

**THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION
OF CENTRAL PIEDMONT COMMUNITY COLLEGE**

Revised: March 2019

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PREAMBLE

We, the Student Government Association of Central Piedmont Community College, hereby recognize this document as our Constitution; to be used as a basis of fulfilling our commitment as a liaison to the faculty and administration for our students; to promote leadership, encourage responsibility, and represent the interests of the students of this institution. We likewise recognize that CPCC is evolving as a multi-campus institution, and we acknowledge the need to periodically modify and enhance this constitution to reflect this evolution.

ARTICLE I: NAME

The name of this organization shall be the Central Piedmont Community College (CPCC) Student Government Association (SGA).

ARTICLE II: PURPOSE AND POLICIES

Section 1. Purpose

The purpose of this SGA is to provide for the general welfare of CPCC students by means of an organization based on communication and flexibility, which acts as the coordinating body for all student organizations. The SGA seeks complete representation of the ideas and needs of CPCC students and all students are encouraged to attend student organization and/or SGA meetings.

Section 2. Policies

The policies of the SGA shall be in harmony with those of the CPCC Board of Trustees, the administrative policies of CPCC, and the laws of the State of North Carolina.

Section 3. Records

The SGA, along with the Student Life Staff and the SGA Advisor(s), will serve as data gatherers and as resource people for all student organizations.

Section 4. Non-Discrimination

The SGA shall not discriminate in its membership. The SGA is committed to the policy of CPCC to be an affirmative action/equal opportunity institution.

ARTICLE III: SGA FUNDING

Section 1. Resources

The SGA is funded from the Student Activity Fee paid at the time of registration by students of CPCC and as described in the CPCC Catalog. These fees are subject to the similar rules, regulations, and/or guidelines that apply to other College fees.

Section 2. Budget

At the beginning of each fiscal year, the Associate Dean of Student Life in consultation with the SGA will establish the Student Life/ SGA budget and will recommend the annual budget to the College Administration.

ARTICLE IV: ORGANIZATION

Section 1. Organizational Membership

The SGA shall be the coordinating body of the student clubs & organizations at CPCC and shall be composed of elected officials, appointed officials and student organization representatives. The Associate Dean of Student Life and/or their designee(s) shall serve as SGA Advisor(s).

Section 2. Organizational Structure

- A. The SGA is composed of the following groups: Executive Committee, Campus Councils and their membership of Senators, Representatives and Volunteers.
- B. The Executive Committee is composed of President, Vice-President, Secretary, Public Information Officer and Treasurer.
- C. The Campus Councils are each composed of the Senate Chair elected at that campus, appointed Senators, and any SGA Representatives and/or Volunteers. A representative from any student organization based at that campus is also a welcome to the Campus Council.
- D. The number of Senators positions for each campus shall be determined in May for the next school year based on the number of curriculum students enrolled on that campus. The formula follows:

Number of Curriculum Students	Number of Senators
0-999	2
1000-1999	3
2000-3499	4
3500-4999	5
5000-6499	6

6500-7999	7
8000+	8

A maximum number of Senators appointed for any Campus shall be eight (8).

- E. All aforementioned groups meet regularly at General Assembly. The General Assembly meeting is open to members of the SGA Council, Student Organization members, and any eligible CPCC students who wish to participate.

Section 3. Advisors

The Associate Dean of Student Life and/or their designee(s) shall serve as SGA Advisors, and each Campus Council will have a primary SGA Advisor. The advisors shall work closely with the SGA, providing guidance and direction in all activities of the organization by: attending and participating in all meetings of the SGA, monitoring academic progress of SGA members, providing leadership training, advising the SGA of College policies and procedures, and ensuring financial accountability of the association. SGA Advisors will also approve point cards and stipends for official SGA members.

ARTICLE V: FUNCTIONS

Section 1. The 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 serve as a forum where students, faculty, and administrators can discuss mutual issues and to stimulate communication and understanding among these groups.
- C. To promote the formation and development of student clubs & organizations.
- D. 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 the SGA.
- E. To promote fiscal accountability within the SGA and any committee or organization that is funded by the Student Activity fee.
- F. To develop priorities of expenditure, make appropriations, and monitor spending of SGA designated funds, except as otherwise provided in this constitution.
- G. To maintain the privilege of review for student moneys, beyond the funds already allocated by the SGA.
- H. To work with the Associate Dean of Student Life, who is responsible for the initiation of all expenditures from the Student Activity fee, and to assist the Associate Dean in preparing a recommended budget for each fiscal year.
- I. To identify students to serve on college committees, task forces, and work groups.
- J. To promote campus-wide programs and events.

Section 2. The functions of the Executive Committee shall be:

- A. To ensure fulfillment of the functions listed in Section 1 above.
- B. To provide direction to and collaboration with Campus Councils, committees, and student organizations.
- C. To consider funds requests from student organizations and other campus groups.
- D. To consider views of Senators and respective constituents when making decisions.
- E. To support activities, initiatives and members of Campus Councils.
- F. To consider and approve committee appointees.
- G. To attend and participate in any related training and or retreats for SGA.

Section 3. The functions of the SGA Campus Councils shall be:

- A. To provide direction to, and collaboration with, campus groups, committees, and student clubs & organizations and to act in their interests as their representatives to the CPCC Executive Committee, faculty, staff and administrators.
- B. To communicate and collaborate with the SGA Executive Committee on related SGA business.
- C. To plan, assist and implement the SGA calendar of activities.
- D. To support the SGA Advisor in conducting orientation sessions for new SGA Campus Senators, Representatives and Volunteers.

Section 4. The functions of the General Assembly meeting shall be:

- A. To serve as a forum for announcing and discussing SGA and student clubs & organization activities.
- B. To announce important institutional developments that affect CPCC students.
- C. To serve as a forum for the sharing of student ideas and concerns.
- D. To serve as a forum for discussing and voting on official business.

ARTICLE VI: ELECTIONS OF OFFICERS

Section 1. Membership of the Election Committee

- A. Primary members of the Election Committee will consist of any outgoing SGA Executive Committee officers who are not running for an SGA Executive Committee office that election year.
- B. The Election Committee should have at least 5 members and an Advisor. Senators from all campuses are encouraged to join this committee. Additional members of the Election Committee will be appointed by the outgoing Executive Committee officers.
- C. Additional Election Committee members shall be determined no later than the March General Assembly meeting.
- D. The Chair of the Election Committee will be elected by a simple majority within the Election Committee.
- E. The Election Committee will be considered a neutral party and may not publicly promote or endorse a candidate.

Section 2. Duties of the Election Committee

- A. To announce the dates, time, and open positions for the election.
- B. To post and publicize a list of approved candidates.
- C. To be responsible for providing an accurate ballot to the appropriate administrator responsible for web voting.
- D. To be responsible for announcing the official results.
- E. Shall call a mandatory candidate meeting prior to elections.
- F. Shall obtain the signatures of each candidate as a demonstration of their commitment to govern their campaign according to rules and regulations of the act.
- G. Shall obtain a budget from each candidate.
- H. Shall be the only people to have access to election results prior to the public release of those results.
- I. To investigate or review any violation of the publicity act.
- J. Shall communicate any other relevant designations to candidates or voters regarding the election.
- K. Shall approve of all candidate promotional campaign materials or initiatives.

Section 3. Candidate Qualifications

- A. All candidates must be currently enrolled and have and maintain a cumulative 2.5 grade point average, to be confirmed by the SGA Advisor each semester.
- B. All candidates must have completed a minimum of twelve (12) credit hours before taking office in the summer semester. Candidates must also be prepared to register for at least six (6) credit hours in the subsequent fall and spring semesters.
- C. All candidates must submit a completed application to the SGA Advisor by the designated deadline determined by the Election Committee. The application must include any requested documentation, not limited to, but including a letter of intent which includes a platform statement and description of prior participation in campus activities, student organizations, and/or community organizations. No student who is on active probationary status with the College and is in violation of the Student Code of Conduct is eligible to hold an Executive Committee position.
- D. All candidates must read and sign the SGA Executive Committee orientation contract and be prepared to meet the contract conditions if elected to office.
- E. No officer may hold office concurrently in any other CPCC student organization.
- F. No officer may hold a faculty, administrative or full-time staff position with the College.

Section 4. Nomination

- A. Applications must be completed and signed by the potential candidates.
- B. These completed forms shall be verified by the SGA Advisor and candidates notified of within (3) days after nominations have been closed.
- C. Security of Nominations: After the potential candidates have completed and returned their application, the information shall be secured in a designated area.
- D. Posting Nominations: A list of approved candidates must be posted in the SGA office at a readily accessible and visible place at least (5) business days before the voting period begins.

- E. Reopening Nominations: if at the end of nomination period a candidate's nomination is ruled invalid, and/or if the number of qualified candidates does not exceed the number of challenged seats then the nominations for that seat must be reopened for an additional period determined by the Election Committee.

Section 5. Candidates Meeting

- A. All approved candidates must attend a mandatory meeting, which will be held at a designated time, determined by the Election Committee. The time and the place of this meeting will be stated on the nomination form. The purpose of this meeting is to discuss regulations, campaigning, and obtain the signatures of each candidate as a demonstration of their commitment to govern their campaign according to rules and regulations of the act.
- B. Campaigning: All eligible candidates may begin officially campaigning immediately after the candidates meeting. All candidates are responsible for the behavior of their campaign workers.

Section 6. Election Dates

- A. Online voting dates will be the week prior to the week of the last General Assembly of Spring semester, starting Monday 12:01 a.m. to Sunday 11:59 p.m.
- B. The nomination period shall be determined by the Election Committee and will be designated on the application.

Section 7. Voting Rules and Policies

- A. The general student body SGA election is one in which any CPCC curriculum student may vote.
- B. To ensure proper voting, each student's eligibility will be verified against the computer records.
- C. Each student may vote only once.
- D. Voting may occur from any web connection on or off campus provided a verified student login has taken place.

Section 8. Ballot Counting

- A. Official ballot counting shall be completed by the computer, overseen by the Election Committee, computer administrator, and one of the SGA Advisors.
- B. All SGA Executive Officers will be elected according to a majority of votes.
- C. In case of a tie, run-off elections will take place within (5) business days.
- D. The Election Committee at the April General Assembly meeting will notify all newly elected officers of their appointment.

Section 9. Publicity

Violators of the following standards are subjected to review and sanctions by the Election Committee.

- A. All candidates running for office, and their campaign supporters, must conduct themselves in a positive manner and shall refrain from negative campaigning.
- B. The Election Committee must approve and monitor all publicity, including planned social media usage.
- C. Candidates can post their publicity on campuses by using approved flyers, posters, etc. in approved locations.
- D. All physical publicity may be posted only on CPCC campuses and College property.
- E. No candidate shall post election publicity inside any CPCC computer lab or on glass, walls, doors and trees on CPCC properties.
- F. No publicity is allowed on departmental bulletin boards without permission of the department.
- G. No publicity should be submitted through mass electronic mail messages.
- H. SGA will publicize the elections.
- I. Each candidate must remove their publicity by 6:00 p.m. on the first class day following the close of election.
- J. Publicity material shall not deface CPCC property. Any damages resulting from publicity materials will be charged to the violator.

Section 10. Violation Procedures

Any violation of the publicity rules may be reported to the Election Committee. The violator, the candidate and/or the campaign staff involved must be notified by the Election Committee within seventy-two (72) hours after notification has been received.

Section 11. Penalties

- A. Any damage of CPCC property (i.e. trees, buildings, etc.) by candidate or staff will be charged to that candidate at cost.
- B. The Election Committee may sanction any candidate that is found guilty of violating the Elections & Publicity Act by the Election Committee.
- C. A fine may also be charged to violators, and the amount of the fine will be determined by the Election Committee based on each violation.

Section 12. Spending Cap

- A. Each candidate shall spend no more than a total spending cap set by the Election Committee for campaign expenses.
- B. Each candidate must submit a budget of the projected costs and the receipts of what they have spent to the Election Committee.
- C. Budgets should accurately reflect how funds would be spent.
- D. If a candidate exceeds the spending cap, the Election Committee will impose sanctions, which may include a candidate's forfeiture of the race.
- E. The Election Committee will review election issues and questions regarding the spending cap and make decisions accordingly.
- F. Any kind of donation is strictly prohibited.
- G. If a candidate has a question about a spending proposal and is unable to contact the Election Committee, they must assume that their spending proposal will not be accepted until told otherwise by the Election Committee or SGA Advisor.

Section 13. Term of Office

- A. The term of office begins on the first day of the summer semester following the election, and ends the following spring semester.
- B. Appointment to office for two (2) or more semesters is considered a full term.
- C. Officers may run for one (1) re-election.
- D. No officer may serve on the Executive Committee for more than two (2) terms.

Section 14. Oath of Office

At the last General Assembly Meeting prior to the new Officers' term of office, the Oath of Office shall be read and signed. The SGA Advisor and current SGA President shall be witnesses to the signing of the Oath of Office.

ARTICLE VII: OFFICERS

The officers of the SGA shall make up the Executive Committee, consisting of the following:

President
Vice-President
Secretary
Public Information Officer
Treasurer

Section 1. Qualifications to Hold Office

- A. All officers must maintain at least six (6) credit hours while in office. Students must have completed 12 semester credit hours to apply for office.
- B. All officers who are returning students must have and maintain a minimum cumulative grade point average of 2.5, which will be confirmed by an SGA Advisor each semester.
- C. No officer may hold office concurrently in any other CPCC student organization.
- D. No officer may hold a faculty, administrative or full-time staff position with the College.
- E. No officer who is placed on probation by the College for violation of the Student Code of Conduct is eligible to remain in office.
- F. All officers must read and sign the SGA Executive Committee Orientation Contract and abide by all conditions therein.
- G. All officers must satisfy the qualifications and duties of office as stated in this constitution.

Section 2. Duties of all SGA Executive Committee Officers

- A. To read and become familiar with the SGA Constitution and Executive Committee Orientation Contract.
- B. To attend all Executive Committee, General Assembly, and other relevant meetings, participate in all business proceedings and vote as needed. If an Executive Committee

- officer is unable to attend any of these meetings, then an acceptable excuse must be given to the SGA President and/or SGA Advisor prior to the meeting.
- C. To maintain and record office hours at their campus through the use of a point card that must be approved by an SGA Advisor.
 - D. To follow attendance policy as stated in Article X of this constitution.
 - E. To serve on standing committees as appointed.
 - F. To attend parliamentary procedure and leadership development seminars.
 - G. To help coordinate and assist regularly in SGA activities.
 - H. To attend all meetings where fund requests will be discussed and decided.
 - I. To work collaboratively with the Student Life staff, SGA Advisor(s), CPCC students, and other College officials

Section 3. President's Duties

- A. To serve as Chief Executive Officer of the SGA.
- B. To preside over all Executive Committee, General Assembly, and other relevant meetings.
- C. To serve as an ex-officio member of the CPCC Board of Trustees.
- D. To maintain parliamentary procedure in all meetings using this Constitution and Robert's Rules of Order.
- E. To appoint persons (with priority given to Senators and Representatives if applicable) to vacated positions, with a majority vote of all Executive Committee members.
- F. To serve as an ex-officio member of all SGA standing committees.
- G. To initiate projects to be undertaken by the SGA for the students, with the consent of the Executive Committee, and in keeping with this Constitution.
- H. To represent this organization in all other functions not assigned to other officers.
- I. To have knowledge of funds allocations awarded to student organizations by the SGA
- J. To call special meetings of the Executive Committee at their discretion, allowing a two-(2) day notice with purpose stated.
- K. To delegate other duties which are not specifically assigned to any other persons under this Constitution.

Section 4. Vice President's Duties

- A. To assume the duties of President if they are unable to fulfill their duties.
- B. To complete any duties delegated to them by the SGA President.
- C. To serve as liaison to newly appointed Senators of Campus Councils. The Vice President will make official announcements of newly appointed Senators.
- D. To work with the Senate Chair at each Campus Council to establish a schedule for monthly meetings no later than the second General Assembly. The Vice President or their designee will be required to lead these meetings.
- E. To assist the Public Information Officer (PIO) in maintaining relations with various student clubs & organizations, and other College and/or campus groups.
- F. To be familiar with Robert's Rules of Order and this Constitution and to serve as an advisor to the Executive Committee as procedural problems arise.

Section 5. Secretary's Duties

- A. To serve as recorder to the Executive Committee, General Assembly, and other relevant meetings.
- B. To prepare and distribute a copy of the minutes of all Executive Committee, General Assembly and other relevant meetings to the SGA Council prior to the subsequent meeting. The method and timing of distribution shall be determined at the first General Assembly of each semester.
- C. To keep a record of attendance for all Executive Committee, General Assembly and other relevant meetings.
- D. To maintain permanent records of the SGA.
- E. To maintain correspondence with the Executive Committee and SGA Advisors.
- F. To assist the PIO in maintaining communication with Campus Councils and other groups at CPCC.
- G. To assist the President in any other areas which are related to secretarial responsibilities.

Section 6. Public Information Officer's Duties

- A. To prepare and release publicity to the clubs and student organizations as directed by the Executive Committee and/or the SGA Advisors.
- B. To assist the Secretary in maintaining communication with Campus Councils and other groups at CPCC.
- C. To work with the Election Committee to publicize the elections, only if this officer is not a candidate in the upcoming SGA election.
- D. To maintain and compile along with the President, Secretary, and appointed Senators the archives, which will consist of student organizations activities, publications, photos, etc.
- E. When deemed appropriate by the Executive Committee and the SGA Advisors, to maintain any other SGA related documents, social media, websites, etc.

Section 7. Treasurer's Duties

- A. To receive copies of all Funds Request forms from Student Life.
- B. To facilitate the hearings of funds requests from student clubs & organizations.
- C. To work with the Student Life staff to make purchases as needed by the SGA.
- D. When necessary, to compile budgets for SGA committees. These requests shall be approved by the Executive Committee and SGA Advisor(s).
- E. To keep records of the SGA financial status.
- F. To file each semester a financial report with the SGA President and SGA Advisor(s).

Section 8. Stipend for Executive Committee Officers

Subject to approval by the SGA Advisor(s), Executive Officers will receive a stipend amount with a value to be determined by both the Associate Dean of Student Life and the SGA Executive Committee. The value of the stipend will be set for the academic year by the first General Assembly meeting. Near the end of the semester, the Advisor(s) will determine the deadline for the completion of any required documentation. Advisors will review and verify this

documentation and submit approval for an officer's stipend. The stipend is based on duties and responsibilities articulated in the signed Executive Committee Contract, which will be validated by SGA Advisor(s) along with documentation provided by the student. Stipends can be subject to pro-rating.

ARTICLE VIII: SENATORS AND SENATE CHAIRS

Section 1. Senator Candidacy & Qualifications to Hold Office

- A. All Senators must be currently enrolled have and maintain a minimum grade point average of 2.5, which will be confirmed by the SGA Advisor(s). Grade point averages for new student applicants will be evaluated at the end of their first semester at CPCC.
- B. All senators must be enrolled in at least six (6) credit hours, at the campus for which they are applying, while in office, unless expressed permission has been granted by the SGA advisor.
- C. All candidates must submit an application to the SGA Advisor at the campus for which they are applying. The SGA Advisor will review the application in accordance with the guidelines agreed upon in the SGA Standing Rules. Recommended applications will be forwarded to both the Associate Dean of Student Life and the SGA Vice President.
- D. All Senators must read and sign the SGA Senator Orientation Contract and be prepared to meet the contract conditions, as well as duties of office stated in this Constitution.
- E. No senator may hold a faculty, administrative or full-time staff position with the College.
- F. No student who is on active probationary status with the College and is in violation of the Student Code of Conduct is eligible to apply for or hold a senate position.

Section 2. Term of office

- A. The official term of office for all senators will be one (1) academic year beginning no earlier than the first day of the Summer semester and ending no later than the last day of the following Spring Semester. Senators may be re-appointed upon review of their new application for the next academic year.
- B. Senators may be appointed throughout the semester(s) as needed.
- C. Returning Senators must reapply for their position at the end of their prior term of office.

Section 3. Senator Duties and Responsibilities

- A. To read and comply with the SGA Constitution, Standing Rules and the Senator Orientation Contract.
- B. To attend all SGA Campus Council meetings on their campus, participate in all business proceedings, and vote as needed. If a Senator is unable to attend any of these meetings, then an acceptable excuse must be given to the SGA Advisor prior to the meeting.

- C. To assist regularly in SGA activities per the standards of the SGA Advisor at each campus.
- D. To maintain and record office hours at their campus through the use of a point card that must be approved by an SGA Advisor.
- E. To follow attendance policy as stated in Article X of this constitution.
- F. To serve on standing committees as appointed.
- G. To attend parliamentary procedure and leadership development seminars and conferences.
- H. To work collaboratively with the Student Life staff, SGA Advisor(s), CPCC students and other College officials.

Section 4. Selection of Senate Chairs

- A. All Senate Chairs must meet the Senate Candidate Qualifications as stated in Article VIII, Section 1 of this Constitution. Each campus will select its own Senate Chair based on a majority vote of all Senators appointed after the deadline for applications, or as deemed appropriate by the SGA Advisor. If at that time there are any open Senate positions remaining, a Senate Chair may be selected by existing Senators.
- B. If the selection of a Senate Chair is not reached in a reasonable manner or in the case of a tie or no pre-existing Senators at that campus the respective SGA Advisor may appoint the Senate Chair.

Section 5. Senate Chair Duties and Responsibilities

- A. To follow all of the duties and responsibilities of the Senators as written in Article VIII, Section 3 of this Constitution.
- B. To assemble and give a report for their campus at all General Assembly meetings.
- C. To conduct SGA Campus Council meetings on their campus.
- D. To attend or send a designee to all Senate Chair meetings established by the Vice President and to report back to their respective Campus Council.
- E. To maintain parliamentary procedure in all meetings using this Constitution and Robert's Rules of Order.
- F. To appoint committee chairs on their campus.
- G. To delegate all other SGA duties on their campus which are not specifically assigned to any other persons under this Constitution.
- H. To participate in Senator interviews for their campus, when available.
- I. To be responsible for Representative applications and arrange interview times convenient for the applicant, Senate Chair, and the Area Campus Senators.
- J. To work collaboratively with the Student Life staff, SGA Advisor(s), CPCC students and other College officials.

Section 6. Stipend for Senate Chairs and Senators

Subject to approval by the SGA Advisor(s), Senate Chairs and Senators will receive a stipend amount with a value to be determined by both the Associate Dean of Student Life and the SGA Executive Committee. The value of the stipend will be set for the academic year by the first General Assembly meeting. Near the end of the semester, the Advisor(s) will determine the deadline for the completion of any required documentation. Advisors will review and verify this

documentation and submit approval for an officer's stipend. The stipend is based on duties and responsibilities articulated in the signed Senator Contract, which will be validated by SGA Advisor(s) along with documentation provided by the student. Stipends can be subject to pro-rating.

ARTICLE IX: REPRESENTATIVES

Section 1. Representative Candidacy & Qualifications to Hold Office

- A. All Representatives must be currently enrolled and maintain a minimum grade point average of 2.5, which will be confirmed by the SGA Advisor(s). Grade point averages for new student applicants will be evaluated at the end of their first semester at CPCC.
- B. All Representatives must be enrolled in at least six (6) credit hours while in office.
- C. All Representative candidates must complete the Representative application and return to their campus's SGA Advisor. The Advisor will review the application packet and then submit it to the Senate Chair of that campus.
- D. All Representative candidates must be interviewed by members of the Campus Council. The Representative candidate is voted in by terms agreed upon by the Campus Council and their Advisor. If there are no members of a Campus Council at the time of application, the SGA Advisor may conduct the interview and appoint the candidate. No Representative may hold a faculty, administrative or full-time staff position with the College.
- E. No student who is on active probationary status with the College and is in violation of the Student Code of Conduct is eligible to apply for or hold a Representative position.
- F. To work collaboratively with the Student Life staff, SGA Advisor(s), CPCC students and other College officials.
- G. If, at any time, the SGA Advisor determines that the aforementioned duties have not been met, the Representative may be dismissed.

Section 2. Representative Appointments

- A. All Representatives can be appointed by the Campus Council, as stated in Section 1 above.
- B. The official term of office for all Representatives will be one (1) academic semester. Representatives may be re-appointed for the next academic semester.
- C. Representatives may be appointed throughout the semester as needed.

Section 3. SGA Representative Duties and Responsibilities

- A. To read and become familiar with the SGA Constitution.
- B. To attend SGA Campus Council meetings on their campus and participate in all business proceedings.
- C. To assist regularly in SGA activities per the standards of the SGA Advisor at each campus.
- D. To follow the attendance policy as it is stated in this Constitution. To actively serve on committees for which Representatives volunteer.

ARTICLE X: RULES, MEETINGS, & QUORUMS

Section 1. Meetings

The SGA shall have at least one (1) General Assembly meeting per month. Regular meetings shall be held by both the Executive Committee and SGA Campus Councils. Meetings outside of those regularly scheduled shall be held at the request of three (3) SGA Executive Committee members (for Executive Committee meetings).

Section 2. Attendance Requirements

Attendance at SGA meetings is vital to the success of the organization. In the event that a member of the SGA Executive Committee must miss a meeting, they are expected to contact the President or Advisor prior to the meeting to discuss the reason. In the event that a member of the SGA Campus Council must miss a meeting, they are expected to contact the Advisor on their campus to discuss the reason. Any SGA member who misses three (3) meetings during a semester without acceptable excuse may be dismissed from office.

Section 3. Quorums

Quorums for the branches of the SGA are as follows:

- A. In the Executive Committee, 2/3 of currently seated officers constitute a quorum.
- B. In each Campus Council, a majority of the seated Campus Council members shall constitute a quorum.
- C. For all other meetings, a quorum shall be those present at a duly called meeting; the number required to pass motions shall be in accordance with Robert's Rules of Order.
- D. For voting on Funds Requests, 2/3 of currently seated officers shall constitute a quorum.

Section 4. Voting

- A. Each Executive Committee officer shall have one (1) vote in all official business in which a vote is taken at Executive Committee and General Assembly meetings.
- B. Each Executive Committee officer and Senator shall have one (1) vote in all official business in which a vote is taken at SGA Campus Council and General Assembly meetings.
- C. No SGA member may vote on a fund request that has been submitted by a student organization in which they are a member.

ARTICLE XI: CONDUCT & DISMISSAL

Section 1. Code of Conduct

All members of the SGA are expected to comply with the Student Code of Conduct both on campus and while participating in SGA functions off campus. Members of the SGA are also expected to comply with the recommendations of the SGA Advisors regarding conduct and

standards of behavior. Failure to meet these standards may result in disciplinary action initiated by the SGA Executive Committee and/or the SGA Advisors.

The SGA Executive Committee may appoint an ad hoc ethics committee to address issues not covered by the Student Code of Conduct. The ethics committee will make recommendations to the Executive Committee and SGA Advisor(s), which will take appropriate action, including dismissal from office, if necessary.

Section 2. Dismissal from Office

Participating in SGA is a learning experience for students, and exists in a collaborative environment and cooperative relationship with the SGA Committees, Councils and Advisors, and in a manner consistent with CPCC's Code of Conduct and Policies & Procedures. However, in extraordinary circumstances, it may be necessary to consider dismissing a member of SGA. Below is the process for dismissal from office.

- A. Any dismissal from office must be approved by the SGA Advisor(s). In the event that an Executive Officer and/or a Campus Senator must be dismissed, the Dean for Student Life and/or their designee must approve. 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. 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.
- C. If the SGA Advisor determines that the action plan has not been met during the agreed upon timeframe, a meeting with the Executive Committee (if appropriate), Senate Chair (if appropriate), the SGA Advisors and the Dean of Student Life or their designee must discuss the officer in question'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.
- D. An appeal of dismissal from office must be submitted in writing within five (5) business days to the appropriate ESS Director, who will determine whether a re-consideration is in order.
- E. All SGA Representatives may be dismissed with the collective agreement between the Senate Chair, Senators and Advisor at the officer's respective campus. Final decisions regarding SGA Representatives rest with the SGA Advisor(s).

ARTICLE XII: STUDENT CLUBS & ORGANIZATIONS

Section 1. Purpose

The purpose of each student organization shall be to promote and provide for the needs of the students through organized co-curricular, extra-curricular, and/or college related activities.

Section 2. Non-Discrimination

The SGA and CPCC Student Clubs & Organizations shall not discriminate on any grounds in its recognition of student organizations. No student organization that is recognized by the SGA shall discriminate in its membership on any grounds.

Section 3. Organization and Operation

Each student organization shall determine for itself all regulations for organization and operations, provided that their structure and procedures are in keeping with SGA regulations, the CPCC Guidelines for Student Organizations, the CPCC Student Code of Conduct and College policies.

Section 4. Elections

Each student organization shall determine the criteria for their elections and the terms of office for officers and representatives to the SGA. The SGA and its Advisors shall be informed of such regulations through the student organization constitution on file with the SGA.

Section 5. Responsibilities and Requirements

In order to maintain active status with the SGA, student organizations must comply with the following criteria. Student clubs and organizations:

- A. Must complete a student organization registration form each Fall semester and file a copy with Student Life.
- B. Are expected to participate in General Assembly meetings and other campus events.
- C. Make use of the Guidelines for Student Organizations and abide by the policies and procedures therein.
- D. Maintain an approved constitution, by-laws, and statement of purpose and keep current copies on file with Student Life.
- E. Maintain a current and complete list of officers, members, and advisors. All members must be currently enrolled curriculum students at CPCC.
- F. Submit each semester an end-of-year financial reports for all off-campus bank accounts with Student Life.

Section 6. Funding from SGA

In order to receive funding from the SGA, each student organization must follow these guidelines:

- A. Maintain active status with the SGA as outlined above in Section 5.

- B. Submit a completed funds request form to the SGA Advisor at least two (2) weeks prior to the date requested funds are needed. An SGA committee will review the request. Student organization officers and/or advisors should attend the meeting at which the request is considered. Student Life will work with the SGA to distribute funds to student organizations for which funds requests have been approved.
- C. Maintain an on-campus financial account through which all SGA allocations will be distributed. The student organization advisor will serve as account manager for the on-campus account, and withdrawal from the account will require the signature of the advisor and an officer of the organization.

ARTICLE XIII: COMMITTEES

The purpose of committees is to address special issues on an as-needed basis. Ad Hoc committees and chairs shall be appointed either by the Executive Committee or the Senate Chair of the SGA Campus Council, or at the suggestion of the SGA Advisor. , Committee business should be documented in minutes and regular updates should be delivered to the Executive Committee and/or SGA Campus Council as appropriate.

ARTICLE XIV: AMENDMENTS AND REVISIONS

Section 1. Amendments and Revisions

- A. A motion to consider an amendment to or a revision of the Constitution shall require a majority vote by a quorum of SGA members at a General Assembly Meeting. Such an affirmative vote shall send the amendment under consideration to a committee appointed by the President. The committee shall be comprised of at least five (5) SGA members. The motion must be presented by a member of the committee. This committee shall study the motion and formulate a recommendation to present at a General Assembly meeting.
- B. The committee shall present the recommendation in writing to the General Assembly for discussion, and will make available the proposed changes with due notice that a vote will be taken at the next General Assembly meeting.
- C. At the General Assembly meeting where the proposed amendment is presented, a motion to accept the proposed amendment shall require a two-thirds (2/3) majority of the seated SGA officers.
- D. Following SGA approval, the proposed amendment shall be presented for approval through the Cabinet level of the College Administration.

Section 2. Rules of Order

Robert's Rules of Order, the newly revised edition, shall be the parliamentary authority for all matters of procedures not specifically covered by the by-laws or by special rules of procedure adopted by the SGA.