Constitution of the Student Government Association

Of Sandhills Community College

Preamble

We, the students of Sandhills Community College, in order to bring about a more democratic spirit in all student activities, to promote cooperation between the student body and administration, and to promote the general welfare of the College, do hereby establish this Constitution of the Sandhills Community College Student Government Association.

Article I: Executive Board

Section I: Officers

The executive power of the SGA will be vested in the President, Vice-President, Secretary/Treasurer, Public Information Officer, and the Parliamentarian, hereafter referred to as the Executive Board, as further expressed in this constitution.

Section II: Qualifications for Officers

A. To become an officer, one must:
   1. Submit a completed application to the Office of Student Life & Recruitment by the published deadline.
   2. Be a graduate of a public or private high school, a registered home-school equivalent, or have graduated with a high school equivalency certificate (HSE), an adult high school diploma, or will do so by the start of the upcoming semester.
   3. Have and maintain a cumulative 2.75 grade point average (GPA). 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 may result in a suspension from office.
   4. Enroll and maintain at least 6 hours per semester while in office. Failure to maintain at least 6 hours per semester while in office will result in a probationary period of one semester. Failure to reestablish 6 hours at the end of this period may result in suspension from office.
   5. Enroll in two consecutive semesters.
   6. Shall not hold any executive board position in any SCC-sanctioned club or organization during their term of office.
   7. Practice good oral and written communication skills to effectively represent the student body.
   8. Be in good academic and student conduct standing with the college.

B. To hold the office of President & Vice-President, the candidate must have completed twelve (12) credit hours of his or her curriculum at Sandhills Community College.

C. Exemptions for the positions of Secretary/Treasurer, Public Information Officer, and Parliamentarian may be granted to Moore and Hoke County Early College students who meet the following criteria. Students granted an exemption shall still be required to meet all other officer qualifications as outlined above. Exemptions may be granted by the SGA Advisor (s).

   1. Be enrolled in Sandhoke Early College or Moore Innovative High School;

2. Be currently in, or entering, their senior year at the time of taking office;
3. Have completed at least twenty-seven (27) credit hours at Sandhills Community College; and
4. Have and maintain a cumulative 3.0 grade point average (GPA) while enrolled in high school as a Moore or Hoke County Early College student. Upon graduation from high school, executive board members will be required to maintain a minimum cumulative 2.75 grade point average while serving in office. Failure to maintain the applicable minimum GPA may result in a probationary period of one semester. Failure to reestablish the required cumulative grade point average at the end of this period may result in suspension from office.

Section III: Term of Office and Attendance

A. Each Executive Officer shall begin their term of office on the day of Spring Commencement and shall be expected to serve until Spring Commencement of the following year. An official meeting with the new SGA members to offer a transparent and diligent transition of duties for the benefit of the student body must take place immediately following the induction of the new SGA board.
B. Officers are expected to attend all scheduled meetings. Two (2) unexcused absences during a semester will result in a warning. One (1) additional unexcused absence may result in suspension of the member from the SGA. Officers may be removed via impeachment or Advisor dismissal. See Article V: Impeachment and Dismissal.

Section IV: Duties of the President

A. Preside over all SGA meetings.
B. Serve as a member of the College Board of Trustees as a nonvoting ex officio member and must attend all meetings.
C. With the Vice-President, Secretary, and Advisor(s), set the Agenda for the SGA meeting.
D. Establish ad hoc committees as necessary, appoint members to these committees and appoint any vacant offices, subject to SGA Senators and/or the Advisor(s) approval.
E. Assume all other powers not granted to other officers elsewhere in the constitution.
F. If the Office of President is vacated during the term of the elected President, the Vice-President will immediately assume the position. An election will then be held to select a new Vice-President if deemed necessary by the Advisor(s).
G. Represent the SGA in relations with the administration, with the students of other institutions and the community.
H. Appoint duties to SGA members or officers when necessary.
I. Not serve more than two consecutive elected terms as SGA President.
J. Set, post, and maintain a minimum of five (5) office hours per week. Attendance at all Board of Trustee meetings is mandatory and included in these hours.
K. To assist in all other areas related to organizational business as deemed necessary by the SGA Executive Board, SGA Constitution, or Advisor(s).

Section V: Duties of the Vice-President

A. To assist the President in Presidential duties as necessary.
B. Exercise the powers of the President in the absence of the President.
C. Organize and post a schedule of Executive Board office hours.
D. With the President, Secretary, and Advisor(s), set the Agenda for the SGA meetings.
E. Assume the office of the SGA President, should the SGA President, for any reason, leave office.
F. Serve as a liaison between all SGA chartered clubs and organizations and the SGA.
G. Set, post, and maintain a minimum of five (5) office hours per week.

H. To assist in all other areas related to organizational business as deemed necessary by the SGA Executive Board, SGA Constitution, or Advisor(s).

Section VI: Duties of the Secretary/Treasurer

A. Record accurately the minutes of all regular and special meetings of the SGA.
B. Submit a copy of the minutes to the Advisor(s) within seventy-two (72) hours.
C. With the President, Vice President, and Advisor(s), set the Agenda for the SGA meetings.
D. Record attendance of each SGA meeting in the minutes and report to the SGA President and advisor(s) any member who is in violation of the attendance policy.
E. Keep a list of all volunteers at each activity.
F. Keep the SGA up to date on the financial status of SGA accounts upon the request of the SGA board.
G. Set, post, and maintain a minimum of five (5) office hours per week.
H. To assist in all other areas related to organizational business as deemed necessary by the SGA Executive Board, SGA Constitution, or Advisor(s).

Section VII: Duties of the Public Information Officer

A. Shall be responsible for the maintenance of all SGA controlled bulletin boards.
B. Coordinate publicity for all SGA Activities and develop weekly e-newsletter.
C. Be responsible for all SGA Public Relations, including weekly posts on social media.
D. Conduct and report on SGA surveys and research as needed to assess the constituency. Research and present concerns of the membership as directed by the SGA Executive Board.
E. Set, post, and maintain a minimum of five (5) office hours per week.
F. To assist in all other areas related to organizational business as deemed necessary by the SGA Executive Board, SGA Constitution, or Advisor(s).

Section VIII: Duties of the Parliamentarian

A. To establish and maintain parliamentary procedures and order at the business meetings of the SGA.
B. To function as an advisor to the Executive Board in the interpretation of the SGA Constitution.
C. To serve as chairperson of the SGA Executive Board when hearing charges of censure, expulsion, or impeachment.
D. To oversee the election of the SGA members established in the SGA Constitution in conjunction with the Advisor(s).
E. Coordinate elections held throughout the academic year in conjunction with Advisors.
F. Set, post, and maintain a minimum of five (5) office hours per week.
G. To assist in all other areas related to organizational business as deemed necessary by the SGA Executive Board, SGA Constitution, or Advisor(s).

Section IX: Vacancies in Executive Board Positions

A. A vacancy shall be declared when an Executive Board member resigns, is removed from office, graduates, transfers, or is otherwise unable to fulfill the duties of their position, or when a position is left unfilled after elections.
B. In the event of a vacancy, the remaining Executive Board, in consultation with the SGA Advisor(s), shall determine interim coverage of duties until the vacancy is filled.
C. Vacancies in the position of President shall be filled by the Vice President, who shall assume the office of President for the remainder of the term.

D. Should the Vice President position become vacant, a special election shall be called within 30 days to fill the role.
E. Following approval of the SGA Advisor(s), vacancies in all other Executive Board positions shall be filled by appointment of the President, subject to a majority approval vote of the SGA Senators or by special election.
    a. If the vacancy occurs more than halfway through the term, the Executive Board may, at the discretion of the advisors, appoint a qualified student to serve the remainder of the term instead of holding a special election.
F. All candidates for appointment or special election must meet the eligibility requirements outlined in this Constitution and its bylaws, including any approved exemptions provided in Article I, Section II.

Article II: SGA Senators

Section I: SGA Senators

To help with recruitment and encourage students to join and participate in SGA, there will be eleven (11) senator positions. Preference for one (1) of these positions will be given to a Hoke County resident. Each club shall also be represented by any member of their respective executive board (or a designee elected by the club) but retains only one vote per club in SGA meetings as stated in Article III, Section I: Voting Membership.

Section II: Qualifications for SGA Senators

A. To be eligible for the office of SGA Senator, the student must meet the following eligibility requirements:
    a. Submit a completed application to the Office of Student Life & Recruitment by the published deadline.
    b. Actively participate in SGA and volunteer at various activities/events.
    c. Curriculum, Early College, and College and Career Promise (CCP) students seeking the office of SGA Senator must have a cumulative 2.0 GPA and maintain a 2.0 GPA after selection and carry at least six (6) credit hours per semester. Failure to maintain this minimum average will result in a probationary period of one semester. Failure to reestablish a minimum 2.0 cumulative grade point average at the end of this period may result in a suspension from office.
    d. Continuing education students must be enrolled in a 96 hour or more program.
    e. Must maintain two semesters of consecutive enrollment at Sandhills Community College to serve on the Senate.
    f. Practice good oral and written communication skills.
    g. Be in good academic and student conduct standing with the college.

Section III: Terms of Office and Attendance

A. Vacant Senator positions will be filled by the Office of Student Life and Recruitment in accordance with the constitution. The term for these positions shall end on the day following the conclusion of the spring semester. All SGA Senators must reapply each academic year.
B. SGA Senators are expected to attend all scheduled meetings. Two (2) unexcused absences during a semester will result in a warning. One (1) additional unexcused absence may result in suspension of the Senator from the SGA. SGA Senators may also be removed by Advisor dismissal. See Article V: Impeachment and Dismissal.

Section IV: Duties of SGA Senators

A. To determine policies and programs for the SGA and to enact all legislation necessary and proper, within reasonable means, to promote the general welfare of the SGA and of the Sandhills Community College student body.
B. To establish laws to govern student elections.
C. To approve or reject all appointments of vacant positions made by the President of the SGA.
D. To try all impeachments and to suspend or remove from office by two-thirds (2/3) majority vote any elected or appointed student official for malfeasance of office.
E. To be willing to actively participate in SGA and volunteer at various activities/events.
F. To assist officers in need with their duties.
G. Serve as a voting member of the SGA.

Section V: Vacancies in SGA Senator Positions

A. Vacancies in SGA Senator positions may, at the discretion of the SGA Advisor(s), be declared and/or filled when a Senator resigns, is removed from office, graduates, transfers, is otherwise unable to fulfill their duties, or when a position remains unfilled.
B. If it is determined that a vacant SGA Senator position should be filled, the Executive Board, in consultation with the SGA Advisor(s), shall suggest candidates who have displayed interest in serving and who meet the qualifications of the position. All candidates for appointment must meet the qualification requirements outlined in this Constitution and its bylaws.

Article III: Membership

Section I: Voting Membership

The voting membership of the SGA shall be composed of the Executive Board, SGA Senators, and each club shall retain one (1) vote for the whole of the club. Club votes shall be represented by any member of their respective executive board (or a designee elected by the club). Voting representation for a club at any SGA meeting must be exercised by a single individual who is neither a Senator nor a member of the Executive Board, and no individual may represent more than one (1) club. The Chair of the meeting shall not have voting representation unless it is to break a tie. The Advisor(s) shall be present during the process.

Section II: General Membership

Any enrolled student at Sandhills Community College without regard to race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status or veteran status, shall be a member of the Student Government Association and be entitle to participate in all activities sponsored by the Student Government Association.

Section III: Meeting Procedure

The President of the SGA shall preside over the SGA meetings. In the absence of the President, the Vice-President shall lead the meetings. All meetings shall be conducted according to the revised version of Robert's Rules of Order 11th Edition. A majority shall be defined as 51% of voting members present to conduct business; a simple majority constitutes a quorum.

SGA Meetings shall:

- Hold regular meetings, open to all students, administration, faculty, and staff, at least once a month.
- Establish, at the beginning of each semester, the time and date of regular SGA meetings.
- Ratify by a majority vote any appointments made by the SGA President.
- 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 V: Impeachment and Dismissal.
- Require reports from all SGA sanctioned organizations during SGA general meetings.
- The order of regularly scheduled meetings shall be as follows:

    i. Pre-Business
    ii. Call to Order
    iii. Approval of the Minutes
    iv. Reports of Officers, Boards, Standing Committees
    v. Reports of Ad Hoc Committees
    vi. Unfinished Business
    vii. New Business
    viii. Announcements
    ix. Adjournment

- 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.

Section IV: Club Membership

Clubs shall retain membership in SGA once they have been deemed an active club through the established approval process. To become a recognized club on SCC's campus, a club must apply and complete all required documentation, obtainable from the Advisor(s). Upon submission, the application shall first be reviewed by the SGA, and a majority vote is required for approval. If approved, the application will then be reviewed by the Advisor(s). Final approval will be granted by the Senior Director of Enrollment and Student Experience. If a club is not approved at any stage of this process, the application may be appealed to the Vice President of Student Services, whose decision shall be final. Clubs not recognized through this process will not be permitted to hold meetings on the SCC campus or receive institutional funding. Each recognized club shall send a representative to SGA meetings.

Article IV: Elections

Section I: Qualifying for Voting

Any enrolled student at Sandhills Community College shall be entitled to vote in any student election.

Section II: Power to Administer Laws

The authority to conduct elections shall be vested in the Parliamentarian serving on the Executive Board of the SGA, in coordination with the Advisor(s), who shall supervise all campus elections. If the Parliamentarian office is vacant, the Executive Board will appoint a temporary Parliamentarian for the length of the elections.

Section III: General Election Dates

A. The spring general elections to determine new Executive Board positions shall be held and completed during the month of April during the spring semester of each academic year.
B. The general elections to determine the remaining vacant Executive Board positions shall be held within the first ninety (90) academic days of the fall semester.

Section IV: Procedure of General Elections

A. Eligible students may become candidates by complying with previously mentioned qualifications.
B. Elections shall be conducted in person using ballot boxes or booths.
C. During the election period, a voting information table shall be placed in a highly trafficked student area to assist students with the voting process. Individuals staffing the table may provide logistical assistance but shall not advise or influence voters during the act of voting.
D. There shall be no voting by proxy.
E. Absentee voting shall only be permitted if approved in advance by leadership of student life and recruitment.
F. Once voting begins, ballot boxes shall not be opened except in the presence of the leadership of student life and recruitment or a representative from Student Services.
G. Each voter must present a valid student identification card or provide their student ID number before receiving a ballot or entering a voting booth. A voter shall not be given a ballot or allowed access to a voting booth if there is reasonable cause to believe they are not a student at SCC or if proper identification is not presented.
H. There shall be no write-in candidates.
I. At least one (1) polling official shall be present at each ballot box or booth at all times. Polling officials must remain impartial and unbiased toward all candidates.
J. Leadership of student life and recruitment, or a representative from Student Services, shall be responsible for tabulating all election results within twenty-four (24) hours after the polls close. Winners shall be notified within twenty-four (24) hours after tabulation.
K. The candidate receiving a majority of votes shall be declared the winner of the election.
L. In the event of a tie, a run-off election shall be held the following week.
M. Any office not filled during the April elections, or any office vacated after the April elections, shall be filled during the fall elections.

Section V: Procedure of Special Elections

A. Special elections may be declared at any time by the Parliamentarian when the Executive Board experiences a vacancy, internal appointment, or other matter of SGA business that requires an election outside the general election periods. All special elections declared by the Parliamentarian must be reviewed and approved by the Advisor(s) prior to announcement or implementation.
B. The Parliamentarian shall have the authority to establish special-circumstance rules for each special election, including but not limited to:
    a. the length of the nomination period,
    b. the method of voting (paper or in-meeting vote),
    c. any additional procedures necessary for a fair and timely election.
C. The Parliamentarian, with approval from the Advisor(s), may designate a special election as either:
    a. Open — conducted by the student body following standard election procedures, or
    b. Closed — conducted solely within a scheduled SGA meeting and limited to voting members of the SGA. Closed elections may be used for internal appointments, mid-term replacements, or other matters deemed appropriate by the Parliamentarian and Advisor(s).

D. Closed special elections shall be conducted during an official SGA meeting, with quorum required. Voting may be by secret ballot or roll-call vote as determined by the Parliamentarian unless otherwise required by the Constitution or Advisor(s).
E. For both open and closed special elections, the candidate or option receiving a majority of votes cast shall be declared the winner. In the event of a tie, a run-off shall take place at the next scheduled SGA meeting for closed elections.

Article V: Impeachment and Dismissal

Section I: Impeachment

A. A representative may face impeachment by the SGA for committing any one or a combination of the following:
    a. Failure to fulfill the duties of the office.
    b. Exhibits conduct unbecoming of an SGA member.
    c. Failure to comply with any part of the Constitution or Bylaws of the SGA
    d. Abuse of the powers of the office.
B. Impeachment proceedings may be initiated by the following methods.
    a. Any voting member of the SGA may initiate a petition for impeachment by filing with the Advisor(s), a petition with thirty (30) percent of the student body signatures stating the reasons for impeachment.
    b. 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:
        i. 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.
        ii. 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.
        iii. 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.
        iv. The accusing party shall state their evidence, and the accused may present evidence in his/her defense.
        v. 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.
        vi. 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.
        vii. The accused has the right to appeal, in writing, to the Senior Leadership of Student Services within three (3) working days. Senior Leadership of Student Services 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.

Section II: Resignation

A. Voluntary Resignation
    a. Any member of the SGA may resign from their position by submitting a written notice to the SGA Advisor(s). The resignation shall take effect on the date specified on the notice or immediately upon receipt if no date is provided.

Section III: Advisor-Initiated Dismissal

A. Grounds for Dismissal
    a. An SGA member may be subject to dismissal by the Advisor(s) for any of the following reasons:
        i. Violation of the SGA Constitution, Bylaws, or Student Code of Conduct.
        ii. Failure to fulfill assigned duties or responsibilities.
        iii. Actions that undermine the mission, goals, or integrity of the SGA.
        iv. Insubordination or repeated failure to comply with Advisor(s) guidance or college policy.
B. Dismissal Process
    a. The Advisor(s) must provide written notice to the member outlining the specific reasons for dismissal.
    b. The member shall have an opportunity to respond in writing within five (5) business days of receiving the notice.
    c. After reviewing the response (if any), the Advisor(s) will make a final determination and notify the member in writing.
    d. All documentation shall be kept on file with the Office of Student Life and Recruitment.
C. Right to Appeal
    a. The dismissed member may submit a written appeal to the Senior Leadership of Student Services or delegated representative, within five (5) business days of receiving the dismissal decision.
    b. The Senior Leadership of Student Services or designee will review the appeal and make a final decision within ten (10) business days.
    c. The decisions of the Senior Leadership of Student Services or designee is final.

Article VI: Advisors

A. SGA Advisor(s) shall be appointed by Senior Leadership of Student Services.
B. SGA Advisor(s) shall:
    a. Serve as liaison between the SGA and the Senior Leadership of Student Services.
    b. Ensure that SGA officers receive information/training relative to their office.
    c. Ensure that the SGA Constitution and Bylaws are being upheld by the SGA Executive Officers and Ambassadors.
    d. Track, budget, and approve all SGA expenditures.
    e. Review and approve all contracts to be entered into by the SGA. 6. Attend all SGA meetings.
    f. Serve as Parliamentarian in his/her absence.
    g. Obtain GPA Release Forms from all Student Senate members and report to the Executive Board any member who does not meet the minimum standards.
    h. Act as the official Sandhills Community College representative at all off-campus SGA events.

Article VIII: Amendments

A. A representative at an SGA meeting may propose amendments to this Constitution. Such amendments shall become effective and a valid part of the Constitution by being voted in by a two-thirds (2/3) vote of the Senate, provided a quorum is present, or by the approval of Senior Leadership of Student Services.

Last Updated: November 10, 2026

Approval: Jonathan Garrison, Senior Director, Enrollment and Student Experience

Amendments

AMENDMENT I

Amendment to Article III Membership; Section II Meeting Procedure

Amended Language:
SGA meetings which are open to all currently enrolled students, administration, faculty, and staff are hereby defined as SGA General Meetings.

Adoption Date: October, 5, 2026

Effective Date: October, 6 2026

AMENDMENT II

Amendment to Article III Membership; Section II Meeting Procedure

Original Language:

The order of regularly scheduled meetings shall be as follows:

i. Pre-Business

ii. Call to Order

iii. Approval of the Minutes

iv. Reports of Officers, Boards, Standing Committees

v. Reports of Ad Hoc Committees

vi. Unfinished Business

vii. New Business

viii. Announcements

ix. Adjournment

Amended Language:
SGA General Meetings are not required to be conducted in accordance with any form of parliamentary procedure.

Adoption Date: October, 5, 2026

Effective Date: October, 6 2026