7.4 Student Government Association and Student Activities Council

Last Revised: February 2012

Policy: Piedmont Community College provides a voice for students through the Student Government Association (SGA) and the Student Activities Council (SAC).

Purpose/Definitions: Piedmont Community College is committed to providing student interaction with the College administration. The Student Government Association (SGA) promotes the general welfare of the College in a democratic manner and facilitates communication among the student body and with the administration. The Student Activities Council (SAC) provides program opportunities for students that will enhance and support their educational experience.

Student Government Association (SGA)

The executive officers (as defined in the SGA Constitution) and the Senate (representation is defined in the SGA Constitution) will serve as the governing body of the student government and will focus on the following activities:

- Student representation: The SGA Executive Council will reactivate and work with the Student Senate to make sure that all students have the opportunity to have their issues heard and addressed.
- Community relations: activities such as the Angel Tree, bloodmobile, and other community services
- Student issues: current issues and needs of students, and needs of future students
- Communication: finding better ways to communicate what is happening on campus through Facebook, the student newspaper, and community resources
- Student involvement: getting more students involved in activities and organizations on campus, and encouraging the formation of new clubs and organizations that will encourage increased student involvement
- Student clubs: reviewing the activities of current clubs and organizations on campus and chartering new clubs and organizations.
- Leadership development: utilizing workshops and conferences to expand the development of student leadership
- Funding: managing, allocating, and evaluating the use of budgeted funds generated by the Student Activity Fee and other sources.

Student Activities Council (SAC)

The SAC provides a variety of campus activities for students and is made up of interested students and representatives from active clubs and organizations on campus. Funds will be allocated from the Student Activity Fee by the SGA to provide program opportunities for students. The SAC will focus on the following activities:

- providing opportunities for students to be involved in a variety of activities that will support and enhance their academic experience
- providing quality experiences for all students on both the Person and Caswell County Campuses
- soliciting input from the College community on what activities and programs would be of interest
requesting, managing, and evaluating the use of the funds budgeted by the SGA in order to provide the best use of the Student Activity Fees.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority.

**Procedure:**

1. All activities of the SGA are directed by the Constitution and Bylaws of the Student Government Association of Piedmont Community College (Exhibit 7.4).
2. The organization, expenditures, and activities of the Student Government Association (SGA) are under the supervision of the Dean, Student Development.
3. The Dean, Student Development, with the approval of the Vice President, Instruction and Student Development appoints an SGA advisor.
4. The Coordinator of Campus Activities will serve as the advisor for the Student Activities Council.

**Legal Citation:**

**History:** Effective February 1976; Revised December 1980, October 2001; Reviewed March 2011; Revised February 2012
Exhibit 7.4

PREAMBLE

We, the students of Piedmont Community College, in order to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to promote the growth and development of the College, and to promote College-community relations, hereby establish this Constitution and Bylaws.

ARTICLE I. COMPOSITION OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. The Student Government Association will be composed of the Executive Council, the Student Senate, and the students of Piedmont Community College.

Section 2. Every registered student will be governed by the Constitution and Bylaws of the Student Government Association.

ARTICLE II. THE SGA ADVISOR(S)

Section 1. The SGA advisor(s) will consist of faculty and/or staff members appointed by the Dean, Student Development and subject to the approval of the Vice President, Instruction and Student Development.

Section 2. The SGA Advisor(s) will serve as a mentor to the Executive Council members by providing overall vision, promoting a democratic approach to planning and decision making, encouraging teamwork, and monitoring the execution of SGA objectives.

Section 3. The SGA Advisor(s) will monitor the SGA budget and the Treasurer’s handling of the SGA budget.

Section 4. The SGA Advisor(s) will uphold the SGA Constitution and strive to abide by the instructions contained within.

Section 5. The SGA Advisor(s) will counsel SGA executive officers concerning instances of non-compliance with the Constitution and Bylaws or poor performance in their duties as SGA Executive Officers as specified in the SGA Constitution. Should an officer require removal from his or her position, the SGA Advisor(s) will notify the individual and the Dean, Student Development.

Section 6. The SGA Advisor(s) will maintain SGA records of financial expenditures, grant requests, election material and results, and any other SGA-pertinent materials.

ARTICLE III. EXECUTIVE COUNCIL

Section 1. AUTHORITY AND COMPOSITION – The executive power of the students will be vested in an Executive Council composed of the Student Government Association President, Vice-President, Secretary, Treasurer, Parliamentarian, Publicity Officer, and the Caswell Member-at-Large.
Section 2. POWERS – The Executive Council will act as a liaison between the Student Government Association and the administration and faculty of Piedmont Community College.

Section 3. MEETINGS – The Executive Council will meet at least once a month with the Student Government Association Advisor.

Section 4. COMPENSATION – The Executive Council members will receive tuition reimbursement at the end of each semester of office (fall and spring semesters only) in accordance with the regulations stated in Article VI.

ARTICLE IV. OFFICERS

Section 1. The President of the Student Government Association will:
   a) be the chief executive officer of the Student Government Association;
   b) enforce all decisions of the Executive Council and execute all administrative responsibilities of the Executive Council;
   c) represent the Student Government Association in relations with the administration and with students of other academic institutions;
   d) sign all documents, minutes, budgets, or other measures approved by the Student Government Association;
   e) call and preside at all meetings of the Senate, the Student Government Association, and the Executive Council;
   f) approve all disbursements and requisitions of the Student Government Association funds in the absence of the Treasurer;
   g) serve as an ex-officio member of all the committees of the Student Government Association;
   h) appoint students to committees where appropriate with approval of the Executive Council;
   i) call special meetings of the Executive Council as necessary;
   j) serve as an ex-officio member to the Piedmont Community College Board of Trustees; and
   k) vote only to break a tie.

Section 2. The Vice President of the Student Government Association will:
   a) preside at all meetings of the Executive Council, the Senate, and the Student Government Association in the absence of the President;
   b) assist the Student Government President in the performance of his/her duties;
   c) exercise the powers of the Student Government President when the President is unable to do so;
   d) succeed to the office of President if the President is unable to continue his/her duties;
   e) serve as editor of the student newsletter; and
   f) serve as a voting member of the Executive Council.

Section 3. The Secretary of the Student Government Association will:
a) maintain records and minutes of all meetings of the Executive Council and provide a copy of each to the Dean, Student Development within five days of all meetings;
b) maintain minutes of all meetings of the Student Government Association;
c) assist the Student Government Association President in the performance of his/her duties;
d) compose reports as requested by the President;
e) attend to all correspondence of the Executive Council; and
f) serve as a voting member of the Executive Council.

Section 4. The Treasurer of the Student Government Association will prepare an annual budget in March for presentation to the Executive Council. The budget approved by the Executive Council will then be forwarded by the Student Government Association President to the Dean, Student Development and the Vice President, Instruction and Student Development, then to the President of the College for adoption by the Board of Trustees. The budget must show anticipated revenue from student activity fees and projected disbursements for student activities such as student clubs, events, dances and other socials, the student newspaper, and similar activities. The SGA’s financial records will be maintained in the College business office and will be audited by the North Carolina State Auditor’s Office. Unspent funds will be carried forward according to the practices, rules and regulations of the College business office.

In addition, the Treasurer of the Student Government Association will:

a) approve all disbursements and requisitions of Student Government Association funds;
b) maintain records of all allocations and expenditures of Student Government Association funds;
c) have the authority, at the request of the Student Government President, to audit the financial records of any student organization that receives funds from the Student Government Association budget or is recognized and accredited by this Constitution and Bylaws;
d) collect and deposit funds from SGA-related fund raising activities; and
e) serve as a voting member of the Executive Council.

Section 5. The Parliamentarian of the Student Government Association will:

a) establish and maintain parliamentary order at the business meetings of the Piedmont Community College Student Government Association;
b) act as advisor to the Executive Council in the interpretation of the Student Government Association Constitution;
c) serve as a voting member of the Executive Council;
d) oversee the election of Student Government Executive Council members as established in the Student Government Association Constitution;
e) conduct and report on Student Government Association surveys and research as necessary to establish the constituency, and research any concerns of the membership as deemed necessary by the Executive Council;
f) assist in all other areas related to parliamentary procedure as deemed desirable by the Executive Council and the purposes of this organization; and

g) interpret the SGA Constitution according to *Robert’s Rules of Order, Newly Revised* and the N4CSGA Constitution.

Section 6. The Caswell Member-at-Large will:

a) coordinate all activities with the Executive Council at the Caswell Campus;
b) serve as a representative of the Caswell Campus in all Student Government decisions;
c) serve as the liaison between the Caswell Campus administration and the Executive Council;
d) maintain a presence on the Caswell Campus; and
e) serve as a voting member of the Executive Council.

Section 7. The Publicity Officer will:

a) serve as liaison between the Director, Public Information and the Executive Council;
b) prepare and release publicity to the appropriate media under the direction of the Executive Council;
c) release public information to the Student Senate, the students of Piedmont Community College, and advisors, as directed by the Executive Council;
d) serve as a voting member of the Executive Council;
e) serve as media coordinator for the Student Government Association when necessary, and with the approval of the Executive Council;
f) direct the printing and publication of the SGA newsletter (The Pacer);
g) assist the Vice President in the maintenance of the historical records of the organization; and
h) assist in all other areas related to public information as deemed desirable by the Executive Council and the purpose of the organization as a whole.

ARTICLE V. ELECTION AND POWERS OF THE EXECUTIVE COUNCIL

Section 1. Elections for Student Government Association officers will be held by the third Friday in March. If elections are not held by this date, elections will be held by the second week in April.

Section 2. All candidates for office must announce their candidacy within ten (10) school days prior to the election and must be prepared to present their qualifications to the student body in written and/or oral presentations according to rules established by the Student Government Association.

Section 3. The office of President on the Executive Council is open to students who are or who have been active members of a PCC student club for at least one semester, with membership completed before the spring election. Also, candidates for SGA President must have completed at least one semester as an active member of the Student Activities Council (SAC).
Section 4. All candidates for office must be enrolled and have received credit for six (6) hours during the previous semester with a cumulative 2.5 G.P.A. in an Associate Degree, Diploma, or Certificate program.

Section 5. Full and part-time enrolled curriculum students may vote for officers.

Section 6. All candidates for office shall be elected by a majority of student votes cast during the time of the annual election.

Section 7. All student votes shall be cast by secret ballot, and no soliciting at the polls will be permitted.

Section 8. The annual election will be under the supervision of the Dean, Student Development or his/her designee.

Section 9. The Executive Council is authorized to conduct SGA business between regular scheduled meetings as needed with ratification at the next scheduled meeting.

ARTICLE VI. REGULAR GOVERNING OFFICERS

Section 1. Any officer failing to maintain at least a 2.5 cumulative GPA each semester will forfeit his/her office and will be ineligible for tuition reimbursement.

Section 2. Any officer who is absent for more than three (3) regularly scheduled meetings without an official excuse from the SGA Advisor will forfeit his/her office.

Section 3. Any officer who does not enroll for a minimum of six (6) credit hours per semester (fall and spring only) and who does not earn credit for at least six (6) credit hours per semester (fall and spring only) will forfeit his/her office and will be ineligible for tuition reimbursement.

Section 4. If an officer resigns, leaves school, or is removed from office, the Executive Council will appoint a person to serve until the next scheduled election for that office. The Dean, Student Development must approve the selection.

Section 5. If an officer acts in any way in violation of the Piedmont Community College Code of Conduct, he/she will be treated as any other student and will be subject to the same disciplinary actions. In addition, the Dean, Student Development has the authority to remove the officer from office, in addition to any other appropriate disciplinary actions. The officer thus removed may appeal this decision through the Grievance and Student Appeal Procedure. If removed from office, the officer will be ineligible for tuition reimbursement.

Section 6. Collectively, SGA officers must maintain a minimum of 10 posted office hours in the SGA office and be available to hear student comments.

ARTICLE VII. STUDENT SENATE

Section 1. The Student Senate will be comprised of one student and an alternate from each curriculum program. The Senate members and/or alternates will act as representatives for each program area in the planning and implementing of student activities and programs for Piedmont Community College.

Section 2. Each Student Senate representative and alternate will be appointed by a designated instructor(s) for each curriculum area no later than ten (10) days following the first day of class at the beginning of fall semester.

Section 3. If a member of the Student Senate resigns or withdraws from school, a substitute will be appointed by the curriculum area instructor(s).
Section 4. If curriculum students fail to convene a Student Senate, the Executive Council will act as the Student Senate and receive input from students of Piedmont Community College.

ARTICLE VIII. MEETINGS

At least one meeting of the Student Government Association will be held each semester. The Student Government President will preside at these meetings and will ask for reports from all committees. Meetings will be held at both day and evening times to allow all students to attend, and meetings will alternate between the Caswell and Person Campuses.

ARTICLE IX. REQUIREMENTS FOR STUDENT CLUBS AND ORGANIZATIONS

Section 1. A proposed student club or organization must display evidence of a sound organizational philosophy and must select faculty or staff advisors and recruit at least three (3) student members. Each proposed student club or organization must submit to the Student Government Association a petition for authority and a proposed constitution and bylaws to show just cause for the organization’s existence. Each student club or organization will receive its charter after the SGA has reviewed and approved the proposed constitution and bylaws.

Section 2. For a club to be considered eligible to receive funds from the SGA budget, representatives of the club must actively participate in the Student Senate or in SGA events. In addition, the club must issue a written request to the President of the SGA specifying the amount needed, how the funds are to be spent, and what funds the club has raised or will raise through the club’s own fundraising efforts.

ARTICLE X. ADMINISTRATIVE RELATIONSHIPS

Section 1. It is recognized that any authority vested in the SGA is delegated authority and may be withdrawn by the College administration.

Section 2. Any action taken by the Student Government Association is subject to review and approval by the President of Piedmont Community College.

ARTICLE XI. AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by a majority vote of the Student Senate, by a petition filed by 20 percent of eligible students, or by the Executive Officers of the Student Government Association if the Student Senate is not formed.

Section 2. Proposed constitutional amendments by the Student Senate or eligible students of Piedmont Community College will be announced to all eligible students at least one (1) week prior to the referendum. The referendum will be held no later than two (2) weeks after the petition or majority vote of the Student Senate. A two-thirds majority of eligible students voting is required to enact an amendment.

Section 3. If an executive officer proposes an amendment to the Constitution, a majority vote of the executive officers is required to approve the amendment.
Section 4. Approved amendments will become effective after the proposal for the amendment has been passed.

ARTICLE XII. RATIFICATION

Section 1. To accomplish ratification of the Constitution, it will be presented to eligible students at least one (1) week prior to the referendum. A two-thirds majority of the votes cast in the referendum must be in the affirmative for ratification. The President of the College and the Board of Trustees must approve the document.

Section 2. This Constitution will take effect on the first day of the new semester following ratification.

ARTICLE XIII. DISSOLUTION

In the event that the Student Government Association should be dissolved, all assets, after all just debts have been paid, shall be turned over to Piedmont Community College or to the Piedmont Community College Foundation. Should the College or the Foundation be unable, or unwilling, to accept these assets, they will be distributed to a local fund, foundation or corporate organized and operated exclusively for the purposes specified in Section 501 © (3) of the Internal Revenue Code.

Legal Citation: N/A