

Central Carolina Community College
Student Government Association *BYLAWS*

ARTICLE I
Purpose

The Bylaws shall be the working rules of the Central Carolina Community College SGA. 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 Advisors is responsible to implement the work of the Student Government Association as outlined in the Bylaws and SGA officer agreement contracts.

1. The SGA Advisor(s) 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 listed above will then be submitted to the Student Executive Board for review/approval at the first scheduled meeting of that body.
2. The SGA Student Executive Board will initiate, plan, and coordinate all student activities during the Summer Semester and Full Academic year. Planning, initiating, and execution of events will be monitored and directed by the SGA Advisor(s).
3. The Student Government Association of Central Carolina Community College shall host bi-weekly meetings each month to vote on important college matters that effect 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.
4. The Executive Board of the Student Government Association consisting of the SGA President, Vice-President(s), Secretary, Treasurer, Historian, Advisor(s) (a non-voting member(s)), and Club Chairs will meet at times and places designated by the SGA Advisor, who will serve as director. Meeting times will be established by majority of student officer 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.
5. All extracurricular clubs housed under Student Activities on all 3 Main Campuses must have a Club Chair member present during at least one SGA meeting per month in order to deliver club status reports and continue to have access to SGA/Student Activities funding. Student Clubs will be required to send one representative to one SGA meeting a month to serve as their respective club's chair. This Club Chair does not have to be the same person each month, just a member from the club to give reports.

ARTICLE III
Procedure for Becoming an SGA Officer

SECTION I

Any currently enrolled CCCC curriculum student, taking 8 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. A student whom is already serving as an SGA Officer may be allowed to fall below the requirement of at least 8 credit hours in the upcoming semester on a case by case basis as determined by the Student Services Administration. 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 petitions, campaigns, and voting shall be announced and posted two weeks before petitions 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(s), Secretary, Treasurer, and Historian should be elected by the third week of April before the last day of the Spring Semester of the year proceeding that in which he/she will serve. A person desiring to run for these stated offices must fully complete and return a petition/application within the designated time frame available. The person desiring to run shall have and maintain at least a 2.75 GPA to be considered to obtain a position and remain in office to receive scholarship refunds. 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(s) to remove him/her from the role.

SECTION IV

If during an application and campaigning time period, there are no candidates running against one another 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 procedure can be completed instead of hosting voting polls amongst each main campus. 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 Summer following the Spring election, and end at Spring graduation during the next academic year. All SGA Officers elected must sign an Officer Agreement Contract and attend a Summer leadership program. Students may be elected to each SGA office twice. Students appointed to an open, unfinished term may be still be elected twice to a full year term in that office.

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 Advisors during any point in the academic year. The approved candidate must then be voted in by the SGA Student Executive Board before being appointed. A scholarship 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(s) 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.
- G. Meet with SGA Advisor(s) 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. The SGA President will have a copy of the Central Carolina Community College Student Government Association Constitution on file and will be responsible for implementation of all articles and sections.
- J. 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 his/her absence or vacancy of office for any reason. If time allows a decision for which VP from the three main campus branches will fulfill the duties of the President will be voted on by the remainder of the Student Executive Board. If transition is abrupt, at or near an event, this decision will be temporarily made by appointment via the SGA Advisor until a formal vote can be held.
- B. Fulfills reasonable duties as delegated by the SGA President.
- C. Be responsible for maintaining the SGA Constitution.
- D. Serve as a liaison between all Student Services chartered clubs and organizations on each specific branch campus and the SGA.
- E. Be responsible for the compilation and maintenance of a current history/continuity record at specific branch campus.
- F. Set, post, and maintain a minimum of three (3) office hours per week on their respective campus.

- E. The Vice-President from the campuses of Lee, Harnett, and Chatham County aid and advise the President on branch campus reports and updates.
- G. Each officer must be familiar with and follow Robert's Rules of Order

SECTION III. SECRETARY

- A. Keeps accurate records of individual branch campus meetings and submits digital copies of all meeting minutes to the SGA Advisor no later than 2 days after the meeting is held. All meeting minutes from each campus 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/Co-Advisor(s) and President.
- D. Handles all official correspondence of the Student Government Association on individual branch campus. In the event that the Secretary is absent from a meeting, it is his/her responsibility to appoint a member of the SGA to take accurate minutes/records in his/her place and submit digital copies to the SGA Advisor.
- E. Keeps attendance role at all SGA meetings and records all voting procedures on individual branch campus.
- H. Helps facilitate communications between the three main campuses.
- I. Maintain official attendance records of each regular SGA meeting at specific campus branch and report to the SGA President any Student Executive Board member (including Club Chairs) who is in violation of the attendance policy.
- J. Set, post, and maintain a minimum of three (3) office hours per week.
- K. Attend to all written correspondence as deemed necessary.
- L. 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 or Co-Advisor(s) to be deposited into the SGA Foundation Account immediately.
- D. Be responsible for establishing and maintain SGA property inventories.
- E. Set, post, and maintain a minimum of three (3) office hours per week.

- F. Initiates authorization for payment of all bills acquired by the SGA during the academic year. This written authorization must bear the signature of the SGA President and Treasurer and be given to the SGA Advisor to present to the Dean and Vice President of Student Services for Central Carolina Community College 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 new elected SGA Treasurer begins serving a term in the Summer Leadership training for the following academic year.
- K. Each officer must be familiar with and follow Robert's Rules of Order

SECTION V. HISTORIAN

- 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.
- B. Maintain monthly activity board in the student common area of individual main campus branch.
- C. Coordinate publicity for all SGA Activities.
- D. Maintain and monitor up to date and appropriate content on CCCC SGA social media accounts; to include college website, Facebook, Instagram, Twitter, etc. If accounts do not currently exist, permission through the Marketing Department is required to create them.
- E. Set, post, and maintain a minimum of three (3) office hours per week.
- F. Develop a digital scrapbook 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 office and submitted to the SGA Advisor at the end of each academic year to download to Student Services storage drives.
- G. Publicize events and activities of the SGA and Student Activities throughout the college to include branch campuses when appropriate. Must follow the current publicity and posting policies of CCCC.
- H. Render reports of record keeping, social media account monitoring, and digital documentation as required by the President and SGA Advisor.
- I. 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 scholarship funded one at CCCC. 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 no less than 2.75.
- B. A student who wishes to serve on an affiliated National Board outside of Central Carolina Community College must be approved by CCCC Student Services Administration to do apply for a position within the National organization.

- C. Once a student is given permission to apply for a National Board position by the Student Services Administration, they must be elected to do so by the CCCC SGA Executive Board to do so 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 CCCC 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 bi-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 bi-weekly meetings throughout the semester. Officers will receive automatic dismissal if they miss three or more meetings, events, and/or posted office hours.
- B. SGA Officers must be present for the entire duration (set up through break down) of all assigned events hosted by the SGA. Emergencies, and case by case basis evaluation for excused absences will be handled by the SGA Advisor(s).
- C. All SGA Officers of the Executive Board must schedule a mid-semester check-in/evaluation meeting with the SGA Advisor(s) of their specific home campus to discuss strengths, areas for improvements, grades, and overall performance regarding the SGA.

ARTICLE V

SGA Officer Scholarships

SECTION I

- A. Elected Officers will receive Scholarships from the Student Activity Fee Account via Student Services in the amounts indicated below for the Fall and Spring semesters only. Scholarship stipends will be delivered in two portions each semester. Half of the percentage an officer receives will be paid at the midpoint of the academic semester, with the remaining half of the percentage being paid at the end of the semester. Scholarships 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 and Registrar Office will dictate any disbursement of funds.

President:	100% of tuition and fees
Vice Presidents:	75% of tuition and fees
Secretaries	75% of tuition and fees
Treasurer	75% of tuition and fees
Historians	75% or tuition and fees

***Note that all percentages listed will only be applied to up to 16 IN-STATE credit hours. If some student choses to take more than 16 credit hours in a given semester, the percentage for the scholarship awarded for the officer role will still only be applied to 16 credit hours. If some student choses to take less than 16 credit hours the percentage will only be applied to those hours the student is enrolled. All Out-of-state student officers will only receive payment for what IN-STATE tuition rates would cover.**

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, a Vice President will fulfill the duties of the President. If time allows a decision for which VP from the three main campus branches will fulfill the duties of the President will be voted on by the remainder of the Student Executive Board. If transition is abrupt or an emergency arises, at or near an event, this decision will be temporarily 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 student code of conduct in any form, destruction of SGA property, inappropriate behavior towards other students or administrators, false statements regarding 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 of their respective campus, or by appointment with the approval of the Student Executive Board and SGA Advisor(s). This is the only reason for which 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.