

**Constitution of the Student Government Association
Of Randolph Community College**

Preamble

We, the students of Randolph 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 Randolph 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. Have and maintain a 2.0 grade point average (GPA)
 - 2. Enroll and maintain at least 3 hours per semester he or she is in office.
 - 3. Plan to enroll and attend the fall and spring semester
 - 4. Have a minimum of 12 hours at Randolph Community College before elections
(**Note:** If the student has a lapse in enrollment, only the most recent period of continuous enrollment will be used to calculate his/her GPA.)
- B. To hold the office of President, the candidate must have at least eighteen (18) credit hours remaining in his or her curriculum at Randolph Community College.

Section III: Term of Office and Attendance

- A. Each Executive office shall begin two weeks prior to the end of the spring semester and terminate at the same time in the spring of the following academic year prior an official meeting with the new SGA members in order to offer a transparent and diligent transition of duties on benefit of the student body.
- B. Officers are expected to attend all scheduled meetings. Two unexcused absences per semester will result in possible impeachment proceedings.

Section IV: Duties of the President

- A. Preside over all SGA meetings as the chief executive officer of the Student Government Association and supervise the Student Delegation.
- B. Serve as a member of the College Board of Trustees as a nonvoting ex officio member and must attend all meetings.

- C. Appoint committees, and make such other administrative appointments as necessary for the successful fulfillment of the organization, Appointments shall be subject to the approval of the SGA Delegates and the Director of Student Life & Recruitment.
- D. Assume all other powers not granted to other officers elsewhere in the constitution as specified in the by-laws.
- E. If the Office of President is vacated between October and April, the Vice-President will assume the position. An election will then be held to select a new Vice-President.
- F. Represent the SGA in relations with the administration and with the students of other institutions.
- G. Appoint duties to Student Government Association members or officers when necessary.

Section V: Duties of the Vice-President

- A. To assist the President in any way requested by the President.
- B. Exercise the powers of the President in the absence of the President.
- C. Coordinate leadership training for the SGA as needed
- D. Serve as Program Chair for all activities
- E. With the President and Director Student Life & Recruitment, set the Agenda for the SGA meetings and Programming Board meetings.
- F. Assume the office of President if the President is unable to complete his/her term.

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 Director of Student Life & Recruitment in a timely manner.
- C. Record attendance of each SGA meeting in the minutes
- D. Keep a list of all volunteers at each activity.
- E. Keep the Student Government Association up-to-date on the financial status of SGA accounts.
- F. Perform all other duties and functions of secretary/treasurer as specified in the by-laws.

Section VII: Duties of the Public Information Officer

- A. Coordinate publicity for all SGA and student activity events.
- B. Coordinate the development of and write articles for the student newsletter.
- C. Serve on the Programming Board.
- D. Perform all other duties and functions of the public information officer as specified in the by-laws.
- E. To conduct and report on SGA surveys and research as necessary to establish the constituency, and research the concerns of the membership as deemed desirable by the SGA Executive Board.

Section VIII: Duties of the Parliamentarian

- A. To maintain parliamentary order at the business meetings of the SGA.
- B. To act 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 delegate members as established in the SGA Constitution in conjunction with the SGA Advisor.
- E. To establish proper parliamentary procedures in all business meetings of the SGA; to assist in all other areas related to parliamentary procedures as deemed desirable by the Executive Board and the purposes of this organization.
- F. To assist in all other areas related to organizational business as deemed desirable by the SGA Executive Board, and the SGA Constitution.
- G. Coordinate elections held throughout the academic year.

Article II: Student Delegates

Section I: Delegates

To help with recruitment and encourage students to join and participate in SGA, there will be five (5) second year students (with more than 24 credit hours), five (5) first year students (with less than 24 hours), and one (1) Archdale campus representative. Each club shall be represented by any member of their respective executive board (or a designee elected by the club) but retain only one vote per club in SGA meetings as stated in Article V, Section I: Voting Membership.

Section II: Qualifications for Delegates

- A. To be eligible to run for the office of delegate, the student must be willing to actively participate in SGA and volunteer at various activities/events.
- B. Students seeking the office of delegate must have a cumulative 2.0 GPA and maintain a 2.0 GPA after election and carry at least three (3) credit hours.
- C. An application must be submitted to the Director of Student Life & Recruitment prior to elections.

Section III: Terms of Office and Attendance

- A. The second year delegate officers will be elected in the two weeks prior to the end of the spring semester and their term will end at the same time the following spring semester.
- B. The first year delegates will be elected within twenty (20) academic days after the beginning of the fall semester and the office will be terminated two weeks prior to the end of the spring semester.
- C. Delegates are expected to attend all scheduled meetings. More than two unexcused absences per semester will result in impeachment proceedings.

Section IV: Duties of Delegates

- A. To determine policies and programs for the Student Government Association and to enact all legislation necessary and proper, within reasonable means, to promote the general welfare of the Student Government Association and of the Randolph Community College student body.

- B. To approve an annual budget for the Student Government Association.
- C. To establish laws to govern student elections.
- D. To approve or reject all appointments of vacant positions made by the President of the Student Government Association.
- E. 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.
- F. To assist officers in need with their duties.

Article III: Programming Board

Section I: Programming Board Membership

- A. The Programming board is made up of the SGA Vice-President, Public Information Officer, and one representative from every active club on campus with the purpose of approving club-sponsored events and placing them on the student activities calendar.
- B. Club representatives are approved by club membership, as is consistent with the individuals club's constitution and policies.
- C. The Programming Board meets monthly. Attendance is required of the club representatives in order for the club to receive SGA funds.

Section II: Duties of the Programming Board Chair

- A. The Vice-President of the Student Government Association serves as the Programming Board Chair
- B. The chair reviews all club activities, ensuring that there are not conflicting activities.
- C. Ensure that the Director of Student Life & Recruitment receives all the appropriate paperwork, such as Fundraising Proposal Forms or Activity Request Forms, for a proposed activity.
- D. Represent the SGA at the meetings of other clubs and organizations on campus as needed.

Section III: Duties of the Public Information Officer

- A. The SGA Public Information Officer coordinates the advertising of events on campus as needed.
- B. All club articles for the school newsletter are given to the Public Information Officer.

Article IV: Membership

Section I: Voting Membership

The voting membership of the SGA shall be composed of the Executive Board, and the Delegates. Each club shall retain one vote per the whole of the club. A member of a club's executive board, or designee elected by that club shall have voting representation for that club in any SGA meeting. The chair of the meeting shall not have voting representation unless it is to break a tie. The advisor should be present during the process.

Section II: General Membership

General memberships shall be composed of interested students-at-large and representatives from any recognized student clubs.

Section III: Membership

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. A majority shall be defined as 51% of voting members present to conduct business; a simple majority constitutes a quorum.

Section IV: Club Membership

Clubs shall retain membership to SGA once they have been deemed an active club as recognized by the voting delegation of SGA and the Director of Student Life & Recruitment. To become a recognized club on RCC's campus, a club must complete the appropriate application, attainable from the Director of Student Life & Recruitment. Once the application is completed and returned to the Director of Student Life & Recruitment and reviewed by the Vice President for Student Services, each club shall make a request to SGA for recognition. A club shall be deemed recognized by a majority vote of SGA. Clubs not recognized by SGA will not be allowed to hold meetings on the RCC campus. Each recognized Club shall send a representative to SGA meetings.

Section V: Vacancy of Office

Guidelines for filling the President's office are listed under duties of the President. Any other position that becomes open during the academic year will be filled after announcing the position at an SGA meeting. The meeting will be adjourned for interested parties to inform the Vice-President. Once resumed, he Vice-President will announce the candidates. In the same meeting or at the following meeting a secret ballot vote of the SGA members will determine the winner. In the event of a tie, the President will cast the deciding vote.

Article V: Elections

Section I: Qualifying for Voting

Any Student paying Student Activity fees shall be entitled to vote in any student election.

Section II: Power to Administer Laws

The power to conduct elections shall be vested in the Parliamentarian serving on the Executive Board of the SGA. Along with the Director of Student Life & Recruitment, he or she will have supervision over all campus elections. *In the event that the Parliamentarian office is not covered, the Executive Board will appoint a temporary Parliamentarian for the length of the elections.*

Section III: Election Dates

- A. The elections to determine the Executive Board and the five (5) second year delegates shall be held within the first two weeks of April during the spring semester of each academic year.
- B. The elections to determine the five (5) first year delegates shall be held by the third week of the fall semester.

Section IV: Procedure of elections

- A. Eligible students may become candidates by complying with previous mentioned qualifications at a time designed specifically by the Parliamentarian.
- B. Elections will be held electronically through students email accounts.
- C. The day of elections a voted table should be placed outside the SGA office to help students with the elections process.
- D. No one working the voted table may assist or advise the voter while in process of voting
- E. The Director of Student Life & Recruitment shall be custodian of the ballot box if there is one.
- F. The candidate receiving a majority of votes shall be named the winner of the election.
- G. In the event of a tie, a run-off the following week shall take place.
- H. Any office not filled in the April elections or any office vacated after the April election shall be voted upon during the September elections.
- I. There shall be no campaigning within 30 feet of the voting table.

Section V: Impeachment

- A. A representative may face impeachment by the SGA for committing any one or a combination of the following:
 - 1. Failure to fulfill the duties of the office.
 - 2. Exhibits conduct unbecoming of an SGA member.
 - 3. Academic probation from Randolph Community College.
 - 4. Abuse of the powers of the office.
- B. A formal written complaint must state the reason for the impeachment. A copy must be sent to the Director of Student Life & Recruitment and the highest involved officer.
- C. The investigation committee, which shall include three (3) voting members, shall review the case and present its findings to the SGA.
- D. The person facing impeachment shall be given an opportunity to defend himself/herself.
- E. Impeachment requires two-thirds (2/3) majority vote of the quorum voting members, to be made by secret ballot.

Article VI: Amendments

A representative at a SGA meeting shall propose amendments to this Constitution. Such amendments shall become a valid part of this Constitution when approved by two-thirds (2/3) of all members at a duly announced meeting. Voting on such an amendment may not occur at the same meeting in which amendments are proposed.