

**HALIFAX COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

PREAMBLE

We, the students of Halifax Community College, in order to establish better relationships and communication among students, administration, and faculty/staff, do hereby establish this Constitution for the Halifax Community College Student Government Association (HCC SGA). The function of this association is to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop college spirit.

ARTICLE I – PURPOSE

The Student Government Association shall be the official student organization to act in the common interest of the student body.

- A. The Student Government Association shall exist to promote political awareness, unity, student participation, and school spirit within the college.
- B. The Student Government Association shall serve as a liaison between Halifax Community College (HCC) administration, faculty/staff, and the student body.

ARTICLE II – MEMBERSHIP

The membership shall consist of all curriculum students currently enrolled at HCC, SGA Executive Officers, and groups, clubs, and organization Representatives hereafter identified as Delegates.

ARTICLE III – CODE OF CONDUCT

SGA Delegates are in leadership positions and must conduct themselves accordingly. All members shall act in a proper and acceptable manner at all times. Any member committing any action(s) that would bring discredit to the SGA, student body, faculty, staff, administration, or HCC in general, whether serving in an official capacity or not shall be subject to impeachment. Students **must** adhere to HCC's Code of Conduct or will be subject to dismissal.

Advisors are expected to conduct themselves in a proper and acceptable manner at all times. Advisors shall refrain from committing any action(s) that would bring discredit to the SGA, group, club, or organization, student body, faculty, staff, administration, or HCC in general, when serving in the official capacity as Advisor. Advisors shall treat students with the same level of respect as shown to them by the students.

ARTICLE IV – GOVERNANCE

Section A Executive power shall be vested in the SGA Executive Officers. All group, club, organization, and/or Advisor issues that result from unresolved conflict shall follow the chain of command as follows:

- 1. The SGA President and Chief Advisor shall be the first to hear and try to resolve the issue.
- 2. The Dean of Student Services shall be the next to hear the issue.

3. The Vice-President of Academic Affairs shall hear any issue unresolved by the Dean of Student Services.
4. The President will hear issues unresolved by the Vice-President of Academic Affairs.
5. The Board of Trustees shall hear issues unresolved by the President.

ARTICLE V - SGA MEMBERSHIP

Section A SGA Executive Officers and Delegates shall make up the SGA Membership. Student Government Officers shall consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Information Officer
6. Parliamentarian (appointed)
7. The term of all offices shall be from July 1 to June 30 (fiscal year).

Section B Duties of the Student Government Association

Delegates acting in an official HCC SGA capacity and having the opportunity to learn outside of the classroom may on occasion be absent from class. The Delegate shall be granted an excused absence from a class. SGA Executive Officers shall:

1. Act in their official SGA capacity during SGA functions, meetings, and events.
2. Conduct SGA meetings at least once per month throughout their term in office using *Roberts Rules of Order-Newly Revised*.
3. Attend State N4CSGA meetings/conferences (budget allowing).
4. Provide an Orientation Workshop for newly elected officers.
5. Assist in all areas deemed desirable by SGA Advisors and HCC Administrative Staff.
6. Attend and assist with SGA sponsored/co-sponsored activities.

Section C Duties of the President

1. Serve as Chief Executive Officer of the SGA.
2. Serve as an ex officio member of the Board of Trustees.
3. Shall be the first to hear and try to resolve any issues that occur with delegates or Advisors.
4. Shall be responsible for the management of the SGA Budget (i.e., meet quarterly with Advisors, Dean of Student Services, Vice President of Administrative Services, and administrative staff) to ensure that the SGA follows state guidelines.
5. Provide Governance and serve as a liaison to all groups, clubs, and organizations and their Advisors, by resolving any issues related to student life at HCC.
6. Remit to the Dean of Student Services any issues that cannot be resolved according to Article 5; Section C.5.
7. Chair SGA meetings at least once per month throughout the term in office using *Roberts Rules of Order-Newly Revised*.
8. Review the Agenda with Advisors 10 days prior to meeting; making changes as deemed appropriate.
9. Initiate projects and programs as deemed necessary for the welfare of other student clubs/organizations and individual students.
10. Authorize and approve all publications of the organization.

11. Call unscheduled, special meetings of the SGA Executive Board.
12. Act as the official representative of the SGA in all matters concerning the student body.
13. Shall have no veto power over Executive Committee decisions, except in the case of decisions made that are not in the best interest of HCC.
14. Vote only to break a deadlock or tie vote in Executive Board meetings.
15. Appoint as deemed necessary the SGA Parliamentarian (ex-officio).
16. Assist in all other areas deemed desirable by the SGA.
17. Attend and assist with SGA sponsored/co-sponsored events.

Section D Duties of the Vice President

1. Assume all duties of the President should the President be unable to fulfill the duties of office.
2. Fulfill all duties as delegated by the President.
3. Assist in all other areas deemed desirable by the SGA.
4. Attend and assist with SGA sponsored/co-sponsored events.

Section E Duties of the Secretary

1. Record and maintain the records, including official records of attendance of the SGA.
2. Prepare and submit the Agenda to the President for approval at least 10 working days before the next meeting.
3. Disseminate Meeting Minutes to SGA Officers at least 5 days prior to a meeting.
4. Submit a complete set of minutes (regular and called) of all SGA meetings for file and future reference to the Dean of Student Services at the end of the academic year.
5. Secure travel and lodging for all SGA events that take place off-campus and/or out of the service area.
6. Inform Club or Organization Advisors of the possible dismissal of a Representative based on club attendance.
7. Provide Dismissal Notification in writing to the Advisor within one (1) week after the third absence based on club attendance.
8. Assist in all other areas as deemed desirable by the SGA.
9. Attend and assist with SGA sponsored/co-sponsored events.

Section F Duties of the Treasurer

1. Have accurate knowledge of the records and funds for SGA.
2. Record and maintain all financial transactions of the SGA for file and future reference.
3. Secure pricing information for products and services to submit to the SGA Executive Board for approval to purchase.
4. Prepare requisitions for products and services to submit to the Business Office for all SGA financial transactions.
5. Prepare Request for Reimbursement for submission to the Business Office to close out Requisitions within 30 days of activity.
6. Coordinate all Vendor contracts with the Vice President of Administrative Services for submission to the SGA President and Advisors.
7. Make all HCC Cashier Office Deposits with SGA Treasurer, SGA President, and Advisor signatures.
8. Reconcile receipts with expenditures with SGA President and Advisors to be signed by all listed.
9. Assist in all other areas as deemed desirable by the SGA.

10. Attend and assist with SGA sponsored/co-sponsored events.

Section G Duties of the Public Information Officer

1. Inform students of all SGA, club, and organizational activities through the use of Blackboard, monthly calendars, flyers/posters, G-mail, GroupWise, Marquee, Face Book/My Space, and any other appropriate means of communication.
2. Meet with HCC Public Information Officer as deemed necessary.
3. Take photos to record and preserve the history of all SGA events.
4. Maintain all SGA Bulletin Boards.
5. Maintain the SGA web page.
6. Post Meeting Minutes and calendars on SGA webpage.
7. Disseminate student body concerns to the SGA for discussion and/or resolution.
8. Assist in other areas as deemed desirable by the SGA.
9. Attend and assist with SGA sponsored/co-sponsored events.

Section H Duties of the Parliamentarian

1. Interpret the SGA Constitution.
2. Provide an interpretation of *Roberts Rules of Order-Newly Revised*.
3. Maintain order during meetings.
4. Prepare SGA Intent to Run Forms, Election Ballots, and Pledge to Serve Forms.
5. Schedule candidate speeches during Spring Fling.
6. Tally candidate voting results and report them to the Advisor(s).
7. Coordinate all surveys with the Director of Institutional Effectiveness; conduct all surveys and report findings to the Advisors and Director of Institutional Effectiveness.
8. Serve as ex officio member of the SGA Executive Board.
9. Assist in all areas as deemed desirable by the SGA.
10. Attend and assist with SGA sponsored/co-sponsored events.

Section I Duties of SGA Delegates

1. Attend all meetings.
2. Represent your respective group.
3. Serve as liaison between the SGA, your club or organization, and the entire student body.
4. Impeach and remove from office any elected student official.
5. Perform any other tasks assigned to them as deemed desirable by SGA.
6. Assist in all areas as deemed desirable by SGA.
7. Attend and assist with SGA sponsored/co-sponsored events.
8. Attend State N4CSGA meetings/conferences (budget allowing).

Section J Termination of SGA Members

1. Failure to register as a student (at least 6 curriculum credit hours).
2. Voluntary withdrawal from the college.
3. Suspension from the college.
4. Academic or Financial Aid probation.
5. Written resignation.
6. Student not in "good standing" with HCC.
7. Executive Officers who do not maintain a cumulative GPA of 2.5/4.0 or better.

8. Failure to carry out duties of the position, or duties assigned by the President or an Advisor.

Section K Replacement of SGA Members

1. In the event no officer is available to assume the vacated position, the vacancy shall be filled by appointment within thirty (30) days of the announcement of the vacancy, or
2. Shall be filled by appointment at the next regularly scheduled meeting.
3. Appointees shall be named by the SGA President and SGA Advisors.

Section L Absences

1. Attendance for SGA meetings is required.
2. A Delegate absent for three (3) meetings without "good cause" shall be dismissed.
3. Delegates unable to attend a meeting shall have the responsibility to notify the Advisor prior to the meeting when possible.
4. For unexpected absences, Delegates are responsible for notifying the Advisor as soon as possible after the meeting.
5. It shall be the duty of the Secretary to inform club or organization Advisors after the second absence of the possible dismissal of a Representative.
6. Dismissal notification shall be presented in writing to the Advisor within one (1) week after the third absence.

ARTICLE VI – DEAN of STUDENT SERVICES

Section A The Dean of Student services shall serve as an ex officio member to all groups, clubs, and organizations.

1. Although the Dean of Student Services shall have no voting rights, he or she shall be recognized by the Chair in the same manner as voting members to discuss, debate, and/or advise on any matters under consideration.
2. Hear issues that are unable to be resolved by the SGA President and Chief Advisor.

ARTICLE VII - ADVISORS

Section A The Chief Advisor and/or Co-Advisor to the Student Government Association shall be a full-time employee of HCC. No advisor shall have voting power.

1. The SGA advisor shall make recommendations as to the course of action to be taken by the SGA in accordance with the Constitution and with College policies and guidelines.
2. Advise SGA only.
3. Be present at each meeting.
4. Shall be in attendance for the entire meeting.
5. Shall ensure that club and organization Constitutions as well as the SGA Constitution are enforced.
6. Shall not allow any other Constitution to supersede that of the SGA as Ratified, and approved by the Board of Trustees.

Section B Duties of the SGA Advisors

1. Determine the eligibility for office for all SGA Members.

2. Ensure that the Constitution is enforced.
3. Provide annual Advisor Orientation Training.
4. Act as an Advisor to only one club or organization at a time to avoid a Conflict of Interest or what may be perceived as a conflict.
5. Advise SGA President in resolving any issues that occur with delegates or Advisors.

Section C Although the SGA Advisor(s) shall have no voting rights, they shall be recognized by the Chair in the same manner as voting members to discuss, debate, and/or advise on any matters under consideration.

Other group, club, or organization Advisors shall be voluntary or by appointment and shall fall under the rules as set forth in Article VII; Section A. 1,2,3,4,5,6 and Section B. 1,2,3,4,5 specific to their club or organization.

ARTICLE VIII – ELECTION OF OFFICERS

Section A During the Spring Semester an election shall be held. The student body through electronic and/or paper ballot shall elect SGA Executive Officers.

Section B All SGA Candidates shall make known their “Intent to Run” in writing, to a SGA Advisor at least ten (10) days prior to Election Week.

Section C Qualifications for Executive Officer Candidates

7. ALL candidates must be half-time HCC curriculum students (6 Hours).
8. ALL candidates must be in good academic and financial standing with HCC at the time of announcing their candidacy and throughout the term in office.
9. All first semester students are deemed to be in “good standing” unless otherwise indicated.
10. ALL candidates shall have and maintain a cumulative GPA of 2.5/4.0 or better.
11. Additionally, Presidential Candidates must have been enrolled for two (2) current and consecutive semesters and submit a letter of Recommendation from a current HCC faculty member.

Section D Election Procedures

1. There shall be one (1) week designated as Election Week (Week of Spring Fling).
2. All Candidates **must** make a campaign presentation during Election Week.
3. Candidates failing to make said presentation shall be excluded from the ballot.
4. SGA President and Advisor(s) may consider special circumstances that prevented a Candidate from being able to make said presentation.
5. SGA President and Advisor(s) may consider special circumstances when there is no candidate for an office during Election Week.
6. Voting shall be conducted by electronic or paper ballot.
7. The rules of the election shall be explained on the ballot.
8. ALL Executive Officers shall be elected by secret ballot.
9. A candidate shall be declared the winner by a simple majority of the votes cast.
10. A Run-Off election between the two Candidates receiving the highest number of votes shall be held in the event of a tie within five (5) days following the day of the initial election.

11. A recount of votes cast may be demanded, after showing due cause, by a candidate within five (5) academic days following an election. The recount shall be completed within five (5) academic days following the regular election.
12. ALL currently enrolled HCC curriculum students are eligible to vote.
13. Winners of the election shall be notified personally.
14. ALL ballot results shall be maintained for at least two (2) weeks after the election date.
15. Any individual contesting the results must make known the intent to contest within two weeks from the date of the election.

Section E Inauguration - The Inauguration of newly elected Executive Officers shall take place no later than the last day of the Spring Semester.

ARTICLE IX – FORMATION OF A CLUB or ORGANIZATION

Students are encouraged to take an active role in the groups, clubs, and organizations on campus. Students are encouraged to establish new clubs and HCC chapters of national organizations that fulfill the objectives of HCC. Membership shall consist of curriculum students only; with faculty and staff appointed or voluntarily serving as advisors. Advisors shall not have membership in any student organization. To charter a group as a club or organization, the following must be filed with the SGA President:

1. Name of club/organization.
2. Purpose of club/organization.
3. Name of Advisor(s) consisting of one Senior and one Co-Advisor with a ratio of two advisors to twenty student members.
4. Names of a minimum of ten (10) Charter Members.
5. A Constitution and/or written statement which includes the following statements:
 - A. Only curriculum students registered at HCC shall be Officers and/or voting members of the club or organization.
 - B. All criteria for membership should be clearly specified.
 - C. NO discrimination on the basis of race, creed, gender, age, sexual orientation, disability, or socioeconomic status shall exist within any club or organization.
6. ALL clubs and organizations **must** appoint a SGA Representative.
7. ALL clubs and organizations **must** have representation at all SGA meetings in order to receive any SGA funding.
8. All chartered clubs and organizations **must** during the regularly scheduled meeting submit their calendar of events to the SGA Secretary.
9. All clubs and organizations **must** announce their meeting and activity information monthly through the use of Blackboard, monthly calendars, flyers/posters, G-mail, GroupWise, Marquee, Face Book/My Space, and any other appropriate means of communication.

The SGA Executive Board Officers shall approve the Charter request. The approved Charter request is then submitted to the Dean of Student Services. A Charter shall be issued to the club or organization upon approval from the Dean of Student Services. HCC shall disband any student club or organization found guilty of violating HCC, State, or Federal policies, procedures, and/or laws.

Groups wishing to become a chartered clubs or organization **must** submit the following information to the SGA President:

1. Dates, times, and locations of regularly scheduled meetings.
2. Names, addresses, and phone numbers of all Officers.
3. Information regarding Regional, State, and National affiliations.
4. Minutes of Meetings.

ARTICLE X - STUDENT GOVERNMENT ASSOCIATION STUDENT SCHOLARSHIPS

The Student Government Association shall manage the concession stand at The Centre; providing opportunities for all clubs and organizations as well as for The Centre to share in the profits.

Section A The club or organization that assists the SGA with concessions shall be eligible for 25% of the net profits.

1. The Centre shall be eligible for 25% of the net profit.
2. The remainder of the proceeds (50%) shall be deposited into the SGA Scholarship Fund.
3. The proceeds shall be deposited directly into the club, organization, or Centre account per Memorandum to the finance office Controller.
5. Clubs and organizations shall work with the SGA on all concession ventures to ensure that equal opportunities are provided to participate with the SGA in concession fundraising.
6. No club or organization shall operate the concession stand without partnering with the SGA.

ARTICLE XI – AMENDMENTS

Section A Amendments to the Constitution may be proposed by Representatives, or by petition signed by twenty (20%) of the SGA membership. If the proposed amendment is approved by a two-thirds SGA vote the amendment shall be ratified.

Section B This Constitution can be amended or rewritten at any regular meeting by a two-thirds majority SGA vote provided the amendment was submitted in writing at the previous regular meeting.

Section C **ALL** amendments **must** be approved by HCC Board of Trustees.

ARTICLE XII - RATIFICATION

Ratification of this Constitution shall be by two-thirds SGA Executive Officer vote.

Revised-Ratified-Board Approved June, 2010