



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

ARTICLE I

Name

The name of this organization shall be the Central Carolina Community College (CCCC) Student Government Association, hereinafter referred to as (SGA).

ARTICLE II

Purpose

- A. To guide, encourage, and inspire the mental, physical, emotional, and professional development of the student so that they are encouraged to achieve maximum potential as a leader in society.
- B. To promote an amicable and collaborative relationship among the students, faculty, and administration through a comprehensible and continuous exchange of ideas and opinions.
- C. To promote the improvement of the college and community through self-actualization, further education, exemplary behavior, and responsible contribution as a citizen.
- D. To maintain a Constitution and Bylaws to be used as the solid foundation of standing operating procedures for the Central Carolina Community College Student Government Association.
- E. The SGA shall not discriminate in its membership. The SGA is committed to the policy of Central Carolina Community College to be an equal opportunity institution.

ARTICLE III

Relationship to College

The student body recognizes that any authority vested in the student body with reference to the administration of the college is a delegated authority. Any regulations originating from the Board of Trustees, the President, and/or the Student Services Administration shall be regarded as authoritative. All actions are subject to their approval.

ARTICLE IV
Organization

SECTION I.

The Student Government Association of Central Carolina Community College will consist of every student who pays a student activity fee and is enrolled in a regular curriculum program. Membership is open to all Central Carolina Community College students as defined in the college catalog; members are subject to the rules and regulations of the Constitution and Bylaws. Ex Officio positions are available for non-curriculum Early College students who wish to participate in the Student Government at CCCC. Volunteer positions are available to all students regardless of their curriculum status.

SECTION II.

As student interest and retention allows for, officers of the Central Carolina Community College Student Government shall be as follows:

- A. One President
- B. One Vice-President
- C. One Secretary
- D. One Treasurer
- E. One Chatham County Representative
- F. One Lee County Representative
- G. One Harnett County Representative
- H. One Distance Education Representative
- I. One Chatham County Early College Representative
- J. One Harnett County Early College Representative
- K. One Lee Early College Early College Representative

SECTION III.

The Executive Board of the Central Carolina Community College Student Government Association shall be one body consisting of the:

- A. The President, Vice-President, Secretary, Treasurer, and designated Representatives of the Student Government Association.
- B. (Nonvoting) Staff Advisor (Student Activities Coordinator) and student volunteers.

SECTION IV.

The Student Government Association may be part of an approved State and/or National Association as approved by the Student Services Administration and the majority vote

of the SGA Student Executive Board. The Association must demonstrate values that align with the Central Carolina Community College mission and yield ample opportunities for student development through participation in the organization. Participation with an approved Association will be contingent on budget.

Possible Associations include but are not limited to:

North Carolina Comprehensive Community College Student Government Association (N4CSGA)

American Student Association of Community Colleges (ASACC)

American Student Government Association (ASGA)

National Association of Campus Activities (NACA)

Association for the Promotion of College Activities (APCA)

SECTION V.

A. As student interest and retention allows, the Student Executive Board may form and appoint students to the following Committees.

1. Constitutional
2. Public Relations and Marketing
3. Student Activities
4. Fund Raising
5. Safety and Accessibility
6. Diversity, Equity, and Inclusion
7. Cougar Market and Special Projects
8. Additional ad-hoc committees as approved by the SGA Advisor

B. A Committee Chair will be selected by the committee members and appointed by the SGA President, with the approval of the Executive Board. The Committee Chair's responsibilities will be as follows:

Constitution Committee Chair

1. Hold committee meetings.
2. Revise the constitution and guidelines of SGA and all clubs and organizations to assure current compliance with CCCC policies.
3. Help conduct all elections.
4. Plan and oversee committee responsibilities on campus.
5. Collaborate with the Executive Board.
6. Attend and report at all SGA meetings.

Public Relations Committee Chair and Marketing

1. Hold committee meetings.

2. Act as Public Information Officer for the SGA.
3. Responsible for coordinating publicity on all campuses for all student activities.
4. Co-manages the Student Activities social media accounts, particularly for clubs and organizations.
5. Must meet with other committee chairs to check their committee's needs.
6. Collaborate with the Executive Board.
7. Attend and report at all SGA meetings.

Student Activities Committee Chair

1. Hold committee meetings.
2. Plan and oversee Fall Fest and Spring Fling and other major events on campus.
3. Responsible for publicity for activities.
4. Collaborate with the Executive Board.
5. Attend and report at all SGA meetings.

Fundraising Committee Chair

1. Hold committee meetings.
2. Plan and oversee all campus Fundraisers, focusing on compliance to not over-target the student population paying student fees.
3. Responsible for Publicity for activities.
4. Collaborate with the Executive Board.
5. Attend and report at all SGA meetings.

Safety and Accessibility Committee Chair

1. Hold committee meetings.
2. Handle safety and accessibility issues brought to the Student Executive Board.
3. Report any imminent safety issues to the SGA Advisor.
4. Collaborate with the Executive Board.
5. Attend and report at all SGA meetings.

Diversity, Equity, and Inclusion Committee Chair

1. Hold committee meetings.
2. Help plan and implement programs and activities promoting diversity, equity, and inclusion.
3. Lead the student representation initiative for each Awareness and Heritage Months.
4. Collaborate with the Executive Board.
5. Attend and report at all SGA meetings.

Cougar Market and Special Projects Committee Chair

1. Hold committee meetings.
2. Help design a marketing strategy for the Cougar Market and oversee the promotion of the markets on campus.
3. Serve on the Cougar Market Advisory Council to represent the student voice.
4. Gather student feedback and data to present to the Advisory Council and the Dean of College Access Services.
5. Collaborate with the Executive Board.
6. Attend and report at all SGA meetings.

*Additional responsibilities may be added by the SGA Executive Board.

ARTICLE V

Amendments

SECTION I.

Proposed amendments must be submitted in writing to the SGA Student Executive Board.

SECTION II.

Within thirty days after receipt of the proposed amendment, an Official Business Meeting will be announced and held by the SGA to discuss the proposed amendment. Comments and concerns by the student body, faculty, and administration in regards to the proposed amendment may be expressed at this time. Voting will then commence. Any amendment to this Constitution and its Bylaws must be approved by a simple majority vote of the SGA Student Executive Board. The amendments must also have the approval of the CCCC Student Services Administration.

SECTION III.

Any proposed amendments shall become effective as stated in Article V below.

ARTICLE VI

Ratification

SECTION I.

This Constitution and its Bylaws shall become effective when passed by a majority vote of the Central Carolina Community College SGA Executive Board and approved by the Student Services Administration. This Constitution and Bylaws shall go into effect immediately upon ratification. Signatures of the SGA Advisor and Student President, along with dates, should be documented with ratifications. The Constitution and Bylaws should be reviewed and evaluated at the end of each academic year.

Central Carolina Community College

Student Government Association Bylaws

ARTICLE I

Purpose

The Bylaws shall be the working rules of the Central Carolina Community College Student Government Association. The Bylaws must not conflict with the Constitution of the SGA. The Bylaws are subject to change by a simple majority vote of the SGA Student Executive Board.

ARTICLE II

Responsibilities of the SGA

The SGA Student Executive Board, under the direction of the SGA Advisor, is responsible to implement the work of the Student Government Association as outlined in the Bylaws and SGA officer agreement contracts.

- A. The SGA Advisor will work with Student Services Administration to estimate the total funds of the SGA for the next academic year, based on the expected enrollment, to establish a provisional budget for that year. The provisional budget will then be submitted to the Student Executive Board for review/approval at the first scheduled meeting of that body.
- B. The SGA Student Executive Board will initiate, plan, and coordinate student activities during the Full Academic year. Planning, initiating, and executing of events will be monitored and directed by the SGA Advisor.
- C. The Student Government Association of Central Carolina Community College shall host weekly meetings each month to vote on important college matters that affect the entire student body and campus as a whole, as well as plan and implement student activity events for CCCC. Meetings will be announced to the entire student body one week prior to occurring via student email blasts, physical flyers, and any other appropriate online portals. Meetings of the SGA shall be held in Robert's Rules of Order for fair and timely handling of business items. At least one meeting a month will be an open meeting where any student can attend and speak with the Executive Board members.
- D. The Executive Board of the Student Government Association consists of the SGA President, Vice-President, Secretary, Treasurer, Representatives, and Advisor (a non-voting member), and student volunteers will meet at times and places designated by the SGA Advisor. Meeting times will be established by the majority of student officers' availability at the beginning of each semester. The Executive Board will handle business which, in the opinion of the SGA Advisor, can best be facilitated through a small group and will handle the development of

all statements of Student Government policy. All items handled by this board must be presented to and passed by a majority of the Student Executive Board at a regularly scheduled meeting before any recommendation can be put into action.

ARTICLE III

Procedure for Becoming an SGA Officer

SECTION I

Any currently enrolled CCCC curriculum student, taking 6 or more credit hours, meeting the application prerequisites, and not on disciplinary probation is eligible to become an officer of the Student Government Association Executive Board. Early College students may apply for Early College representative positions only. A student who is already serving as an SGA Officer may be allowed to fall below the requirement of at least 6 credit hours in the upcoming semester on a case-by-case basis as determined by the SGA Advisor. This exception is intended for those who only need a limited number of courses to complete their program of study and graduate.

SECTION II

Regulations of the procedures for SGA campaigns and voting shall be announced and posted two weeks before Executive Board applications begin to be accepted. Directions for how to apply, how campaigns will be allowed to run, and when and where voting will commence shall be in the description of this announcement to the student body. All appointees for office shall be elected by a simple majority of votes cast by the Central Carolina Community College student body at the time of election.

SECTION III

The President, Vice President, Secretary, Treasurer, and Representatives should be elected before the last day of the Spring Semester of the year proceeding in which they will serve. A person desiring to run for these stated offices must complete the application within the designated time frame available. The person desiring to run shall have and maintain at least a 2.0 GPA to be considered to obtain a position and remain in office to receive the semesterly stipend. If a student is a new student without former CCCC GPA numbers, they must submit their previous school transcripts. Any person elected into office that does not meet the GPA requirement at the end of each semester understands that this is grounds for the SGA Advisor to place them on academic probation or remove them from the role.

SECTION IV

If there are no candidates running against one another during an application and campaigning time period for the same specific officer position within the SGA (all

candidates running unopposed) the current SGA team can vote in the new SGA Executive Board. This decision must be made known to the entire student body so that they are aware and invited to the SGA meeting where this procedure will be completed.

SECTION V

Terms of office shall begin in the Fall following the Spring election, and end at Spring graduation during the next academic year. Training for new and returning SGA officers will occur during the summer through a virtual training module. Officers will be required to attend one full day of leadership training in person before the start of the Fall semester in which their term starts. The date, time, and location of the in-person training will be decided by the incoming Executive Board members. All SGA Officers elected must sign an Officer Agreement Contract and complete the Student Leadership training course. Students may be elected to each SGA office twice. Students appointed to an open, unfinished term may still be elected twice to a full-year term in that office. Exceptions to this rule may be evaluated on a case-by-case basis by the SGA Advisor in conjunction with Student Services staff and the college president.

SECTION VI

If for any reason a position is not filled during an election, this position may remain vacant, unless an acceptable candidate is appointed. An acceptable candidate may be approved to apply for the position by the SGA Advisor and SGA president at any point in the academic year. The approved candidate must then be voted in by the SGA Student Executive Board before being appointed. A stipend award will be appropriately prorated for any person not completing a full academic year as an SGA officer as decided by Student Services staff.

ARTICLE IV

SGA Officer Duties and Requirements

SECTION I. PRESIDENT

- A. Official representative of the student body of Central Carolina Community College.
- B. Serves as a full, sworn, non-voting member of the Board of Trustees at Central Carolina Community College and thus attends all pre-approved Board meetings.
- C. Helps the SGA Advisor facilitate SGA Executive Board Meetings and commences voting.
- D. Appoints committees and student body activities via the majority vote of the student body.

- E. Has the authority to and the responsibility for conducting day-to-day operations in the absence of the SGA Advisor if approved to do so by upper administration in Student Services (VP and Dean).
- F. Set, post, and maintain a minimum of four (4) office hours per week. These office hours may be conducted virtually with approval from the SGA Advisor.
- G. Meet with SGA Advisor weekly. This meeting can be during the officer's scheduled Office Hours.
- H. Represent Central Carolina Community College at public and private activities when called upon by the administration.
- I. Each officer must be familiar with and follow Robert's Rules of Order.

SECTION II. VICE-PRESIDENT

- A. Fulfills the duties of the President in the case of their absence or vacancy of office for any reason.
- B. Fulfills reasonable duties as delegated by the SGA President.
- C. Is responsible for maintaining the SGA Constitution and overseeing the Constitutional Committee.
- D. Serve as a liaison between all Student Services chartered clubs and organizations and the SGA.
- E. Be responsible for the compilation and maintenance of a current history/continuity record.
- F. Set, post, and maintain a minimum of three (3) office hours per week. These office hours may be conducted virtually with approval from the SGA Advisor.
- G. Each officer must be familiar with and follow Robert's Rules of Order

SECTION III. SECRETARY

- A. Keeps accurate records of meetings and uploads digital copies of all meeting minutes to the SGA Advisor no later than 2 days after the meeting is held. All meeting minutes are to be posted on the CCCC website following a meeting for the entire student body to view.
- B. Reports the previous meeting minutes at all SGA meetings.
- C. Renders reports as required by the SGA Advisor and President.
- D. Handles all official correspondence of the Student Government Association. In the event that the Secretary is absent from a meeting, it is their responsibility to appoint a member of the SGA Executive Board to take accurate minutes/records in their place and submit digital copies to the SGA Advisor.
- E. Keeps attendance role at all SGA meetings and records all voting procedures.
- F. Helps facilitate communications between the three main campuses.

- G. Maintain official attendance records of each regular SGA meeting and report to the SGA President any Student Executive Board member who is in violation of the attendance policy.
- H. Set, post, and maintain a minimum of three (3) office hours per week. These office hours may be conducted virtually with approval from the SGA Advisor.
- I. Attend to all written correspondence as deemed necessary.
- J. Is responsible for all social media accounts and publicity in conjunction with the Public Relations and Marketing Committee.
- K. Each officer must be familiar with and follow Robert's Rules of Order

SECTION IV. TREASURER

- A. Keeps itemized account of all financial transactions of the Student Government Association.
- B. Presents accurate monthly financial reports as requested by the SGA President and Advisor.
- C. Handles all money obtained from the Student Government Association's activities and turns it into the SGA Advisor to be deposited into the SGA Foundation Account immediately.
- D. Is responsible for establishing and maintaining SGA property inventories.
- E. Set, post, and maintain a minimum of three (3) office hours per week. These office hours may be conducted virtually with approval from the SGA Advisor.
- F. Initiates authorization for payment of all bills acquired by the SGA during the academic year. This authorization must be approved by the SGA President, Treasurer, and Advisor before any payments are made.
- G. The responsibilities of Article IV, Section IV, shall be assumed by the SGA Advisor during the period from spring graduation until the newly elected SGA Treasurer begins serving a term for the following academic year.
- H. Each officer must be familiar with and follow Robert's Rules of Order.

SECTION V. Curriculum, Early College, and Distance Education Representatives

- A. Keep written and photographic records of all Student Government Activities. These can be compiled from the official meeting minutes and from student and staff/CCCC pictures. These records will be used to create a scrapbook, yearbook, or other memorabilia for each academic year.
- B. Manage all print publicity of individual main campus branches including posting new publicity and taking down old publicity..
- C. Assist the Secretary with up-to-date and appropriate content on CCCC SGA social media accounts; including the college website, Facebook, Instagram, Tiktok, etc. If accounts do not currently exist, permission from the Marketing Department and oversight by the SGA Advisor is required to create them.

- D. Develop a digital scrapbook or slide show of the academic year for the term served to include events, activities, and major issues handled by the SGA. This digital file should be stored in the SGA Google Drive and submitted to the SGA Advisor at the end of each academic year to download to Student Services storage drives and SGA website.
- E. Serve as an advocate for their individual campus and serve as the voice of their campus to bring student concerns, wants, and needs to the attention of the Student Government Association Executive Board. Hosts at least one in-person or virtual forum per semester for their particular representative area.
- F. Recruit volunteers to assist with in-person or virtual events for their respective campus or area.
- G. Each officer must be familiar with and follow Robert's Rules of Order

SECTION VI. NATIONAL LEVEL OFFICER

(This is not a required SGA officer position, nor a funded one at CCC. The description is listed in the case of student desire to hold an outside position for extra learning opportunities)

- A. Any student in the SGA who wishes to serve on an affiliated National Board outside of Central Carolina Community College must have and maintain a GPA of no less than 2.0.
- B. A student who wishes to serve on an affiliated National Board outside of Central Carolina Community College must be approved by the SGA Advisor to apply for a position within the National organization.
- C. Once a student is given permission to apply for a National Board position by the SGA Advisor, they must be elected to do so by the CCC SGA Executive Board as this person will be representing their peers and College on a larger stage.
- D. Any student who serves in a National Level Office must complete all appropriate travel, finance, and approval paperwork with CCC Administration two weeks in advance of meetings or requirements by the National organization.
- E. Any student serving in a National Level Office position is required to attend all weekly SGA meetings and report on activity in the organization.

SECTION VII. GENERAL REQUIREMENTS OF ALL OFFICERS

- A. SGA Officers are to attend ALL regularly scheduled weekly meetings throughout the semester. Officers will receive automatic dismissal if they miss three or more meetings, events, and/or posted office hours without prior approval from the SGA President and/or the SGA Advisor.
- B. SGA Officers must be present for the entire duration (set up through break down) of all assigned events hosted by the SGA as their class schedule allows. SGA Executive Board Members should never miss class to attend an SGA meeting,

event, or activity. Emergencies and case-by-case basis evaluation for excused absences will be handled by the SGA Advisor and/or SGA President.

- C. All SGA Officers of the Executive Board must schedule a mid-semester check-in/evaluation meeting with the SGA Advisor and/or SGA President to discuss strengths, areas for improvement, grades, and overall performance regarding the SGA.

ARTICLE V

SGA Officer Compensation

SECTION I

- A. Elected Officers will receive Stipends from the Student Activity Fee Account or other designated college account via Student Services in the amounts indicated below for the Fall and Spring semesters only. The stipends will be delivered in one portion each semester. Stipends are subject to a student officer's appropriate involvement throughout the year and may be cut off if necessary to any officer who fails to uphold their duties as outlined by the SGA Constitution/Bylaws and Officer Agreement Contract. The Financial Aid Office will credit the student accounts once notified by the Student Activities Coordinator. Guidelines of the Business Office and the Financial Aid Office will dictate any disbursement of funds.

President:	\$500 per semester
Vice President:	\$450 per semester
Secretary:	\$350 per semester
Treasurer:	\$350 per semester
Curriculum Representatives:	\$250 per semester
Early College Representatives:	No stipend

ARTICLE VI

Officer Absence/Removal/Resignation and Disciplinary Actions

SECTION I

- A. Should the President-elect be forced to leave school, decide to quit the Student Government Association, or become unable to serve in the case of his/her absence or vacancy of office for any reason, the Vice President will fulfill the duties of the President. If the transition is abrupt or an emergency arises, at or near an event, the decision is made by appointment via the SGA Advisor until a formal vote can be held by the SGA Executive Board. A two-thirds majority vote of the Student Executive Board is required for the election of the new President in this case.

- B. The same process as stated in Article VI, Section I, A. for a vacant President position will be used in each of the other officer positions for the SGA Executive Board should they become expectantly vacant for any reason.
- C. All SGA Officers are subject to grounds of removal from an SGA role by the Student Services Administration if deemed necessary. Examples, for removal, include but are not limited to breaking the student code of conduct in any form, engaging in behavior that is harmful or damaging to the college and its reputation, destruction of SGA property, inappropriate behavior towards other students or administrators, false statements regarding the claim to SGA funds, lack of desire to complete officer role as outlined in contract/not fulfilling assigned duties. A student will be given a warning meeting if appropriate and then removed if behaviors do not improve.
- D. Any SGA officer or representative can be removed for appropriate cause (as deemed by the SGA Advisor) by a two-thirds majority vote of the SGA Student Executive Board.

SECTION VII.

Any officer who must leave school due to military or civil obligation may request a leave of absence for one semester. The student must be certain that their duty will only involve one semester and during their leave of absence, their office will be filled by the Vice-President or by appointment with the approval of the Student Executive Board and SGA Advisor. This is the only reason a leave of absence will be granted. If the student will miss two consecutive terms, their office will be filled permanently upon completion of their last term by following all constitutional procedures.

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