

**SANDHILLS COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

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STUDENT GOVERNMENT ASSOCIATION**

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PREAMBLE

We, the students of Sandhills Community College, do hereby establish this constitution in order to promote unity among the faculty, ourselves, and the community; maintain high standards of conduct; establish justice and protect the good name and liberties of all; and preserve an atmosphere of free discussion, inquiry, and self-expression that will assure the personal freedom and the general well-being of the members.

ARTICLE I - NAME

The organization shall be known as the Sandhills Community College Student Government Association.

ARTICLE II - PURPOSE

The purpose of the Student Government Association [SGA] shall be to further the best interests of the students through representation of the student body in matters affecting student life and affairs, promote and supervise student organizations and activities, and uphold and interpret this constitution and its bylaws.

ARTICLE III - AFFILIATION

This organization shall be affiliated with the North Carolina Comprehensive Community College Student Government Association (N4CSGA).

ARTICLE IV - MEMBERSHIP

Any regularly enrolled full-time or part-time curriculum student at Sandhills Community College without regard to race, sex, age, color, national origin, or disability, shall be a member of the Student Government Association upon payment of a semester student activity fee. Payment of this fee shall entitle the student to participate in all activities sponsored by the Student Government Association. Continuing Education Students or others who do not pay an activity fee will not be considered members of the Student Government Association.

ARTICLE V - STRUCTURE

A. The government of this organization shall be vested in the Student Senate. Officers of the organization shall be as follows and shall be known as the Executive Officers.

- President, Vice-President, Secretary, Treasurer, Public Information Officer - (Elected)
- Parliamentarian - (Appointed by SGA President)

B. Student Ambassadors shall be appointed to represent the interests of the student body. Ambassadors shall be appointed on a ratio not to exceed one (1) ambassador to every one hundred and twenty-five (125) regularly enrolled students. The SGA President, Vice-President, Secretary, Treasurer, and Public Information Officer shall not be included when achieving ratio balance.

C. The Student Senate shall comprise of the all Executive Officers and Student

Ambassadors. The Student Senate shall be the legislative authority of the SGA. The presiding officer of the senate shall vote only to break a tie vote.

D. The Executive Board shall consist of the Executive Officers and the SGA Advisor(s). The Advisor(s) shall serve as a non-voting ex officio member only.

E. Membership of the Student Senate shall be completed in accordance with the bylaws of this constitution.

ARTICLE VI - BYLAWS

This organization shall establish bylaws that shall serve as the working rules and regulations for conducting the day-to-day business of this organization.

ARTICLE VII - AMENDMENTS

This constitution may be amended by a two-thirds ($2/3$) vote of all members of the Student Senate. Written notice shall be provided to the entire student body at least ten working days prior to any meeting in which a matter for amendment shall be considered. Written notice shall be achieved by posters displayed on bulletin boards on the campus and distribution of a special flyer announcing the proposed change and the date, time, and location of the meeting in which the proposed amendment shall be considered. Any amendments to this constitution may effectively be challenged by the presentation of signatures of one-fourth ($1/4$) of the entire student body to the Dean of Students asking for reconsideration of said amendment. The Dean of Students shall then refer the said amendment back to the Senate for reconsideration and a second vote. The second vote shall require a three-fourth ($3/4$) vote for passage.

SANDHILLS COMMUNITY COLLEGE
BYLAWS TO THE STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION
ARTICLE I - NAME

This document shall be known as the Bylaws to the Constitution of Sandhills Community College Student Government Association. These articles shall coincide with the Articles of the Constitution.

ARTICLE II - PURPOSE

The Bylaws shall be the working rules and regulations of the Sandhills Community College Student Senate. Neither these bylaws nor any subsequent amendments or additions shall be in conflict with the Student Government Association Constitution.

ARTICLE III - STRUCTURE

- A.** The Student Government Association President, Vice-President, Secretary, Treasurer, Public Information Officer, and Parliamentarian shall be known as the Executive Officers.
- B.** The Student Ambassadors shall be the "voice" of the students. Student Ambassadors shall be appointed by a selection committee consisting of the SGA President, SGA Vice-President, and SGA Advisor(s).
- C.** The legislative body of the Student Government Association shall be known as the Student Senate. The Student Senate shall consist of the Executive Officers of the Student Government Association and the appointed Student Ambassadors. SGA Advisor(s) shall serve as a non-voting ex officio member only.
- D.** The Executive Board shall be made up of the Executive Officers and the SGA Advisor(s). The Advisor(s) shall serve as a non-voting ex officio member only.
- E.** Much of the work of the Student Senate shall be conducted through committee. The Social Committee, the Recreation Committee, the Cultural Committee, the Conference Committee, and the Publicity Committee shall be known as the Standing Committees. The President may form ad hoc committees as needed. Committees shall be made up of Student Ambassadors and faculty/staff advisor(s). No elected Executive Officer shall serve as a standing committee chair, with the exception of the Public Information Officer, who shall serve as the chair of the Publicity Committee.
- F.** The Student Government Association Advisor(s) shall be assigned by the Dean of Students after consultation with the Executive Board. The Advisor(s) shall serve as a

non-voting ex officio member of the SGA.

ARTICLE IV - QUALIFICATIONS FOR OFFICE

- A.** Any Sandhills Community College Student who has earned a minimum of twelve (12) semester hours at Sandhills Community College shall be eligible to run for or be appointed to an Executive Officer position in the SGA.
- B.** Any student wishing to hold a position of an Executive Officer in the SGA must have and maintain a minimum 2.750 cumulative grade point average. Failure to maintain this minimum average will result in a probationary period of one semester. Failure to reestablish a minimum 2.750 cumulative grade point average at the end of this period shall result in an automatic suspension from office.
- C.** Any student wishing to hold a position of Student Ambassador in the SGA must have and maintain a minimum 2.500 cumulative grade point average. Failure to maintain this minimum average will result in a probationary period of one semester. Failure to reestablish a minimum 2.500 cumulative grade point average at the end of this period shall result in an automatic suspension from the SGA.
- D.** Any student wishing to hold or holding any position in the Student Government Association must be in good social standing with Sandhills Community College as determined by the Dean of Students.
- E.** Any student wishing to run for or hold any position must have and maintain a minimum of eight (8) credit hours each semester. Failure to do so will result in a probationary period of one semester. Failure to re-establish a minimum of 8 semester hours will result in immediate suspension from the SGA.
- F.** Because Senate members are in a leadership capacity, they shall conduct themselves in a proper manner at all times. Any action that would bring discredit to the SGA, student body, faculty, staff, administration, or Sandhills Community College in general, could result in dismissal from office. Unwarranted behavior or conduct will be handled on a case-by-case basis by the Executive Board and/or the SGA Advisor(s) or through the impeachment process. In each case the Executive Board and/or SGA Advisor(s) or the Student Senate shall take what is deemed necessary action. Any action taken can be appealed by the student(s), in writing, within three working days, to the Dean of Students.

ARTICLE V - EXECUTIVE OFFICERS

A. The SGA President, Vice-President, Secretary, Treasurer, Public Information Officer, and Parliamentarian, shall be known as the Executive Officers. Each officer shall be responsible for all duties as outlined in these bylaws.

B. The SGA President shall:

1. Be the official representative of the Student Government Association.
2. Preside over all SGA meetings.
3. Preside over Executive Committee meetings.
4. Appoint, from the Student Senate, the SGA Parliamentarian officer subject to Senate Approval.
5. Appoint members to standing committees, establish any other committees as deemed necessary, and appoint any vacant offices, subject to Senate approval.
6. Have the authority to and the responsibility for conducting day to day operations.
7. Set, post, and maintain a minimum of five (5) office hours per week.
8. Meet with SGA Advisor(s) weekly.
9. Work with the SGA Treasurer and SGA Advisor(s) to develop an annual budget.
10. Approve all expenditures of the SGA.
11. Be a full, sworn, but non-voting member of the Sandhills Community College Board of Trustees.
12. Not serve more than two consecutive elected terms as SGA President.
13. Represent Sandhills Community College at public and private activities when called upon by the administration.
14. Appoint a cadre of Executive Officers and/or Ambassadors to conduct student activities during the summer session.

C. The SGA Vice-President shall:

1. Serve as a member of the Senate.
2. Assume the duties of the SGA President, should the SGA President, for any reason, leave office.
3. Fulfill any duties as delegated by the President.
4. Be responsible for the compilation and maintenance of a current history/continuity record.
5. Be responsible for maintaining the SGA Constitution and Bylaws.
6. Organize and post a schedule of Ambassadors office hours.
7. Serve as an ex officio member of all standing committees.
8. Serve as liaison between all SGA chartered clubs and organizations and the SGA.
9. Set, post, and maintain a minimum of five (5) office hours per week.

D. The SGA Secretary shall:

1. Serve as a member of the Senate and shall record and maintain a permanent record of the minutes of all SGA meetings.
2. Maintain a permanent record of all business conducted during SGA meetings.
3. Present the minutes at each regular SGA meeting.
4. Call role at each regular SGA meeting.
5. Maintain official attendance records of each regular SGA meeting and report

to the SGA President any Student Senate member who is in violation of the attendance policy.

6. Set, post, and maintain a minimum of five (5) office hours per week.
7. Secure space for regular SGA meetings.
8. Assist the SGA Vice-President in the compilation of the history/continuity record.
9. Attend to all written correspondence as deemed necessary.

E. The SGA Treasurer shall:

1. Serve as a member of the Senate and shall keep an accurate account of SGA funds.
2. Attend to all SGA financial correspondence.
3. Prepare and present a monthly budget report (or as otherwise required) at regular SGA meetings.
4. Work with the SGA President, SGA Advisor(s), and committee chairs on budgets and expenditures.
5. Prepare and sign, with the approval of the SGA President and SGA Advisor(s), all purchase orders for the procurement of goods and services for the SGA.
6. Be responsible for establishing and maintain SGA property inventories.
7. Set, post, and maintain a minimum of five (5) office hours per week.

G. The SGA Public Information Officer shall:

1. Serve as a member of the Senate and shall be responsible for the maintenance of all SGA controlled bulletin boards.
2. Maintain monthly activity board at the entrance to Blue Hall and the electronic marquees inside Blue Hall and Kennedy Hall.
3. Coordinate publicity for all SGA Activities.
4. Be responsible for all SGA public Relations.
5. Set, post, and maintain a minimum of five (5) office hours per week.
6. Chair the Publicity Committee.

F. The SGA Parliamentarian shall:

1. Serve as a member of the Senate and shall be responsible for insuring that all SGA meetings are conducted utilizing correct parliamentary procedures as detailed in Robert's Rules of Order (revised).
2. Train Student Senate members in parliamentary procedures.
3. Set, post, and maintain a minimum of two (2) office hours per week.

ARTICLE VI - AMBASSADORS

- A. Student Ambassadors shall be appointed to the Student Senate by a ratio not to exceed**

one (1) Ambassador to every one hundred and twenty-five (125) students. Student Ambassadors shall be appointed by a selection committee consisting of the SGA President, SGA Vice-President, and SGA Advisor(s). Current Student Ambassadors must reapply for membership each fall. Open Student Ambassador positions will be filled during the Fall and Spring semesters.

B. SGA Ambassadors shall:

1. Be the "voice" of the Sandhills Community College Students.
2. Attend all SGA meetings unless excused by the SGA President or SGA Advisor(s).
3. Actively serve on a standing committee of their choice or, if necessary, be appointed to one of the standing committees.
4. Serve a minimum of two (2) hours per week in the SGA office unless otherwise excused by the SGA President.
5. Be eligible to attend N4CSGA conferences held during the year. Selection shall be made by the Executive Committee and SGA Advisor(s).
6. Attend all SGA sponsored activities unless excused by the SGA President.
7. Be called upon to perform other duties as needed.
8. Adhere to all policies, procedures, and protocol established by the Executive Committee and/or Student Senate.

ARTICLE VII - STUDENT SENATE

A. The Student Senate shall be the legislative body of the SGA.

B. The Student Senate shall:

1. Hold regular meetings, open to all students, administration, faculty, and staff, at least twice a month.
2. Establish, at the beginning of each semester, the time and date of regular SGA meetings.
3. Follow Robert's Rules of Order (revised) at all official meetings.
4. Vote on all business.
5. Vote on the annual SGA Budget and any amendments to that budget.
6. Approve the appropriation of funds from the SGA Budget.
7. Ratify by a majority vote any appointments made by the SGA President.
8. Be able to remove from office any elected or appointed officer not fulfilling the duties of that office, by the impeachment proceedings established in Article X of the Bylaws.
9. Set policy governing the operations of the Senate.
10. Require reports from all SGA sanctioned organizations.

C. The order of regularly scheduled meetings shall be as follows:

I. Call to Order

- II. Role Call
- III. Approval of the Minutes
- IV. Treasurer's Report
- V. Standing Committees Report
- VI. Ad hoc Committees Report
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

D. All members of the Student Senate are required to attend all SGA regular meetings unless excused by the SGA President or SGA Advisor(s). Two (2) unexcused absences during a semester shall result in the automatic suspension of the member from the SGA. The office of any suspended Executive Officer shall be filled immediately. Any suspended Student Ambassador may reapply for membership during the following Fall semester.

E. For the purpose of conducting the general business of the SGA, a quorum of two-thirds (2/3) of the Senate, excluding the presiding officer, must be present at the meeting. A simple majority is needed to pass any motion before the Senate unless otherwise stated elsewhere in the Constitution or Bylaws.

ARTICLE VIII - EXECUTIVE BOARD

A. The Executive Board Shall consist of the SGA Executive Officers and SGA Advisor(s).

B. The Executive Board shall:

1. Meet weekly to discuss SGA business and set the agenda for SGA meetings.
2. Conduct hearings regarding the conduct of any Student Senate member.
3. Keep confidential any matters of privacy related to Student Senate members.
4. Establish policies and procedures regarding the use of SGA offices and equipment.
5. Establish protocol for SGA meetings.

ARTICLE IX - COMMITTEES

A. Standing Committees of the Student Senate shall be as follows:

1. The Social Committee shall be responsible for providing social activities and entertainment for the Student Body.
2. The Recreation Committee shall be responsible for providing athletic and recreational activities for the Student Body. It shall be responsible for SGA owned athletic and recreational equipment.
3. The Cultural Committee shall be responsible for providing cultural activities for the Student Body.
4. The Publicity Committee shall be responsible for publishing "Behind the

Pines," The Student Body newspaper. It shall be responsible for advertising all SGA activities.

5. The Conference Committee shall be responsible for planning and preparing for events and contests for N4CSGA Conferences.

B. The SGA President shall form ad hoc committees as needed.

C. No elected SGA Officer shall serve on or as a chair of any standing committee, with the exception of the Public Information Officer, who shall serve as chair of the Publicity Committee.

D. All Student Ambassadors shall serve on at least one (1) standing committee. The SGA President reserves the right to appoint Student Ambassadors to more than one standing committee when necessary.

E. The chair for each committee shall be elected by the members of that committee. The SGA President retains the right to appoint a chair when necessary. Each chair shall organize and hold at least two (2) meetings a month. The chair is responsible for providing written minutes of all committee meetings to be presented at regularly scheduled Student Senate meetings.

F. All committees shall be responsible for performing any duties assigned to them by the SGA President.

G. All standing committees shall have a faculty or staff advisor selected by the committee and approved by the Executive Board.

ARTICLE X - IMPEACHMENT

A. Grounds for impeachment shall be any demeanor unbecoming a member of the Student Senate, malfeasance of duties and responsibilities, or failure to comply with any part of the Constitution or Bylaws of the SGA.

B. Impeachment proceeding may be initiated by the following methods.

1. Any Sandhills Community College student paying an activity fee may initiate a petition for the impeachment by filing with the Dean of Students, a petition with thirty (30) percent of the student body signatures stating the reasons for impeachment.
2. Any member of the Student Senate may make a motion to have impeachment procedures started. Approval of this motion must be carried out by a majority vote of all members of the Student Senate.

C. The order of impeachment procedures shall be as follows:

1. A complete statement of the reasons an Executive Officer should be impeached shall be presented in writing from the accusing party to the

Student Senate.

2. The accused shall be notified in writing that impeachment proceedings have been initiated, the reasons for impeachment, and the date, time and location the accused must appear before the Student Senate. Failure to appear before the Student Senate at these proceedings shall result in an automatic suspension from the SGA.
3. A hearing of all matters for impeachment shall be held. A two-thirds (2/3) quorum of the Student Senate, excluding the presiding officer, must be present for impeachment proceedings to begin.
4. The accusing party shall state their evidence and the accused may present evidence in his/her defense.
5. After all evidence has been heard, a vote shall be taken. Three-fourths (3/4) of all Student Senate members present shall be required in order to complete an impeachment.
6. The accused shall be notified immediately of the outcome of the vote by the presiding officer. Written notification also shall be sent to the accused.
7. The accused has the right to appeal, in writing, the decision to the Dean of Students within three (3) working days. The Dean of Students has the authority to modify or set aside the decision of the Student Senate for good cause shown. Should the decision of the Student Senate be altered, reasons for doing so must be documented in writing.

ARTICLE XI - ADVISORS

A. SGA Advisor(s) shall be appointed by the Dean of Students after of consultation with the Executive Board.

B. SGA Advisor(s) shall:

1. Serve as liaison between the SGA and the Dean of Students.
2. Ensure that SGA officers receive information/training relative to their office.
3. Ensure that the SGA Constitution and Bylaws are being upheld by the SGA Executive Officers and Ambassadors.
4. Review and approve all SGA expenditures.
5. Review and approve all contracts to be entered into by the SGA.
6. Attend all SGA meetings.
7. Serve as Parliamentarian in his/her absence.
8. Obtain GPA Release Forms from all Student Senate members and report to the Executive Board any member who does not meet the minimum standards.
9. Act as the official Sandhills Community College representative at all off-campus SGA events.
10. Attend all N4CSGA Conferences with the selected delegation of students.

C. The Executive Officers of the SGA may voice any concerns regarding SGA Advisor(s) to the Dean of Students.

ARTICLE XII - ELECTIONS

- A.** The offices of SGA President, Vice-President, Secretary, Treasurer, and Public Information Officer shall be filled through election by the Student Body of Sandhills Community College. This election shall take place in April. Any offices not filled in April shall be filled through election during the Fall semester in September.
- B.** Elected officers shall begin their term of office the day of Spring Commencement and shall be expected to serve until Spring Commencement of the following year.
- C.** The Parliamentarian shall be appointed by the SGA President by October 1.
- D.** Elections are open to all registered curriculum students. An official list of students shall be provided by the SGA Advisor(s). Valid Student ID cards shall be required of each student casting a vote during an election.
- E.** Elections shall be well publicized and made convenient to all students. Voting stations shall be established in Blue Hall the first day and in Kennedy Building the second day of elections. Election stations shall be operated and monitored by members of the SGA not running for office and/or the SGA Advisor(s).
- F.** Polls shall be open 9:00 a.m. - 2:00 p.m. and 5:30 p.m. - 7:30 p.m. on election days.
- G.** No candidate shall be allowed to campaign or have campaign materials within thirty (30) feet of the ballot box during actual voting times.
- H.** Voting shall be on official written ballots only. Voting in absentee or by proxy is prohibited. Each student may cast only one ballot.
- I.** Votes shall be tallied at the end of the voting period by the current SGA President, SGA Advisor(s), and any current SGA member not running for an office who wishes to assist with the tallying. Any student running for an office may be present during the counting of the ballots provided they submit a written request to the SGA Advisor(s) at least twenty-four (24) hours prior to the beginning of the election.
- J.** The candidate receiving the most votes for a particular office shall be declared the winner.
- K.** Results of the balloting shall be posted by noon the day following the end of voting.
- L.** In case of a tie, a run off vote shall take place within two (2) weeks following the first election. This election shall follow the procedures outlined in Article XII of the Bylaws.

ARTICLE XIII - CAMPUS CLUBS AND ORGANIZATIONS

A. Any Club or Organization that wishes to become officially sanctioned by the SGA shall adhere to the following guidelines:

1. Membership shall be open to all students.
2. A petition for SGA sponsorship will be submitted in writing to the SGA Advisor (s) with a copy to the SGA President. Petitions shall include:
 - a. A statement of purpose along with a proposed constitution and bylaws, and notice of any affiliation with any other organization.
 - b. A list of current or proposed officers.
 - c. A list of at least ten (10) current students that are to be active members.
 - d. The name of a faculty or staff member who will serve as an advisor to the organization and who is willing to regularly meet with this group.
 - e. Statement of proposed dues or other funding proposals.
3. A representative of the proposed organization shall be required to attend an SGA meeting to present all documents, plans, and goals to the Student Senate for approval.
4. Appeal of any decision made by the Student Senate shall be to the Dean of Students with the final appeal being to the President of Sandhills Community College or his/her appointed designee.
5. Any officially sanctioned organization shall submit a semester written report of their activities to the Secretary of the SGA. These reports shall be due by the tenth (10th) business day of each semester, except the Summer semester.
6. The sanctioned organization shall appoint one of its members to serve as a **liaison to the SGA.**
7. Failure to comply with any section of Article XIII may result in a revoking of that organization's sanctioning.
8. An organization must be sanctioned to be considered for any request for funds. Any request for funds must be in writing and itemized showing need for SGA funding. Documentation of expended SGA funds must be provided to the SGA within one (1) month of the expenditure.

Article XIV - Finances

- A.** The Student Government Association is funded by student activity fees paid by curriculum students. Therefore, expenditure of funds should be done with consideration of serving curriculum students.
- B.** It is the responsibility of the SGA President to meet with the SGA Treasurer and SGA Advisor(s) to develop an annual budget. This budget shall be submitted for Senate approval during the first regular Senate meeting. Any amendments to this budget must also be approved by the Senate.
- C.** No SGA Officer, Ambassador or Advisor may enter into a contract for goods or services, either verbally or in writing, without approval of the Senate, and the permission of the

SGA President, SGA Treasurer, and SGA Advisor.

D. The Dean of Students maintains the right to disapprove any request to expend SGA funds.

E. Contracting any goods or services requiring the expenditure of SGA funds shall follow the procedures listed below.

1. State law requires that equipment, supplies and services be purchased from state contract when available. If goods or services are not on contract, the purchasing agent will solicit bids to determine the best source and cost for the requested services, equipment or supplies.

2. Written estimates of the costs of the goods or services must be submitted in writing to the Student Senate. This estimate must be approved by the Student Senate and signed by the SGA President, SGA Treasurer and the SGA Advisor(s). When necessary, tentative contracts should be obtained for review before final approval is given.

3. Upon approval by the Senate, the Senate member shall obtain and complete any and all paperwork and follow any and all procedures as established by the Sandhills Community College Business Office.

4. The Senate member requesting the expenditure is responsible for approving that the goods and/or services were delivered as requested and that the vendor, agency, business, etc. is paid in a timely manner.

F. Failure to follow the procedures as outlined in this article may result in the Senate member being held personally liable for the payment of the unauthorized purchases.

ARTICLE XV - AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of all members of the Student Senate. Written notice shall be provided to the entire student body at least ten working days prior to any meeting in which a matter for amendment shall be considered. Written notice shall be achieved by posters displayed on bulletin boards on the campus and distribution of a special flyer announcing the proposed change and the date, time, and location of the meeting in which the proposed amendment shall be considered. Any amendments to these Bylaws may effectively be challenged by the presentation of signatures of one-fourth (1/4) of the entire student body to the Dean of Students asking for reconsideration of said amendment. The Dean of Students shall then refer the said amendment back to the senate for reconsideration and a second vote. The second vote shall require a three-fourth (3/4) vote for passage.