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## **Student Government Association Constitution and Bylaws for Mitchell Community College**

### **PREAMBLE**

We, the students at Mitchell Community College, in order to promote a spirit of cooperation among students, faculty, and staff; to coordinate and regulate student activities; to provide balanced programming in the areas of educational and cultural events, entertainment, recreation, and service to the school and community; to develop good citizens through experience, in a representative type government, and to serve as the official voice of the student body, do hereby establish the Student Government Association of Mitchell Community College.

### **ARTICLE I – Name**

The name of this organization shall be the Mitchell Community College (MCC) Student Government Association (SGA).

### **ARTICLE II – Purpose, Policies, and Governance**

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

The purpose of the SGA shall be to serve as a forum for student opinion, to appropriate funds to various student organizations, to plan and implement student activities and programs for the student body as a whole, to provide leadership opportunities for the student body, and to work cooperatively with the administration, faculty, and staff on matters pertaining to student welfare. The SGA shall be the representative organization of the student body at large.

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

The policies of the SGA will be in harmony with those of the Board of Trustees of MCC, the administrative policies of MCC and the laws of North Carolina. The SGA will not discriminate in its membership. The SGA is committed to the policy of MCC to be an affirmative action/equal opportunity institution.

#### **Section 3: Governance of the SGA**

The governance of the SGA shall be as follows:

Final responsibility for the SGA and SGA activities rests with the President's Council and the College President. The SGA shall serve under the Vice President for Student Services, the Director of Counseling, and the SGA Advisor.

### **ARTICLE III – Membership**

**Section 1** – The student body shall consist of curriculum students enrolled at MCC who pay student activity fees.

**Section 2** – Membership in the SGA shall consist of the officers of the student body and one representative from each student organization officially recognized by the administration. Each member of the SGA shall have one vote, with the exception of the President, who shall vote only in case of a tie.

**Section 3** – Any executive board officer who is absent from three (3) consecutive General Body SGA meetings or is absent from four (4) General Body meetings during one semester shall be removed from office.

**Section 4** – All approved clubs shall send a representative to all SGA meetings. If an approved club is not represented at three (3) consecutive meetings, that club shall be denied voting rights for the next two (2) consecutive meetings. The club must be represented at two (2) consecutive meetings without voting rights before its voting rights are restored.

### **ARTICLE IV – SGA Funding**

#### **Section 1: Resources**

The SGA is funded through student activity fees collected from students when they register for classes in the fall and spring semester. Student activity fees are published in a variety of campus publications and on MCC's web site.

#### **Section 2: Budget**

At the beginning of each fiscal year, the Director of Counseling and the SGA Advisor, in collaboration with the Executive Board, will prepare the Student Activities/SGA budget. The budget will be presented to the MCC Board of Trustees for approval at the beginning of the fall semester.

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## **ARTICLE V – Meetings**

**Section 1** – All curriculum students who pay student activity fees retain their rights to attend General Body meetings and express ideas and concerns, but shall not have voting privileges in any matter before the General Body, unless they are a club representative, or on the Executive Board.

**Section 2** – The General Body of the SGA shall meet at least six (6) times each semester at a regular time prescribed by the SGA Advisor.

**Section 3** – The President or SGA Advisor may call a special meeting upon giving a minimum twenty-four (24) hour notice to all members and Club Advisors.

**Section 4** – A quorum is necessary for voting and shall consist of half the attendance of voting members at the previous General Body meeting plus one (1).

## **ARTICLE VI – Organization**

### **Section 1 – Organization Membership**

The SGA shall be the coordinating body of student organizations and activities on campus and shall be composed of elected and appointed officers, and student organization representatives.

### **Section 2 – Organizational Structure**

The SGA is composed of two (2) groups: the Executive Board (made up of elected officers and appointed Senators) and the General Body.

#### **A. Executive Board**

The day to day operations of the MCC SGA shall be conducted by the Executive Board who are elected officers and appointed Senators. Elected officer positions shall be President, Vice President, Secretary, Treasurer, and Mooresville Center Officer. Officers will be elected in the spring prior to the year they serve. Senators will be appointed in the fall for that school year. Appointed Senators will complete an application and interview process conducted by the SGA Advisor and elected officers. The number of Senators will not exceed five (5) and will be selected by the elected officers and SGA Advisor. Those selecting Senators will strive for fairness and equitability to ensure representation from various campus constituencies.

#### **B. The General Body**

The General Body shall be comprised of the SGA Executive Board, representatives of the active, SGA-approved campus clubs and organizations, and the student body. Each campus club or organization will appoint a member to join the General Body of the SGA. In the event that a student club organization representative's seat becomes vacant, the seat may be filled by a replacement from the same club or organization.

### **Section 3 – SGA Advisor**

The Advisor to the SGA shall be appointed by the Administration, and the duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Board, (2) to ensure compliance with the SGA Constitution, (3) to be responsible for the records and monies of the SGA, (4) to appropriate funds for all activities and clubs as approved by the SGA, (5) to collect year-end reports of club financial statements, and (6) to perform duties as necessary for campus activities.

Although the Advisor shall have no voting rights, he/she shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to the matters under consideration.

Any conflict or disagreement between the SGA Executive Board and the SGA Advisor will be discussed confidentially between the SGA President and the Director of Counseling. Every attempt will be made to resolve any conflict which adversely affects the functions of the SGA Executive Board before the next scheduled Executive Board meeting. Either

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the SGA President or the SGA Advisor can call for intervention by the Vice President of Student Services whose decision on resolution of the conflict will be final.

## **ARTICLE VII – FUNCTIONS**

### **Section 1 – Functions of the SGA shall be:**

- A. To represent the student body to the college-wide community and take into consideration the needs and desires of the students and their relationships with student organizations
- B. To promote the formation and development of student organizations
- C. To serve as a forum for communication and ideas for the student organizations while maintaining a policy of non-interference in their organizational affairs, recognizing that the student organizations are essential to student development
- D. To serve as a forum where students, faculty, and administrators can discuss mutual issues and to stimulate communication and understanding among these groups
- E. To plan, implement and execute campus wide events, activities, and intramurals
- F. To identify students to serve on college committees, tasks forces, and work groups
- G. To promote fiscal accountability within the SGA and be good stewards of student activities fees paid by the student body
- H. To serve as a forum for discussing and voting on official business
- I. To provide leadership and leadership opportunities to the campus

### **Section 2 – Functions of the Executive Board shall be:**

- A. To plan and implement student activities, intramurals, and events for the annual SGA calendar
- B. To serve on college committees, tasks forces, and work groups
- C. To approve and provide opportunities for campus clubs and organizations
- D. To keep an accurate account of all business before the SGA
- E. To manage the budget of the SGA
- F. To attend professional development opportunities
- G. To serve as a forum for discussing and voting on official business

### **Section 3 – Functions of the SGA General Body shall be:**

- A. To bring ideas, questions, and concerns before the SGA Executive Board
- B. To provide membership for SGA committees
- C. To assist with projects, events, and activities
- D. To serve on college committees, task forces, and work groups as assigned
- E. To support the work of the Executive Board in addressing student-related issues as they arise
- F. To serve as a forum for discussion and voting of official business
- G. To serve as a forum for announcing and discussing SGA, student clubs, and activities on campus
- H. To serve as a forum for sharing student ideas and concerns
- I. To serve as a forum for educating the student body about policy changes affecting student life
- J. To approve distribution of SGA funds and grants to student clubs and organizations

## **ARTICLE VIII - Officers**

### **Section 1 – Eligibility Rules for Elected Officer:**

Students wishing to run as officers must:

- A. Be a MCC student enrolled in a curriculum program of study with a high school diploma or equivalent
- B. Have completed six (6) or more curriculum credit hours at MCC
- C. Be enrolled in six (6) or more curriculum credit hours
- D. Submit to the SGA Advisor, who will determine eligibility, an Elected Officer application packet with two (2) letters of recommendation

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- E. Be in good standing with the college and not be on probationary status
- F. Have earned a cumulative GPA of 3.0 or better and maintain the overall GPA of 3.0 or better
- G. Not serve as an officer of another club during their elected term
- H. Be at least 18 years old on or before July 1<sup>st</sup> following elections

**Section 2 – Eligibility Rules for Appointed Senators:**

Students wishing to apply for Senator positions must:

- A. Be a MCC student enrolled in a curriculum program of study
- B. Have completed six (6) or more curriculum credit hours at MCC
- C. Be enrolled in six (6) or more curriculum credit hours at MCC
- D. Submit to the SGA Advisor a Senator application packet with two (2) letters of recommendation
- E. Be in good standing with the college and not be on probationary status
- F. Have earned a cumulative GPA of 3.0 or better and maintain the overall GPA of 3.0 or better
- G. Not serve as an officer of another club during their appointed term
- H. Be at least 18 years old on or before July 1<sup>st</sup> in order to be eligible for appointment

**ARTICLE IX – Duties of Executive Board Officers**

**Section 1 – The SGA President will**

- A. Function as the executive officer of the Student Body and the SGA
- B. Appoint chairperson(s) of standing and special committees
- C. Preside over all Executive Board and General Body meetings, and serve as an ex-officio member of all SGA committees
- D. Appoint any student to a vacant SGA position who meets the eligibility rules for that position upon consultation with and determination by the SGA Advisor
- E. Serve as an ex-officio member and attend MCC Board of Trustees meetings
- F. Serve as the official representative for the student body at college events
- G. Along with the SGA Advisor, Vice President, and Secretary, set the agenda for and preside over all SGA meetings
- H. Sign off on meeting minutes and club attendance sheets
- I. Provide leadership in developing and carrying out of student activities
- J. Form committees as needed with the approval of the SGA Advisor and/or the Director of Counseling
- K. Present an annual report to SGA members and to the Vice President for Student Services
- L. Vote in case of a tie
- M. Select an Executive Officer to serve as a Parliamentarian for each General Body Meeting

**Section 2 – The SGA Vice President will**

- A. Assist the President in the execution of his/her duties
- B. Assume the duties of the President in case of temporary absence, disability, or ineligibility
- C. Assist the President, Secretary, and SGA Advisor in planning the agenda for SGA meetings
- D. Chair special projects for the SGA as assigned by the SGA President or SGA Advisor
- E. Provide leadership in developing and carrying out student activities
- F. Be responsible for public relations with the student body and faculty/staff
- G. Assist the SGA Secretary in communicating SGA activities and events to the student body and faculty/staff

**Section 3 – The SGA Secretary will**

- A. Maintain complete and accurate records of all Executive Board and General Body meetings and carry on all correspondence of the SGA

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- B. Keep available for inspection by authorized personnel all records, documents, and correspondence for the SGA
- C. Prepare agenda for all meetings
- D. Produce accurate, typed minutes after each meeting and submit to the President and SGA Advisor within 48 hours of the meeting
- E. Supply reports as requested by the SGA President, SGA Advisor, or Director of Counseling
- F. Keep an accurate attendance of SGA members
- G. Attend committee meetings as needed
- H. Prepare and distribute all correspondence
- I. Perform other tasks as delegated by the SGA President or SGA Advisor

**Section 4 – The SGA Treasurer will**

- A. In collaboration with SGA Advisor, the SGA President, and SGA Vice President, keep accurate records of all financial matters of the association
- B. Provide budget updates outlining expenses and purchases to the Executive Board and General Body
- C. Perform other tasks as delegated by the SGA President or SGA Advisor

**Section 5 – The SGA Mooresville Center Officer will**

- A. Serve as the chairman of the Mooresville Activities Committee
- B. Coordinate as least one activity in Mooresville campus per semester, excluding summer semester
- C. Relay activities in Mooresville to the SGA Executive Board, the SGA Advisor, and the General Body
- D. Maintain the SGA bulletin board at the Mooresville Center, as well as post flyers for all college events and interact with the student body promoting all activities and events at MCC
- E. Work with the Mooresville Center administration in organizing and running events, recruiting volunteers to assist at the Mooresville Center events and at other campus events as needed
- F. Attend committee meetings as needed
- G. Perform other tasks as delegated by the SGA President or SGA Advisor

**Section 6 – Senators will**

- A. Perform tasks and projects as delegated by the SGA President or SGA Advisor
- B. Coordinate with other Senators and elected officers to complete assigned tasks and projects
- C. Give detailed reports on assigned tasks at meetings as necessary
- D. Support the work of the Executive Board in addressing student-related issues that may arise
- E. Attend committee meetings as needed

**Section 7 - Scholarships for Executive Board**

Elected Executive Board Officers and appointed Senators who are in good standing and demonstrate commitment to the SGA and MCC mission will receive scholarships as determined by the SGA Advisor and the Director of Counseling to be awarded at the conclusion of the semester. The SGA Advisor will submit the appropriate requisitions to the Business Office after verifying each Officer's enrollment status, GPA, and SGA participation.

**Section 8 – Vacant Positions**

The SGA President may appoint any student to fill a vacant position as long as they meet the qualifications in ARTICLE VIII Section 1 or 2 and upon consultation with and determination by the SGA Advisor. Efforts will be taken to fill vacant positions within ten (10) business days of vacancy. Any Executive officer may nominate a student to the SGA President or SGA Advisor. Eligibility is determined by the SGA Advisor.

If a vacant position is not filled, the duties of the vacant position will be delegated to the other SGA officers.

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In case of temporary absence of the SGA President and SGA Vice President, the SGA President will delegate the responsibility of conducting the meeting to another elected SGA Officer.

**ARTICLE X: Dismissal from Office**

Members of the SGA are in a leadership position and must conduct themselves accordingly. All members shall act in a professional manner at all times. Students must adhere to MCC's Student Code of Conduct, which is available in the Student Handbook, or will be subject to dismissal. Any member committing any breach of the MCC Student Code of Conduct, whether serving in an official capacity or not, shall be subject to impeachment.

Below is the process for dismissal from office:

- A. A meeting will be held with the student in question and the SGA Advisor where communication of the concerns will be addressed. Written documentation that states the specific reason for concern will also be presented to the student and will provide a plan and a timeframe for future action. The member in question will be notified that without change in action or behavior the process of dismissal will continue.
- B. If the SGA Advisor determines that the action plan has not been met during the agreed upon timeframe, a meeting with the Executive Board (if appropriate), the SGA Advisor, and the Director of Counseling must discuss the officer's dismissal from office. If it is determined that the officer in question is to be dismissed from office, a letter of dismissal will then be sent to this member that explains the outcome and reasons why the decision was reached. This letter must also state that if the officer chooses to resign, a letter of resignation must be sent immediately to the SGA Advisor.
- C. An appeal of dismissal from office must be submitted in writing within five (5) business days to the Vice President for Student Services, who will determine whether a re-consideration is in order. The Vice President's decision is final.

Below is the process for immediate dismissal from office:

- A. Any dismissal from office must be approved by the SGA Advisor. In the event that an Executive Officer must be dismissed, the Director of Counseling must approve the decision. If the member in question fails to abide by the Student Code of Conduct and/or there is a situation that occurs that is considered inexcusable, then an immediate letter of dismissal will be sent and the officer will not have the option to resign.
- B. An appeal of dismissal from office must be submitted in writing within five (5) business days to the Vice President for Student Services, who will determine whether a re-consideration is in order. The Vice President's decision is final.

**ARTICLE XI – Committees**

Committees may be formed as the SGA determines need. The chairman of the committee shall be appointed from the Student Body by the SGA President, subject to approval by a majority vote of the General Body. These committees shall only hold the authority which the SGA may delegate and shall make progress reports at regular SGA meetings. Committees may not expend SGA funds or commit the SGA to obligations except through recommending such action to the full SGA for approval. Voting privileges do not extend to non-SGA members of committees.

**ARTICLE XII – General Elections Law**

The advisor for the SGA, together with the SGA, has authority to sanction nominations and elections.

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The SGA Advisor is responsible for preparation of ballots.

The SGA Advisor shall be responsible for establishing the hours in which the voting shall be conducted, and the SGA Advisor will take steps to ensure fairness in the elections.

Representatives from Student Services shall be responsible for distribution, collection, counting, and tabulation of ballots. The Student Services representatives shall then place the results in the hands of the SGA Advisor, who in turn will inform the Student Body.

For SGA purposes, including student elections, student classifications (freshman or sophomore) shall be the same as the college classification as shown in the College Catalog. Candidates are nominated by petitions containing the signatures of twenty-five (25) students. Any student may initiate a petition.

Petitions shall be placed in the hands of the SGA Advisor before elections. The Advisor shall be responsible for verifying the candidate's eligibility and adding his/her name to the official ballot.

SGA officers shall be elected for one school year by votes from curriculum students who pay student activity fees. To be elected, a candidate must receive a majority of all votes cast for that office. In case a majority is not received, a new election shall be held and the two candidates with the greatest number of votes shall be eligible for the runoff election.

The President, Vice President, Secretary, Treasurer, and Mooresville Center Officer shall be elected and sworn in annually.

#### **ARTICLE XIII – Rules of Order**

Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution or any special rules of order, which the organization may adopt.

#### **ARTICLE XIV – Acceptance and Amendment**

**Section 1** - This constitution and bylaws was declared in force when approved by the 2011-2012 Mitchell Community College SGA and accepted by the Administration.

**Section 2** – This Constitution may be suspended or amended by the following procedure:

- A. Any proposed amendment to this constitution must be submitted in writing to a member of the Executive Board who shall be required to read the proposal at the next regularly scheduled meeting. Any proposed amendment must be read at two regularly scheduled meetings before it can be voted upon for adoption.
- B. A vote of two thirds of a quorum of the SGA shall be needed to pass the suspension or amendment.

**Section 3** – All constitution and bylaws changes are subject to the approval of MCC's President's Council.