

Constitution of the Student Government Association of Cleveland Community College

Preamble

We, the students of Cleveland Community College (CCC), in order to promote better student government and unite the student body, shall strive to: represent the individual thinking, integrity, ideas, and interests of the students within CCC; encourage cooperation between students and College personnel; sponsor activities or endeavors that will be of benefit to the students, the College, and the community; and, do all things necessary to promote the welfare of the students. We, therefore, do hereby establish this Constitution for the Student Government Association of CCC for these purposes.

Article I: Name

- A. The name of this organization shall be the Student Government Association of CCC (hereafter referred to as the SGA).
- B. The SGA of CCC shall be a member of the North Carolina Comprehensive Community College Student Government Association.

Article II: Purpose

- A. To represent the interest of the student body to college officials, administrators and Board of Trustees.
- B. The SGA shall be responsible for planning events and projects for the student body: and serve as a liaison between students, faculty and administration.
- C. SGA will provide service involvement opportunities and promote leadership development to the student body.
- D. The SGA shall propose the budget detailing expenditures of the Student Activity fees and shall submit it to appropriate College officials for approval.
- E. The SGA shall pass approval of all proposed campus clubs and organizations.

Article III: Membership

- A. All curriculum and Cleveland Early College High School (CECHS) students are entitled to participate in all activities of the SGA. Only curriculum students who pay student activity fees are allowed to vote in Student Government Association elections. The College encourages student participation in institutional decision-making through Student Government meetings that are open to all students.

- B. The SGA adheres to a policy of non-discrimination on the basis of race, color, national origin, religion, sex, pregnancy, disability, age, veteran status or other non-relevant factors in administration of employment policies, educational policies, admissions policies, and financial aid programs.

Article IV: Officers

- A. The official officers of the SGA shall consist of a President, Vice President, Secretary, and Treasurer/Parliamentarian. The SGA will appoint two (2) CECHS students, one (1) senior and one (1) junior, to serve ex officio members of the Student Government Association. The CECHS senior will serve as ex officio president and the CECHS junior will serve as ex officio senator.

Article V: Amendment

- A. Any amendment or revision of this Constitution must be approved by a majority vote of the SGA Executive Council, the SGA Advisor, and the Vice President of Student Services.

Article VI: Ratification

- A. This Constitution was ratified by the SGA Executive Council.

Bylaws of the Student Government Association of Cleveland Community College

Purpose of the Bylaws of the SGA

The Bylaws will be working rules and operating procedures of the SGA.

Article I: Officer Requirements

- A. Officers of the SGA shall consist of a President, Vice President, Secretary, Treasurer/Parliamentarian and CECHS Ex Officio President. These officers shall be considered the Executive Council.
- B. Officers shall exhibit a true interest in the welfare of the Student Body.
- C. The President, Vice President, Secretary, and Treasurer/Parliamentarian shall be elected by the Student Body near the end of the Spring Semester. If running unopposed the officer positions will be approved by the SGA Advisor and Executive Board. The CECHS ex officio members shall be appointed by the by the SGA Advisor and Executive Board before the end of each school year.
- D. Students interested in applying for the office of President, Vice President, Secretary, or Treasurer/Parliamentarian shall complete the Officer Application form and submit to the SGA Advisor.
- E. Applicants for the office of President must have prior experience as an SGA officer, senator, or campus club member. Relevant high school or other college SGA experience may be considered as prior experience as determined by the Executive Council and the SGA advisor.
- F. Officers must not have been convicted of a violation of any law, with the exception of minor traffic violations.
- G. All officers shall maintain a 2.5 cumulative grade point average. The SGA Advisor will closely monitor officers' GPAs and participation.
- H. The term of office shall be for one year, beginning in the Summer Term and concluding in the Spring Semester of the next year.
- I. Any officer running for re-election will need the approval of the SGA Advisor and the Vice President of Student Services.

- J. Officers must be enrolled in and maintain at least six semester hours during both the Fall Semester and the Spring Semester.

Article II: Officer Duties

- A. Officers shall uphold the Student Services purpose and program goals.
- B. Officers shall attend all meetings of the Executive Committee, all regularly scheduled SGA meetings, and all SGA-sponsored activities, events, and conferences unless an absence is excused by the SGA President and SGA Advisor prior to the event.
- C. Officers shall appoint the chairperson of each standing committee on an "as needed" basis.
- D. Officers shall perform other duties as needed to maintain an active and effective SGA.
- E. Officers shall maintain all officer requirements as stated in Article I.
- F. Officers are allowed up to two (2) absences per semester for all meetings, conferences, and SGA-sponsored events.
- G. Officers shall uphold all Student Responsibilities as stated in the College Policies and Procedures Manual. Failure to comply with Student Responsibilities will result in an official sanction.

Article III: Officer Responsibilities

- A. The President shall:
 - 1. Preside at all SGA meetings.
 - 2. Serve as liaison between the students and College officials in conjunction with the SGA advisor.
 - 3. Ensure all committee duties and obligations are completed.
 - 4. Maintain responsibility for the general welfare of the SGA.
 - 5. Serve as ex officio, non-voting member of the Board of Trustees.

- A. The Vice President shall:
 - 1. Preside over all SGA meetings in the event that the SGA President is not available.
 - 2. Serve as liaison between the students and College officials, in conjunction with the SGA advisor.

3. Assist the president in carrying out duties and responsibilities.
- B. The Secretary shall:
1. Serve as liaison between the students and College officials, in conjunction with the SGA advisor.
 2. Keep minutes and records of each SGA meeting. Official minutes shall be submitted to SGA advisor for record keeping.
 3. Inform all members of meetings and events.
- C. The Treasurer/Parliamentarian shall:
1. Serve as liaison between the students and College officials, in conjunction with the SGA advisor.
 2. Coordinate with SGA Advisor and present details regarding the budget at meetings as needed.
 3. Coordinate with SGA Advisor on evaluating the budget as needed.
 4. Serve as liaison between the students and College officials, in conjunction with the SGA advisor.
 5. Maintain order using parliamentary procedures.
 6. Assist in the interpretation of the SGA constitution and bylaws in coordination with the SGA Advisor.
- D. The Advisor shall:
1. Guide and support the Executive Committee and Senators.
 2. Supervise all Student Government Association sponsored events and activities.
 3. Monitor officer and senator requirements as listed under Articles I, II, III, VI, and VII.
 4. Advise the SGA of College policies and procedures.
 5. Ensure financial accountability of the SGA.
 6. Preside over SGA meetings in the absence of the SGA President and Vice President.
 7. Be allowed to vote in the event of a tie

Article IV: Officer Accountability

- A. Failure of officers to function in their position shall be considered to have abandoned their office, and may be subject to dismissal from office or the SGA as determined by the SGA Advisor.
- B. If, at any point during the term, the SGA Advisor determines an officer is not carrying out appointed requirements, duties, or responsibilities, a

new officer may be appointed by the Executive Council, the SGA Advisor, and the Vice President of Student Services.

- C. Any of the following sanctions may be imposed for failure to comply with the SGA bylaws as determined by the SGA Advisor.
 - 1. A written reprimand, giving notice to the student, that any subsequent offense will carry heavier penalties because of prior infractions.
 - 2. Probation which results in the loss of good standing and becomes a matter of record. Any further violation will result in heavier penalties.
 - 3. Dismissal from office or from SGA.

Article V: Replacing an Officer

- A. If the President is unable to complete the term of office, the office shall be filled by the Vice President.
- B. If the Vice President is unable to complete the term of office, the Executive Council, the SGA Advisor, and the Vice President of Student Services shall appoint a replacement.
- C. If the Secretary or Treasurer/Parliamentarian is unable to complete the term of office, the Executive Council, the SGA Advisor, and the Vice President of Student Services shall appoint a replacement.

Article VI: Senator Requirements

- A. The number of senators shall not exceed ten (10).
- B. Senators shall exhibit a true interest in the welfare of the Student Body.
- C. Senators shall be selected in the first full month of the Fall Semester by vote from the Executive Council after personal interviews.
- D. Students interested in becoming a senator shall complete a Senator Application form and submit to the SGA Advisor.
- E. Senators must not have been convicted of a violation of any law, with the exception of minor traffic violations.
- F. Senators must maintain a 2.5 cumulative grade point average. The SGA Advisor will closely monitor senators' GPAs and participation.

- G. The term shall be for one year, beginning in the Fall Semester and concluding in the Summer Term.
- H. Senators must apply for appointment each year.
- I. Senators must be enrolled in, and maintain, at least six semester hours of enrollment during both the Fall Semester and the Spring Semester.

Article VII: Senator Duties and Responsibilities

- A. Uphold the Student Services purpose and program goals.
- B. Perform other duties as needed to maintain an active and effective SGA.
- C. Attend conferences as requested by the SGA Advisor.
- D. Serve as the liaison between SGA and fellow students.
- E. Senators are required to attend at least 50% of all SGA meetings and SGA-sponsored events each semester.
- F. Uphold all Student Responsibilities as stated in the College Policies and Procedures Manual. Failure to comply with Student Responsibilities will result in an official sanction.

Article VIII: Senator Accountability

- A. If, at any point during the term, the SGA Advisor determines a senator is not carrying out their appointed requirements, duties, or responsibilities, a new senator may fill that position by appointment by the Executive Council, the SGA Advisor, and the Vice President of Student Services.
- B. The following sanctions may be imposed for failure to comply with any of the SGA bylaws as determined by the SGA Advisor.
 - 1. A written reprimand giving notice to the student that any subsequent offense will carry heavier penalties because of prior infractions.
 - 2. Probation which results in the loss of good standing and becomes a matter of record. Any further violation will result in heavier penalties.
 - 3. Dismissal from SGA.

Article IX: Replacing a Senator

- A. If any senator is unable to complete their term, the Executive Council, SGA President, and SGA Advisor shall appoint another senator, if necessary.

Article X: Meetings and Conferences

- A. The SGA shall meet at least twice a semester and as needed.
- B. SGA meetings are open to any curriculum student who is enrolled at CCC.
- C. SGA officers may be asked to attend several N4CSGA functions during their term of office.
- D. SGA senators will attend conferences as requested by the SGA Advisor.
- E. Only SGA officers and senators may attend N4CSGA functions, with approval from SGA Advisor and Vice President of Student Services.
- F. Officers and senators attending any N4CSGA function must uphold all Student Responsibilities as stated in the College Policies and Procedures Manual as well as all guidelines as stated in the N4CSGA Constitution.
- G. Prior to any travel all students must complete a Travel Request Form.

Article XI: Committees

- A. Committees shall be appointed on an “as needed” basis by the SGA President and SGA Advisor. Committees shall be appointed at the discretion of the Executive Council. Such committees shall be constituted with specifically defined duties and powers, and shall terminate either on a specified date or when their function has been met.
- B. The SGA will establish an Inter Club Committee (ICC) each school year to coordinate the efforts of all clubs on any campus-wide event or project. Members shall be the President of each officially recognized campus organization. The ICC will meet as needed.

Article XII: Scholarships

- A. Based on compliance with Articles I, II, III, VI, and VII, officers and senators may be awarded scholarships by the SGA Advisor.

- B. Scholarships for SGA officers and senators will be awarded at the conclusion of the fall and spring semesters; if all attendance and grade requirements have been met. The two appointed CECHS members are not eligible to receive scholarship.
1. Officers \$600
 2. Senators \$250
- C. If no debt obligation is due to the College, the student shall be sent a check for the appropriate amount. If a debt is owed the College, said amount will be deducted from the scholarship and the balance sent to the student.

Article XIII: Student Club and Organization Expectations

- A. The club must be related to the vocational or academic goals of the students, or may serve civic or other special interests of students.
- B. The club must abide by the regulations and policies of the College.
- C. The club's constitution/bylaws must be consistent with CCC policies and procedures as well as the SGA constitution and established club and organization guidelines.
- D. Any amendment to the club's constitution must be completed through the process outlined in the constitution and copies must be sent to the SGA Advisor.
- E. A non-discrimination statement must be included in the club's constitution. Refer to the CCC [Academic Bulletin and Student Handbook](#) for an approved non-discrimination statement. No club shall discriminate in its membership based on any of the stated criteria.
- F. The club's purposes must be compatible with the philosophy and educational goals of the College.
- G. The club must reflect positively on the College.
- H. The club should make it clear their views are not necessarily the views of the student body, faculty, staff, administration, or the College.
- I. The club's letters of intent and constitution/bylaws will be kept on file with the SGA Advisor

- J. The club advisor will exercise supervision over membership, operation, and activities of the club.
- K. The club will maintain current roster of officers and members that will be kept on file with Student Services.
- L. The club officers shall have a cumulative grade point average of 2.5 or higher.
- M. Each club's elected President is required to be a representative on the Inter-Club Committee.
- N. All club meetings and activities must be planned in consultation with the advisor. All meetings should be held on campus unless off-campus facilities are arranged for and approved through the SGA Advisor and Vice President of Student Services.
- O. All posters, emails and/or publicity materials must be approved by Marketing and the SGA Advisor before posting on approved campus bulletin boards.
- P. Each club should actively participate in SGA club sponsored events.
- Q. Each club should plan and carry out activities throughout the year that benefit all CCC students.

Article XIV: Establishing Student Clubs and Organizations

- A. Verify with SGA Advisor if proposed club/organization (referred to hereafter as club) has already been established.
- B. Establish club's name and educational purpose.
- C. Prepare a typed letter of intent signed by all prospective officers and members that includes:
 - 1. Name of Organization
 - 2. Purpose of Organization
 - 3. Objectives
 - 4. Membership/Eligibility
 - 5. Faculty Advisor
- D. Write a constitution/bylaws which states the following:
 - 1. Name and purpose of the organization
 - 2. Membership requirements and non-discrimination statement
 - 3. Election process for officers

4. Details of how financial matters are managed
 5. Establishment of an account in the CCC Business Office. Clearly state all funds are on deposit with CCC and spate accounts are prohibited.
 6. Meeting requirements
 7. Method to amend constitution
- E. Submit the following items to the SGA Advisor:
1. Letter of intent
 2. Prepared constitution/bylaws
- F. The letter of intent and constitution/bylaws will be reviewed by the SGA, and upon approval will go to the SGA Advisor and Vice President of Student Services for final approval.
- G. For continued recognition and to receive funding, clubs must complete and submit the "Clubs and Organization Renewal/Funds Request Form" to the SGA Advisor by June 1st.

Article XV: Accountability of Student Clubs and Organizations

- A. In coordination with the Vice President of Student Services, the following sanctions will be imposed for failure to comply with established club and organization expectations or with the SGA bylaws as determined by the SGA Advisor:
1. Probation, which results in the loss of good standing and becomes a matter of record. Probation conditions may limit activity in the College community and may limit funding allocated to the club.
 2. Suspension results in exclusion from recognition as a College club for a specified period of time.

Article XVI: Funding for Student Clubs and Organizations

- A. Priority funding is given to activities that enhance student life and/or improve the educational climate at the College. SGA funding shall be based on the merits of activities designed for and open to the entire College community. The SGA is funded by student activity fees paid by curriculum students. Therefore, expenditure of funds should be done with consideration of serving curriculum students. Funds may not be used to benefit curriculum programs or to purchase any material or supplies not directly related to extracurricular activities.

- A. A line item for funding of clubs will be included in the annual SGA budget. Clubs will be allotted funds according to their activities, needs, and participation in the SGA.
- B. For continued recognition and to receive funding, clubs must complete and submit the "Clubs and Organization Renewal/Funds Request Form" to the SGA Advisor by June 1st.
- C. The SGA Advisor and Vice President of Student Services will check form for completeness, and approval. If approved the funds will be transferred to the requesting club's account. If denied the SGA Advisor will forward all paperwork back to the club for revision and re-submission.
- E. Upon approval, the allocation is not to exceed the designated amount approved by the SGA per fiscal year.
- F. SGA approval does not mean automatic funding for the club.
- G. Start-up funds for each new club may be allocated after SGA sponsorship is approved by the SGA, SGA Advisor, and Vice President of Student Services.
- H. The allocation for a club will not exceed \$500 in an academic year.
- I. Club account balances at the end of the fiscal year will be carried over if continued recognition is approved for the subsequent academic year. The account balance cannot exceed \$500 of SGA funds, which includes carryover and newly approved funds.
- J. If continued recognition is not approved by June 1st, the remaining balance of SGA funds will be refunded to the SGA account.
- K. The club treasurer or other responsible member should maintain up-to-date records of all purchases and all receipts or collections. Clubs are subject to an audit at any time by the SGA and/or the Business Office. Other records are also subject to audit by the State of North Carolina.
- L. Funds collected from fundraisers are not restricted in their use.

Article XVII: Fund Raising

- A. The purpose of the SGA is not to be a fundraising organization. However, in special circumstances, with the approval of the SGA advisor and the Vice President of Student Services, funds may be collected to help defray costs of special events or for donation to charitable causes. The method to raise funds must not violate College policy and must receive approval in advance.
- B. Any person/group/organization must secure permission to raise funds or distribute information on the CCC campus. The SGA Advisor is the College contact person from which to secure permission to do fund raisers.
- C. Forms for fundraising projects, and for organizations wishing to distribute information on campus, are available online or in the SGA office. Completed request forms must be submitted to the SGA Advisor for approval prior to any activity. The SGA Advisor will obtain approval from the Vice President of Student Services.
- D. Money collected from any fund raising project must be deposited in the club account in the Business Office within one business day of collection.
- E. The club advisor must be present at all off-campus fundraising activities and must ensure the club adheres to all College rules and regulations.

Article XVIII: Bake Sales

- A. Food sales beyond the limits of a bake sale are permitted only with a written permit issued to the club/organization from the Cleveland County Health Department. Food sales include, but are not limited to, items such as hot dogs, lasagna, sandwiches, spaghetti, and pies (these are considered “potentially hazardous foods” by the Cleveland County Health Department). A fund raising request form must be completed and submitted along with evidence of product liability insurance and the Cleveland County Health Department permit to the Vice President of Student Services.
- B. The first floor lobby of Building B is the official location of all bake sales.
- C. Bake sales are limited to a maximum of two per semester per club with no sales occurring the first week of any semester.
- D. Money collected from any bake sale must be deposited in the club account in the Business Office the day of the sale.

- E. Any exceptions to the above procedures must be approved by the SGA advisor and the Vice President of Student Services.

Article XIX: Amendments

-Any amendment or revision of these Bylaws must be approved by a majority vote of the SGA Executive Council, the SGA Advisor, and the Vice President of Student Services.