

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 2.5 grade point average (GPA).
 2. Enroll and maintain at least 12 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 completed at Randolph Community College before elections.
 5. Practice good oral and written communication skills to effectively represent the student body.
 6. Be in current good academic and student conduct standing as determined by the college.

(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 twenty-four (24) credit hours remaining in his or her curriculum at Randolph Community College.

Section III: Term of Office and Attendance

- A. Each Executive Officer term shall begin the day after the end of the spring semester and terminate at the same time in the spring of the following academic 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.
- B. Officers are expected to attend all scheduled meetings. Two unexcused absences per semester will result in a warning. Another warning may be given after each absence. Officers may be removed via impeachment or Advisor dismissal after the third warning.
- C. Service Hours Requirement – All elected Executive Board Officers of the Student Government Association (SGA) are required to complete a minimum of 60 service hours during each semester of their term of office. These hours may be fulfilled through:
- a. Designated Office Hours – Participation in scheduled SGA office hours as determined by the executive board and advisor(s).

- b. Event Hours – Active involvement in approved SGA-sponsored events, initiatives, or community service activities.
- D. Members are responsible for accurately recording and submitting their service hours. Failure to complete the required 60 service hours may result in potential consequences, including but not limited to ineligibility for and removal from official officer positions.

Section IV: Duties of the President

- A. Preside over all SGA meetings as the chief executive officer of the SGA 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 Senators and the Advisor(s).
- D. Assume all other powers not granted to other officers elsewhere in the constitution as specified in the constitution.
- E. Represent the SGA in relations with the administration and with the students of other institutions.
- F. Provide guidance and mentorship to SGA Officers and Senators to ensure continuity of leadership and preservation of organizational knowledge.
- G. Promote and support major SGA initiatives and traditions to maintain engagement and institutional legacy.
- H. Appoint duties to SGA members or officers when necessary.

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. Coordinate leadership training for the SGA as needed.
- D. With the President, Secretary, and Advisor(s), set the Agenda for the SGA meetings.
- E. Assume the office of President if the President is unable to complete his or her term.
- F. Serve as the Chair of the Philanthropy Committee.
- G. Lead the selection, planning, and execution of the SGA's annual philanthropy project(s).
- H. To assist in all other areas related to organizational business as deemed desirable by the SGA Executive Board, and the SGA Constitution.

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) in a timely manner.
- C. Record attendance of each SGA meeting in the minutes
- D. Serve as the Chair of the Volunteer Committee.
- E. Coordinate and manage volunteer participation for SGA events and service opportunities.
- F. Track and report on volunteer engagement and participation to the Executive Board and Advisors, highlighting contributions and outcomes.
- G. Keep the SGA up to date on the financial status of SGA accounts.
- H. To assist in all other areas related to organizational business as deemed desirable by the SGA Executive Board, and the SGA Constitution.

Section VII: Duties of the Public Information Officer

- A. Coordinate publicity for all SGA and student activity events.
- B. Coordinate the development of and author articles for the student newsletter.
- C. Manage and oversee SGA social media accounts and digital communications.
- D. Capture and maintain photographic records of SGA events and activities.
- E. Maintain and update official SGA promotional materials and branding for consistency.
- F. Serve as the Chair of the Public Relations Committee.
- G. 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.
- H. To assist in all other areas related to organizational business as deemed desirable by the SGA Executive Board, and the SGA Constitution.

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 and coordinate elections of the SGA members throughout the academic year as established in the SGA Constitution in conjunction with the Advisor(s).
- E. Serve as the Chair of the Constitution Review Committee.
- F. Lead the review and recommendation of amendments to the SGA Constitution and ensure all proposed changes follow proper procedure.
- G. Maintain records of constitutional revisions and preserve all SGA historical records, documents, and institutional knowledge.
- H. To assist in all other areas related to organizational business as deemed desirable by the SGA Executive Board, and the SGA Constitution.

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 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.

Article II: Senators

Section I: Senators

To help with recruitment and encourage students to join and participate in SGA, there will be ten (10) senator positions, 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 retains only one vote per club in SGA meetings as stated in Article V, Section I: Voting Membership.

Section II: Qualifications for Senators

- A. To be eligible to run for the office of senator, the student must meet the following eligibility requirements:
 - a. Be willing to actively participate in SGA and volunteer at various activities/events.
 - b. Curriculum, Early College, and College and Career Promise (CCP) students seeking the office of Senator must have a cumulative 2.0 GPA and maintain a 2.0 GPA after election and carry at least six (6) credit hours per semester.
 - c. Continuing education students must be enrolled in a 96 or more hour program.
 - d. Plan and enroll in the fall and spring semester.
 - e. Serve on assigned SGA committee.
 - f. Practice good oral and written communication skills.
 - g. Be in current good academic and student conduct standing as determined by the college.

Section III: Terms of Office and Attendance

- A. Senators may be elected during the month of April, with their term beginning the day after the end of the spring semester and ending at the same time the following spring semester.
- B. Vacant Senator positions will be filled during the elections held at the beginning of the fall semester. The term for these elected positions shall end on the day after the end of the spring semester.
- C. Senators are expected to attend all scheduled meetings. More than two unexcused absences per semester will result in a warning. Another warning may be given after each absence. Officers may be removed via impeachment or Advisor dismissal after the third warning.

Section IV: Duties of 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 Randolph Community College student body.
- B. To approve an annual budget for the SGA.
- C. To establish laws to govern student elections.
- D. To approve or reject all appointments of vacant positions made by the President of the SGA.
- 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 be willing to actively participate in SGA and volunteer at various activities/events.
- G. To assist officers in need with their duties.

Section V: Vacancies in Senator Positions

- A. Vacancies in Senator positions may or may not be declared nor filled when a Senator 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. This decision shall be at the discretion of the SGA Advisor(s).

- B. If it is determined that a vacant 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 eligibility requirements outlined in this Constitution and its bylaws.
- C. All vacancies filled in this manner (outside of the Fall and Spring elections) shall be filled by appointment only. Appointments shall be made by the Executive Board and confirmed by a majority vote of the sitting Senate.

Article III: Membership

Section I: Voting Membership

The voting membership of the SGA shall be composed of the Executive Board and the Senators, and 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(s) shall be present during the process.

Section II: General Membership

General memberships shall be composed of interested students.

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.

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 Advisor(s). To become a recognized club on RCC's campus, a club must complete the appropriate application, attainable from the Advisor(s). Once the application is completed and returned to the Advisor(s) and reviewed by the Vice President for Student Services or someone delegated in their stead, 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, as deemed necessary by the Advisor(s). The meeting will be adjourned for interested parties to inform the Vice President. Once resumed, the 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 IV: 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 Advisor(s), he or she will have supervision over 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 and Senator 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 and Senator positions shall be held within the first thirty (30) academic days of the fall semester.

Section IV: Procedure of General 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. During the time of elections, a voting information table should be placed outside the SGA office to help students with the elections process.
- D. No one working the voting information table may assist or advise the voter while in the process of voting.
- E. In the event of a paper vote, the Advisor(s) and Parliamentarian shall be custodian(s) of the ballot box. There shall be no campaigning for candidates within 30 feet of the ballot box.
- 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 elections shall be voted upon 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 (electronic, 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. Academic probation from Randolph Community College.
 - d. Abuse of the powers of the office.
 - e. Three or more warnings within a single academic year.
- B. A formal written complaint must state the reason for the impeachment. A copy must be sent to the Advisor(s) and the highest-level 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.

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.
 - v. Behavior that negatively impacts the student body or SGA's reputation.
- 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 Vice President of Student Success or delegated representative, within five (5) business days of receiving the dismissal decision.
 - b. The Vice President or designee will review the appeal and make a final decision within ten (10) business days.
 - c. The decisions of the Vice President or designee is final.

Article VI: Amendments

A representative at an 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.

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