

**THE STUDENT GOVERNMENT ASSOCIATION OF
ROCKINGHAM COMMUNITY COLLEGE
CONSTITUTION**

PREAMBLE

The Student Government Association is an organization that provides a forum for students to express themselves on matters of mutual concern and to advise the administration on issues that impact or are of concern to students. This Constitution is recognized as a document to be used as a basis of fulfilling the purposes of the organization.

ARTICLE I - NAME

The name of this organization shall be the Rockingham Community College Student Government Association (referred to as the SGA).

ARTICLE II – PURPOSES

A. Purpose

The purposes of the SGA are to:

1. Provide for the expression of student opinion and concerns,
2. Provide a system of student participation in decision-making,
3. Assist in the planning and implementation of activities and events that benefit students and the campus as a whole,
4. Allocate funds for RCC student activities,
5. Recognize and support RCC student organizations and oversee the distribution of funds to these organizations.

B. Policies

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

ARTICLE III - ORGANIZATION

A. Membership

Membership in the SGA shall be open to all students who are currently enrolled at RCC. Members who are not elected SGA officers or representatives of student organizations are considered “at large” members of the SGA.

B. Non-Discrimination Statement

The SGA shall not discriminate in its membership and abides by and supports the statement of policy of RCC to be an affirmative action/equal opportunity institution.

C. Organizational Structure

1. The SGA shall be the coordinating body of the student organizations on campus and shall be composed of elected officers, appointed officers, members at large, and a Board of Representatives. In the event that a student organization representative's seat becomes vacant, the seat may be filled by the replacement of another representative from the same student organization.

2. The SGA is structured with two components: the *SGA Council* and the *General Assembly*.

a. The *SGA Council* is comprised of *Executive Board* and the *Board of Representatives*.

(1) The *Executive Board* consists of the President, Vice-President, Secretary-Treasurer, Public Information Officer, and any other positions deemed necessary and appropriate as determined by the Executive Board and the SGA Advisor(s).

(2) The *Board of Representatives* is comprised of one representative of each active student organization, and shall have authority to meet on its own to provide ideas and recommendations to the SGA Executive Board.

b. The *General Assembly* consists of the *SGA Council* and *Members at Large*. (Members at Large are identified in Article III-A).

3. The Advisor to the SGA is normally the Director of Student Life. One or more additional advisors may be appointed as needed. The advisor(s) will work closely with the SGA, providing guidance and direction, attending and participating in meetings of the SGA, reviewing Executive Board recommendations, monitoring academic progress of SGA officers, securing leadership training, advising the SGA of College policies and procedures, and ensuring financial accountability of the association.

D. Records

The Student Government Association, under the guidance of the SGA Advisors and Director of Student Life, will maintain accurate, relevant records related to the SGA and all student organizations and will also serve as a resource for all student organizations.

ARTICLE V - FUNCTIONS

A. The functions of the SGA shall be to:

1. Represent the general welfare of the student body;
2. Promote the formation and active involvement of student organizations;
3. Provide appropriate means for communication of ideas among student organizations while maintaining a policy of non-interference in their respective organizational affairs;
4. Stimulate communication between students, faculty, staff, and administration;
5. Support, in conjunction with the Student Life Office, campus-wide programs and events for students;
6. Develop priorities of expenditure, make appropriations, and monitor spending of SGA-designated funds and work with the Director of Student Life with respect to budget allocations;
7. Establish and utilize appropriate fiscal accountability structures within the SGA and any committee or organization that is funded by the Student Activity fee;
8. Identify students to serve on college committees, task forces, and work groups.

B. The functions of the Executive Board shall be to:

1. Plan the annual SGA calendar of events (in consultation with the Advisor[s]);
2. Plan and implement designated campus-wide programs and events for students;
3. Provide direction to SGA groups, committees, and student organizations;
4. Consider requests for funds from student organizations and other eligible campus groups;
5. Consider and approve assignments to SGA-related and campus-wide committees and related groups;
6. Represent RCC at regional and statewide conferences and training events for student government association officers and members;
7. Provide orientation sessions and leadership training sessions for new SGA officers, student organization representatives, and other interested students;
8. Consider any and all student opinions/proposals that are deemed beneficial to the College.

C. The functions of the Board of Representatives shall be to:

1. Provide membership for SGA committees;
2. Assist with campus projects, activities, and events;
3. Address student-related issues as they arise;
4. Provide a calendar of student organization events to the Executive Board for the purpose of SGA calendar development and coordination;

D. The functions of the General Assembly shall be to:

1. Serve as a forum for announcing and discussing SGA and student organization activities;
2. Serve as a forum for the sharing of student ideas, issues, and concerns.

ARTICLE VI – OFFICERS (EXECUTIVE BOARD)

A. Officers

The officers comprising the Executive Board are as follows: President; Vice-President; Secretary-Treasurer; and Public Information Officer.

B. Qualifications for Executive Board Offices

1. All candidates for Executive Board positions must:

- have been enrolled at RCC in the semester prior to election or appointment,
- be currently enrolled in at least six credit hours and maintain the same while holding office, and
- have a cumulative grade point average of 2.25 or higher.

Officers are expected to maintain a cumulative GPA of at least 2.25 while holding office. If the GPA falls below this level, the officer may be subject to disqualification to hold office and to receive the SGA scholarship or stipend.

2. In the event there are no candidates for positions whose cumulative GPA is not 2.25 but is at least 2.0, but who express interest in serving in an Executive Board position for which there are no other fully qualified candidates, the SGA Advisor(s) may approve an individual's eligibility to be a candidate for election or to be appointed to a position. Persons elected or appointed in this circumstance must demonstrate improvement to the GPA by the conclusion of the semester or term (including summer) in which the officer began his or her position. These persons are also subject not to receive an SGA scholarship or stipend until the cumulative GPA reaches 2.25. Normally, 'improvement' is evidenced by achievement of a 2.25 cumulative GPA or progress toward a 2.25 by the conclusion of the semester or term (including summer) in which the officer began his or her position. In the GPA drops below 2.0, the officer will be subject to removal from office.

3. No student who is on academic or disciplinary probation status with the College, or has violated the Student Code of Conduct, is eligible to hold an executive position.

4. A Rockingham Early College High School (RECHS) student is not eligible to run for office on the Executive Board unless the student has achieved the fifth or 'super-senior' year of enrollment with the Early College High School.

5. An officer may not hold a faculty, staff, or administrative position at Rockingham Community College.

5. All candidates for Executive Board offices must read and sign the SGA orientation contract and be prepared to meet the contract conditions if elected to office.

C. Elections

1. When elections are necessary as a result of multiple candidates for Executive Board positions, elections are normally held during the Spring semester (usually during the 'Spring Fling' or comparable campus – wide event). Each curriculum student who is currently enrolled at the time of the election shall have the opportunity to cast one vote per office.

2. If needed, Fall elections may be held to fill vacancies as needed if there are multiple candidates for Executive Board offices.

3. If, at the time normally set for elections, there are not multiple candidates for Executive Board positions, but there is at least one qualified, interested candidate per position (per Article VI-B), the Advisor(s) may approve appointment of the individual(s) to the position(s) based on fulfillment of eligibility criteria.

4. If an Executive Board officer resigns, becomes inactive, is removed, or otherwise becomes ineligible to serve, the SGA advisors and Executive Board members will fill the vacancy by appointment. The current Vice President will automatically assume the duties of the President if he/she should vacate office.

D. Expectations of all Executive Board Officers

Executive Board officers are expected to:

1. Attend all Executive Committee, SGA Council, and General Assembly meetings.
2. Provide contact information to be posted on the RCC SGA Web page.
3. Maintain office hours and responsibilities To provide a minimum of one hour a week “open-door” for students to meet with officers.
4. Follow the attendance policy as stated in Article IX of this Constitution.
5. Serve on standing committees as appointed.
6. Attend parliamentary procedure and leadership development seminars.
7. Assist with the coordination and implementation of all SGA activities.
8. Attend SGA orientation/training session(s) to discuss officer duties and parliamentary procedure as well as other helpful tools for success.

(To be eligible for SGA scholarships or stipends, officers must satisfy the SGA Constitution scholarship criteria and other applicable criteria set forth by the College.)

E. Term of Office

1. For students elected or appointed to Executive Board offices in the Spring semester: The term of office begins at the start of the summer academic term following the Spring semester election or time of appointment, and ends at the conclusion of the following Spring semester.
2. For students elected or appointed to Executive Board offices in the Fall semester: The term of office begins immediately upon election or appointment and ends at the conclusion of the following Spring semester.
3. Officers may seek re-election or reappointment to serve for up to one full academic year.
4. A student may not serve on the Executive Board for more than two full academic years.

F. Executive Board Members’ Duties

1. President

The SGA President shall:

- a. Serve as Chief Executive Officer of the SGA.
- b. Preside over all Executive Board, SGA Council, and General Assembly Meetings.
- c. Appoint persons to positions that have been vacated, with the approval of a majority vote of all Executive Board members.
- d. Serve as an ex-officio member of all SGA standing committees.
- e. Initiate projects to be undertaken by the SGA for the students, with the consent of the Executive Board, consistent with this Constitution.
- f. Represent the SGA in all other functions not assigned to other officers.
- g. Maintain knowledge of funds allocations awarded to student organizations by the SGA.
- h. Call special meetings of the Executive Board at his/her discretion, allowing a two-day notice with the purpose stated.
- i. Delegate all other duties which are not specifically assigned to any other persons under this Constitution.
- k. Serve as the student member member of the RCC Board of Trustees.

2. Vice President

The SGA Vice President shall:

- a. Assume the duties of President if he/she must step down from office.
- b. Oversee all meetings in the absence of the President.
- c. Fulfill any duties delegated by the President.
- d. Maintain knowledge of student organization records and funds.
- e. Assist the Public Information Officer (PIO) in maintaining relations with various groups on campus.
- f. Serve as the Parliamentarian for all meetings, maintaining an accurate working knowledge of *Robert’s Rules of Order*, and advise the President with respect to parliamentary and procedural matters.

3. Secretary-Treasurer

The SGA Secretary-Treasurer shall:

- a. Maintain the permanent records of the SGA.
- b. Serve as recorder of minutes for Executive Board, SGA Council, and General Assembly Meetings.
- c. Prepare and post in a timely manner the minutes of all meetings on the appropriate RCC electronic information outlet(s).
- d. Distribute a copy of the minutes to the Executive Board and SGA Council, and at General Assembly meetings upon request.
- e. Maintain timely correspondence with the Executive Board and the Advisor(s) at all times.
- f. Assist the PIO in maintaining relations with various groups on campus.
- g. Work with the Director of Student Life to prepare requisitions needed by the SGA.
- h. Prepare requests for additional funding from student organization funds, after the yearly budget has been set, to the Executive Board for consideration.
- i. Report monthly to the Executive Board the expenditures of clubs and organizations.

4. Public Information Officer

The SGA Public Information Officer shall:

- a. Chair the Public Information Committee.
- b. Prepare and release publicity as directed by the Executive Board and approved by the SGA Advisor(s).
- c. Publicize elections and events through various forms of communication.
- d. Compile and maintain, along with the President, Secretary, and appointed Members at Large, the archives, which will consist of student organization activities, publications, photos, and other information.
- e. Develop a plan for the SGA N4CSGA Scrapbook.
- f. Make arrangements and reserve conference rooms for the SGA meetings.
- g. Serve as the primary spokesperson for the SGA (but along with the SGA President) to the campus media, submitting articles about the SGA, announcements of interest to students, and photos of events.
- h. Maintain all appropriate social media with SGA current information.

G. Scholarships for SGA Executive Board Officers

1. SGA Executive Board officers are eligible for SGA scholarship/stipend awards. To be eligible for these awards, an officer must:

- a. Properly and sufficiently fulfill the duties of the position;
- b. Attend all SGA-sponsored events, unless work schedules or other legitimate circumstances (as approved by the Advisor[s]) prohibit attendance at all events;
- c. Volunteer to devote at least 30 hours per semester in SGA projects, which include registration, athletic concessions, student activity events, and assistance in the bookstore at the opening of each term;
- d. Attend SGA meetings (with a maximum of 2 absences permitted per semester);
- e. Attend either the Fall or Spring N4CSGA Division (regional meeting) *and* statewide conference.

2. Scholarships will be awarded during the last week of class of the fall and spring semesters. If officers fulfill all of the award criteria, they will be awarded a scholarship in an amount to be determined and confirmed at the beginning of each academic year. Awards are made during the last week of classes in the Fall and Spring semesters. Awards may be reduced by \$50 per SGA meeting missed beyond the two absences permitted, with additional reductions prorated as determined by the Director of Student Life and Vice President for Student Development.

ARTICLE VII – BOARD OF REPRESENTATIVES

A. Qualifications for Representatives

1. A Representative must maintain a cumulative GPA of 2.0 and maintain enrollment in at least six credit hours per semester. If a Representative's GPA falls below 2.0, the representative has one semester (upon approval of the club/organization advisor) to raise the GPA to 2.0 in order to continue serving as a representative in the future. Otherwise, the representative will lose this position.
2. Representatives' GPA and enrollment information will be confirmed each semester by the club/organization advisor.
3. A Representative may not hold a faculty, staff, or administrative position at Rockingham Community College.
4. A Representative who is placed on academic or disciplinary probation status with the College, or who has violated the Student Code of Conduct, is ineligible to remain in office.
5. All Representatives must read and sign the SGA orientation contract and abide by all conditions therein.

B. Duties and Responsibilities of Representatives

A Representative shall:

1. Attend all SGA Council and General Assembly meetings and participate in the business actions of each;
2. Serve as chair of one committee, and as a member of one or more standing committees, if requested;
3. Participate in leadership development training opportunities;
4. Serve as the liaison between his/her organization and the SGA;
5. Provide monthly reports of the activities and expenditures of his/her organization;
6. Be invited regularly to contribute ideas and issues for the improvement of the College, particularly from a student perspective.

ARTICLE VIII – CODE OF CONDUCT

A. Expectations of Members

1. 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 Advisor(s) regarding conduct and standards of behavior.
2. Failure to meet these standards may result in disciplinary action being initiated by the SGA Executive Board and/or the SGA Advisor(s). 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.

B. Dismissal from Office

1. The SGA has the right to dismiss from office any member who fails to abide by this constitution or the policies of the College. Any dismissal from office must be approved by the SGA Advisor(s).
2. Appeal of dismissal from office must be submitted in writing within two weeks to the Director of Student Life, who will determine whether a re-instatement is in order.

ARTICLE IX – MEETINGS

A. Frequency

1. The SGA Council and General Assembly shall hold a meeting at least monthly, or if feasible, twice per month. The SGA Executive Board shall meet no less than once every two weeks, or if feasible, weekly (and with called meetings as needed). The Board of Representatives may hold a separate meeting at least once per semester, as desired.
2. Called meetings of the entire SGA shall be held at the request of Executive Board officers or Members at Large with two days' advance notice given and with purpose stated.

B. Attendance at Meetings

1. An Executive Board officer or Representative who is unable to attend a regularly-scheduled or a called meeting are to notify the SGA President or SGA Advisor prior to the meeting to indicate non-attendance.
2. An Executive Board officer or Representative who misses two meetings during a semester without an acceptable excuse may be dismissed from office.

C. Quorums

1. For the Executive Board, a quorum consists of 50% of the officers plus one (1).
2. For all other meetings, a quorum consists of those present at a duly called meeting. The number required to pass motions shall be in accordance with *Robert's Rules of Order*.

D. Voting

1. Each Executive Board officer, Representative, and Member at Large shall have one vote in all official business in which a vote is taken at General Assembly meetings.
2. Each Executive Board officer shall have one vote in all official business in which a vote is taken at SGA Council meetings. The President shall abstain from voting except in the event of a tie.
3. Each Representative shall have one vote in all official business in which a vote is taken at SGA Board of Representatives meetings.

E. Rules of Order

1. For the conduct of all business meetings, the current edition of *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered by the by-laws or by special rules of procedure adopted by the SGA.

ARTICLE X - STUDENT ORGANIZATIONS

A. Purpose

The purpose of each student organization shall be to promote and provide for the needs of the students through co-curricular, extra-curricular, and/or college related activities.

B. 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.

C. 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, and procedures.

D. Elections

Each student organization shall determine the criteria for their elections or appointments and the terms of office for officers and representatives to the SGA. The SGA and its Advisor(s) shall be informed of such regulations through the student organization constitution on file with the SGA.

E. Elections Review

Should a student organization election be challenged, the SGA Executive Board shall recommend appropriate action to the student organization advisor, current student organization President, and the SGA Advisor(s), who will make the final decisions regarding the elections.

F. Active Status

In order to maintain active status with the SGA, student organizations shall:

1. Submit to the Director of Student Life annually a completed student organization affiliation form;
2. Participate in at least one Fall or Spring activity – whether sponsored by the organization itself or in a college-wide event – each academic year;
3. Fulfill all responsibilities set forth in the Rockingham Community College Club and Organization Affiliation Policy.

G. Responsibilities and Requirements

Each active student organization is expected to:

1. Make use of the Guidelines for Student Organizations and observe the policies and procedures therein.
2. Maintain an approved constitution, by-laws, or statement of purpose and keep current copies on file with the SGA, SGA Advisor(s), and club/organization advisors.
3. Maintain a current and complete list of officers, members, and advisors. All members must be currently enrolled students at RCC.
4. Select a member of the organization to fulfill the role of Representative in order attend SGA Council meetings and report on the organization's activities.

D. Receipt of Funding from SGA

1. In order to receive funding from the SGA, each student organization must follow the Rockingham Community College Clubs and Organizations Policy and all guidelines therein, and must also:
 - a. Maintain active status with the SGA as outlined above in Article X-F;
2. Submit a completed funds request form to the SGA Advisor(s). The SGA Executive Board will review the request. The SGA Advisors will work with SGA Advisor(s) to approve funding allocations.
3. 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 club/organization advisor, Director of Student Life and Vice President for Student Development.
4. Ensure that the organization's Representative fulfills the expectations with regard to attendance at designated SGA meetings.

ARTICLE XI - FINANCES

- A. The SGA is funded from the Student Activity Fee paid at the time of registration by students of RCC.
- B. At the beginning of each fiscal year, the Director of Student Life, in consultation with the SGA President, will establish the SGA budget and will recommend the annual budget to the Vice President for Student Development.
- C. The budget allocations and expenditures will be monitored regularly by the Director of Student Life.

ARTICLE XI AMENDMENTS, REVISIONS

A. Amendments and Revisions

1. A motion to consider an amendment to or a revision of the Constitution shall require a majority vote by SGA Executive Board Members. Such an affirmative vote shall send the amendment under consideration to a committee appointed by the President. The committee shall have thirty (30) days to study the motion and formulate a recommendation to present at the subsequent SGA Executive Board meeting.
2. The committee shall present the recommendation in writing to the General Assembly for discussion, and will distribute copies of the proposal to all student organizations with due notice that a vote will be taken at the next SGA Executive Board meeting.
3. Following SGA approval, the proposed amendment shall be presented for approval to the Vice President for Student Development, who will forward the document through appropriate administrative channels for approval by the President of the College, and if needed, the Board of Trustees.