

# **STANLY COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION**

## **BYLAWS/CONSTITUTION**

**(as amended summer 2019 and spring 2024)**

### **PREAMBLE**

We, the Student Government Association of Stanly Community College, hereby recognize this document as our Constitution and By-Laws. We understand our commitment as representatives of the student body and will work to establish a spirit of community among students, faculty, staff, administration and trustees. Our goals will be established to promote leadership, encourage good citizenship, and provide a voice for the students of Stanly Community College.

### **ARTICLE I: NAME**

The name of this organization will be the Stanly Community College Student Government Association (SGA).

### **ARTICLE II: PURPOSE, POLICIES, & NON-DISCRIMINATION**

#### **SECTION 1: PURPOSE**

The Stanly Community College SGA will serve as the official student body organization representing the best interest of the students and college. The SGA will provide opportunities for students to engage in professional development activities and will serve as a liaison to the administration of the College. The SGA will act as the coordinating body for all student clubs and organizations.

#### **SECTION 2: POLICIES**

The policies of the SGA will be consistent with those of the Stanly Community College Board Policy Manual and the laws of the State of North Carolina.

#### **SECTION 3: NON-DISCRIMINATION**

The SGA will not discriminate in the make-up of its membership, in granting charter for new clubs and organizations, supporting existing clubs and organizations, and funding requests for SGA supported activities. It is the policy of Stanly Community College to provide an educational and working environment free from sexual and other unlawful harassment, discrimination and retaliation. Harassment, discrimination or retaliation against an employee or student on the basis of race, color, religion, creed, gender, nation or ethnic origin, age, disability, veteran or active military status, genetic characteristics, or any other category protected by law is strictly prohibited and will not be tolerated of anyone associated with the College.

## **ARTICLE III: ORGANIZATION**

### **SECTION 1: ORGANIZATIONAL MEMBERSHIP**

The SGA will be the campus student organization tasked with coordinating student clubs and organizations and will be comprised of elected officers, appointed senators from each official club or student organization, and all interested students (as defined in Section 2 of this Article III). The Associate Vice President of Student Success will designate Stanly Community College employee(s) to serve as the SGA Advisor(s).

### **SECTION 2: ORGANIZATIONAL STRUCTURE**

The SGA will be comprised of the following groups: the Executive Board (elected officers), the Senate (appointed senators), and all interested students.

1. The Executive Board is comprised of the President, Vice-President, Secretary, Treasurer, and Public Information Officer. These students are elected by the SCC student body.
2. The Senate is comprised of two appointed representative, or Senators, from each official student organization.
3. "Interested students" include all enrolled students of SCC, whether full time or part time, who desire to be SGA participants, including dual-enrollment students considered "Senior" and "Senior-plus" students.
4. All of the aforementioned groups will convene once a month at scheduled General Assembly meetings.
5. Although underclass SEC and CCP students may not participate in SGA General Assembly meetings, these groups may request a stand-alone club that will be monitored and advised by a SEC or CCP faculty or staff member. The SEC or CCP club may be sanctioned under the SGA for funding but cannot participate in SGA meetings, governance, conferences or on- or off-campus events.

### **SECTION 3: ADVISORS**

1. The Associate Vice President of Student Success will appoint a designee(s) to serve as the SGA Advisor(s). At all times, there will be at least one (1) and no more than three (3) SGA Advisor(s). The SGA Advisor(s) will work closely with the SGA Executive Board and Senate to provide guidance and direction in all activities and organizational functions. SGA Advisor(s) will attend and participate in all meetings of the SGA, reviewing all Executive Board recommendations, monitoring academic progress of the SGA Executive Board, providing leadership training, advising the SGA of College policies and procedures, and ensuring financial accountability of the SGA. All actions passed by the Executive Board officers, Senators, and interested students must have final approval by the SGA Advisor(s) prior to any implementation.
2. Each club or organization will have a faculty or staff Club Advisor. Club Advisors will serve as club facilitators at the various campuses. Club Advisors will work closely to lend guidance and direction in all club activities and organizational functions. Club Advisors are tasked with attending and participating in all meetings, coordinating and approving

travel for club purposes, monitoring student academic progress, providing leadership training, advising the club members of College policies and procedures, and ensuring financial accountability of the club or organization.

3. Although welcomed, Club/Student Organization advisors are not required to attend monthly SGA meetings; they are, however, to attend a meeting of advisors if called at beginning of each semester.

## **ARTICLE IV: EXECUTIVE BOARD ELECTIONS**

### **SECTION 1: CANDIDATE QUALIFICATIONS**

1. All candidates, excluding the SGA President, must be currently enrolled and have and maintain a cumulative GPA of 2.75 grade point average. The SGA President must be currently enrolled and have and maintain a cumulative GPA of 3.0 grade point average.
2. Candidates must maintain a course load of 9 credit hours each semester.
3. All candidates must complete an application and turn in the fully completed document to the SGA Advisor(s) by the due date designated by the SGA Advisor(s). Incomplete applications will not be considered.
4. All candidates must read and sign the SGA Executive Board Oath of Office and be prepared to meet all conditions within the Constitution and By-Laws if elected to office.
5. Elected Candidates will submit to a background check (includes nationwide criminal background check, and drug screening), to be conducted and screened by an outside vendor, prior to the election results being announced.
6. Any student who is currently on active probationary status (including but not limited to behavioral, financial, academic or criminal probation) or has been deemed in violation of the SCC Student Code of Conduct is ineligible to serve as an Executive Board officer.
7. No Executive Board officer may hold a faculty, administrative or full-time staff position with the college.

### **SECTION 2: ELECTION PROCESS**

1. The SGA Advisor(s) will announce open office positions via student e-mail to all enrolled students of SCC, whether full time or part time, including dual-enrolled senior and senior-plus students.
2. Executive Board applications for office must be completed and signed by each potential candidate by the date designated by the SGA Advisor(s), and all applications must be approved by the SGA Advisor(s).
3. All candidates must attend a mandatory meeting, which will be determined by the SGA Advisor(s). The purpose of this meeting is to discuss campaigning rules and the requirements of each office.
4. An announcement will be made in the fall announcing the deadline for SGA officer applications. Students will have two weeks to apply. Qualified applicants will be placed on a ballot for an online election. If there are not at least two qualified candidates, a second "call for candidates" will be made with a one-week application time. At that time,

if there is one qualified candidate, a “yes-no” vote will be held. If there are no qualified candidates, the Executive Board members elected will recommend a student for appointment. A two-thirds vote of the senators at the next SGA meeting will be necessary to present the candidate to the Vice President of Student Success for final approval and to make the appointment official.

5. Voting dates will be sent to all eligible students. Each student may vote only once.
6. SGA Advisor(s) will oversee the election process.
7. Applications for the next year’s SGA president will be solicited in April, with a vote held prior to the conclusion of that year’s spring semester. If there are no applications, an interim SGA president will be appointed by the SGA advisor(s) to serve until the fall, when the president election will be added to the election for vice president, secretary, treasurer, and public information officer. The interim president must be a student returning in the fall and meet the candidate qualifications in the bylaws with the exception of the course load for the summer semester requirement.
8. All SGA Executive Board Officers will be elected on the basis of a majority vote. If a tie should occur, an election between the tied candidates will occur within one week.
9. All enrolled students will be notified of the election results via e-mail.
10. In the case of dismissal or resignation of office, the above steps A-F will be followed to fill an empty Executive Board Officer position.

### **SECTION 3: TERM OF OFFICE**

1. The Term of Office runs a consecutive fall through spring semester.
2. A student may only serve for one Term of Office per Executive Board Officer position.

### **SECTION 4: OATH OF OFFICE**

The Oath of Office will be read and signed by each officer before the new candidates can take office. The Oath will be witnessed by the SGA Advisor(s).

## **ARTICLE V: EXECUTIVE BOARD DUTIES**

### **SECTION 1: PRESIDENT’S DUTIES**

1. Be the official spokesperson of the SGA.
2. Preside over all General Assembly meetings.
3. Establish times and locations for all meetings.
4. Attend all SGA General Assembly meetings, campus activities, and conferences.
5. Serve as an ex officio member of the Stanly Community College Board of Trustees.
6. Report to the students all pertinent and relevant information discussed at Board of Trustees meetings.
7. Have a good working relationship with the Board of Trustees, Administration, Advisors, Executive Board, General Assembly and the student body.
8. Be an ex-officio member of all committees.

9. Be prepared and willing to take over the responsibilities of any executive officer if deemed necessary.
10. Give a progress report to the General Assembly at scheduled meetings.
11. Perform designated duties to enhance campus life and the effectiveness of the SGA.
12. Meet with the SGA Advisor(s) on a weekly basis.

## **SECTION 2: VICE-PRESIDENT'S DUTIES**

1. Assist the SGA President with the coordination of an effective SGA.
2. Assume the responsibilities of the SGA President in his/her absence.
3. Serve as ex-officio member of the Events Committee.
4. Attend all SGA General Assembly meetings, campus activities, and conferences.
5. Keep the Advisors, SGA President, and General Assembly abreast of activities and the progress of each.
6. Develop a good working relationship with the Administration, Advisors, Executive Board, General Assembly and student body.
7. Give a progress report to the General Assembly at scheduled meetings.
8. Perform other designated duties to enhance campus life and the effectiveness of SGA.

## **SECTION 3: SECRETARY'S DUTIES**

1. Provide clerical support services for the SGA.
2. Establish a filing system that is accessible to all Executive Board members.
3. Take minutes of all General Assembly meetings and provide an electronic copy of the meeting minutes to the Stanly Community College President's office.
4. Attend all SGA General Assembly meetings, campus activities, and conferences.
5. Prepare correspondence and other documents as deemed necessary by the SGA.
6. File documents.
7. Work with the Public Information Officer on the SGA newsletter.
8. Develop a good working relationship with the Advisors, Executive Board and General Assembly.
9. Perform other designated duties to enhance campus life and the effectiveness of the SGA.

## **SECTION 4: TREASURER'S DUTIES**

1. Keep accurate records of the revenues and expenses of the SGA, and provide such records to the SGA Advisor(s) and SGA President.
2. Give a monthly report of the expenses and revenues to the General Assembly.
3. Attend all SGA General Assembly meetings, campus activities, and conferences.
4. Develop and maintain adequate and accurate files.
5. Check on conference/workshop expenses and submit necessary paperwork to the SGA Advisor(s) two weeks prior to needing the requested funds.
6. Submit requisition request forms for supplies, travel, activities, etc., to the SGA Advisor(s) two weeks prior to needing the requested funds.

7. Compile all monthly reports in a booklet at the end of the school year.
8. Work closely with the SGA Vice President in budgeting and planning activities.
9. Attend a training session with Purchasing Agent and Business Office personnel prior to the start of the fall semester. SGA Advisor(s) will coordinate the meeting.
10. Keep SGA Advisor(s) and SGA President up-to-date on the budget.

## **SECTION 5: PUBLIC INFORMATION OFFICERS' DUTIES**

1. Coordinate an effective public (student) relations program that will present a favorable image of the students of Stanly Community College.
2. Submit articles and news releases to the Stanly Community College marketing department.
3. Edit the SGA Newsletter and any other publication generated by the SGA.
4. Inform students, faculty, staff and relevant college population of upcoming events in a timely manner.
5. Develop a scrapbook of the activities of the SGA.
6. Develop a good working relationship with Advisors, Executive Board and General Assembly.
7. Give a progress report to the General Assembly at scheduled meetings.
8. Attend all SGA General Assembly meetings, campus activities, and conferences.
9. Perform other duties as assigned to enhance campus life and the effectiveness of the SGA.

*\*\*\*The above duties, for all officers, will be conducted with the assistance and monitoring of the SGA Advisor(s).*

## **ARTICLE VI: STIPENDS FOR EXECUTIVE BOARD OFFICERS**

Stipends will be given to the SGA Executive Board Officers upon completion of duties described in Article V at the end of each semester. The stipends are as follows:

- President-\$500.00
- Vice-President-\$400.00
- Secretary-\$400.00
- Treasurer-\$400.00
- Public Information Officer-\$400.00

In the event an officer fails to complete the full semester of duties, due to resignation or dismissal, no stipend will be given. Each officer will only be given the stipend for the office in which s/he was elected. No exceptions will be made to the rules regarding stipends.

## **ARTICLE VII: THE SENATE**

### **SECTION 1: SENATOR QUALIFICATIONS**

1. All candidates must be currently enrolled and have and maintain a cumulative GPA of 2.5 grade point average.
2. Candidates must maintain a course load of 9 credit hours each semester.
3. All candidates must read and sign the General Assembly Oath and be prepared to meet all conditions within the Constitution and By-Laws.
4. No student who is currently on active probationary status (including but not limited to behavioral, financial, academic or criminal probation) has been deemed in violation of the SCC Student Code of Conduct, or is unable to pass a background check (includes criminal background check and drug screening) may serve as a Senator.
5. No officer may hold a faculty, administrative or full-time staff position with the college.

### **SECTION 2: ELECTION PROCESS**

Senators are appointed positions. Each club will determine terms of appointment and determine one Senator to represent the club or organization.

### **SECTION 3: TERM OF OFFICE**

1. The Term of Office runs a consecutive fall through spring semester.
2. Students may only serve as Senator for one Term of office.

### **SECTION 4: OATH OF OFFICE**

The General Assembly Oath will be read and signed by each Senator. The Oath will be witnessed by the SGA Advisor(s).

## **ARTICLE VIII: SENATORS' DUTIES**

1. To read and comply with the SGA Constitution and By-laws.
2. Attend all General Assembly meetings and actively participate.
3. Regularly assist in SGA activities.
4. Serve on SGA committees as appointed.
5. Work collaboratively with the SGA Advisors, Executive Board, and students.

## **ARTICLE IX: MEETING, ACTIVITY & CONFERENCE RULES**

### **SECTION 1: GENERAL ASSEMBLY MEETINGS**

1. The SGA will have at least one General Assembly meeting per month. The SGA Advisors, Executive Board officers, and Senators are expected to attend. Unexcused absences considered to be excessive by the Vice President of Student Success, the SGA advisor(s), or the advisor(s) on the student organization for which the Senator has been selected can result in being removed from the position.
2. General Assembly meetings will be held to discuss yearly itinerary, events, budget, marketing, and all SGA business.
3. The SGA President will coordinate and lead the General Assembly meetings.
4. Notifications of upcoming meeting will be sent one week prior to the meeting with an updated agenda.
5. Executive Board Officers and Senators will present the General Assembly with club updates.
6. Each Executive Board Officer and Senator will have one vote in any official SGA business.

## **ARTICLE X: CONDUCT AND DISMISSAL**

### **SECTION 1: CODE OF CONDUCT**

All student members of the SGA will maintain a mature, respectful and positive attitude at all times. All members of the SGA are expected to comply with the Stanly Community College Student Code of Conduct, SCC Board Policy Manual, and State and Federal law while on campus and while participating in Stanly Community College events off campus. Failure of a member to meet these standards will result in immediate dismissal from membership with no right to appeal. Failure of an officer of the Executive Board or of a Senator to meet these standards will result in immediate dismissal from office with no right to appeal.

### **SECTION 2: DISMISSAL**

College administration, faculty, staff and club advisors will work with students to provide a positive SGA experience. In the event a member of the SGA fails to comport him/herself in a mature, respectful and positive manner, participates in criminal activity, or fails to uphold the requirements of an office to which he or she has been elected, he or she will be dismissed from membership and from any office held.

1. Any dismissal from office, Executive Board Officer or Senator, must be approved by the SGA Advisor(s). If the member in question fails to abide by the Stanly Community College Student Code of Conduct, SCC Board Policy Manual, and/or State and Federal laws then an immediate letter of dismissal will be sent and the officer will not have the option to resign.



2. Any Executive Board Officer or Senator who has been found guilty of a criminal offense will be immediately dismissed. (Students with any felony convictions are ineligible for office.)

## **ARTICLE XI: CLUBS AND ORGANIZATIONS**

### **SECTION 1. PURPOSE**

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

### **SECTION 2. NON-DISCRIMINATION**

The SGA and SCC Student Clubs & Organizations will not discriminate on any grounds. No student club or organization that is recognized by the SGA, will discriminate in its membership or in its activities.

### **SECTION 3. ORGANIZATION AND OPERATION**

Each student club and organization will determine for itself all regulations for organization and operations, provided that their structure and procedures are in keeping with SGA regulations, the SCC Guidelines for Student Organizations, the SCC Student Code of Conduct, SCC Board Policy Manual, and State and Federal law. All clubs and organizations must receive prior approval from the SGA Advisor(s) before becoming active.

### **SECTION 4. ELECTIONS**

Each student club and organization will determine the criteria for their elections. The SGA and its Advisor(s) will be informed of the election process through the student organization constitution on file with the SGA.

### **SECTION 5. RESPONSIBILITIES AND REQUIREMENTS**

In order to maintain active status with the SGA, student organizations must comply with the following criteria. Student clubs and organizations:

1. Must complete a student organization registration form each fall semester and file a copy with the SGA Advisor(s). This must be on file by October 1st in order to be eligible for the year as an SGA club.
2. Must submit a projected annual budget to the SGA Advisor(s) by October 1st. Items/requests not listed on the projected annual budget may not be granted approval.
3. Are expected to participate in General Assembly meetings and other campus events.
4. Maintain an approved constitution, by-laws, and statement of purpose and keep current copies on file with the SGA Advisor(s).

5. Maintain a current and complete list of officers, members, and advisors. All members must be currently enrolled curriculum students at SCC.
6. Student organization Advisors must be present at club meetings and activities and actively participate in SGA functions in order to receive a stipend.
7. Non-chartered clubs or organizations will not be recognized or be able to use college facilities or resources.

## **ARTICLE XII: CHANGES TO THE CONSTITUTION AND/OR BY-LAWS**

Changes to the Constitution and/or By-Laws will be approved by two-thirds of the SGA General Assembly members attending and voting during the regular meeting at which voting was announced, followed with acceptance of the Vice President of Student Success.