was reached. This letter must also state that if the Officer or Senator in question chooses to resign, a letter of resignation must be sent within two (2) weeks of this meeting.
- E. A letter of dismissal will be sent to the Officer or Senator if a letter of resignation has not been received within two (2) weeks of the dismissal from office meeting. A copy of this letter will be sent to the Dean of Students.
- F. An appeal of dismissal from office must be submitted in writing within two (2) weeks of the dismissal letter to the Dean of Students, who will determine whether a re-consideration is in order.
- G. If the member in question fails to abide by the Student Code of Conduct and/or there is a situation that occurs that is considered inexcusable, then an immediate letter of dismissal will be sent and the Officer or Senator will not have the option to resign.
- H. All letters for Senators may be written by the SGA President and/or the Senate Chair of the Senator's respective campus. All letters written for Executive Board Officers and Senate Chairs may be written by the Dean of Students, SGA Advisor, and/or the SGA President.

## Article XI Student Organizations

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

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

## Section 2: Non-Discrimination

The SGA shall not discriminate on any grounds in its recognition of student organizations. No student organization that is recognized by the SGA shall discriminate in its membership on any grounds.

## Section 3: Organization and Operation

Each student organization shall determine for itself all regulations for organization and operations, provided that the regulations are in keeping with SGA regulations, and College policies, procedures, and Code of Conduct.

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

## Section 4: Elections for Student Organizations

Each organization shall determine the criteria for their elections and the terms of office for the club's officers and representatives to the SGA.

## Section 5: Responsibilities and Requirements

Each student organization is expected to:

- A. Make use of the Guidelines for Student Organizations and abide by the policies and procedures therein.
- B. Complete a student organization registration form each Fall semester and file a copy with the SGA.
- C. Maintain an approved constitution, by-laws, or statement of purpose and keep current copies on file with the SGA.
- D. Maintain a current and complete list of officers, members, and advisors. All members must be currently enrolled students at Alamance Community College.

## Section 6: Funding From SGA

- A. At the beginning of each Fall semester, the SGA shall approve distribution of funds to all active student organizations. The SGA shall work together with the Business office determine the amount of money distributed.
- B. For additional funding, a student organization must submit a complete funds request form to the SGA Advisor at least two (2) weeks prior to the date requested funds are needed. The SGA will review the requests. Student organization officers and/or advisors should attend the meeting at which the request is considered. The SGA Advisor will work with the SGA Treasurer to distribute funds to student organizations for which additional funds requests have been approved.
- C. Clubs shall maintain an on-campus financial account through which all SGA allocations will be distributed. The student organization advisor will serve as account manager for

the on-campus account, and withdrawal from the account will require the signature of the advisor and an officer of the organization.

#### Section 7: Fund-Raising Projects

- A. Proposal for fund-raising projects shall be submitted in writing to the Student Senate and must contain a statement of the intended purpose for the funds received under the projects.
- B. All fund raising projects of student organizations shall be approved by the Dean of Student Services, SGA Advisor, and SGA President.
- C. There shall be no more than two off-campus fund raising projects per school year by any club or student organization if the project involves solicitation and funds derived are to be used for the maintenance of the club organization.
- D. SGA will make sincere efforts to give financial assistance to student organizations that have, by their own efforts, made accomplishments that reflect positively on the college and the same student organization needs financial assistance in an amount greater than they organization itself can raise, and such assistance will provide the opportunity for even greater student growth and positive reflection on Alamance Community College.
- E. Accounts-funds solicited or earned, by any club or student organization, under the auspices of that club or student organization shall be deposited in the Student Activity Accounts.

### Article XII SGA Standing Committees

#### Finance Committee

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

#### Conference Committee

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

#### Entertainment Committee

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



#### Public Information Committee

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

#### Constitution Committee

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

#### Ad Hoc Committees

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

#### Night Representatives

There shall be a standing committee consisting of four students from the evening classes, to serve as a liaison for the evening students.

#### Elections Board

The Elections board shall be a standing committee consisting of the Executive Committee of the SHA, Advisor, and one appointee, by the Elections Board. In the event an officer is / are running for office, the remaining member of the Elections Board will select an alternate. A chairman shall be appointed from within the membership of the committee. The Elections Board shall establish deadlines for filling Intention of candidacy forms, post regulations in compliance with policies of the college, supervise campaigns, count ballots, and post election results on the day following elections.

### Article XIII

#### Amendments, Revisions

##### Section 1: Amendments and Revisions

- A. A motion to consider an amendment to or a revision of the Constitution shall require a majority vote at a General Assembly meeting. Such an affirmative vote shall send the amendment under consideration to the Constitution Committee. The motion must be presented by a member of the committee. This committee shall study the motion and formulate a recommendation to present at a General Assembly meeting.
- B. The committee shall present the recommendation in writing to all Campus Council for discussion, and will distribute copies of the proposal to all members of the SGA with due notice that a vote will be taken at the next General Assembly meeting.

- C. At the General Assembly meeting where the proposed amendment is presented, a motion to accept the proposed amendment shall require a two-thirds (2/3) majority vote of the Executive Board and Senators.
- D. Following SGA approval, the proposed amendment shall be presented for approval through the Cabinet level of the College Administration.

Section 2: Rules of Order

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

Section 2. Higher Authority-All bylaws shall in no way stand in conflict of policies established for the college by its Board of Trustees; nor shall they stand in conflict with the General statutes of North Carolina. Matters open for interpretation shall be left to the discretion of the President of the College.