

**STUDENT GOVERNMENT CONSTITUTION
CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION
OF WILKES COMMUNITY COLLEGE**

Under authority granted by the Board of Trustees, and the Administration, we the students of Wilkes Community College, in order to achieve the goals set forth in the college's Purpose Statement, do ordain and establish this constitution of the Student Government Association, hereafter referred to as the SGA.

ARTICLE I: EXECUTIVE COMMITTEE

Section I. The executive power of the SGA shall be vested in the president, vice president, secretary/treasurer, and the public information officer, hereafter referred to as the Executive Council, as further expressed in this constitution.

Section II. To be eligible to run for an executive office, a student must carry the minimum credit hours required for full-time status at Wilkes Community College (with a minimum of at least 6 credit hours on campus), and have a cumulative grade point average of 2.5. (Note: If the student has a lapse in enrollment, only the most recent period of continuous enrollment will be used to calculate the grade point average.) The student must maintain a cumulative grade point average of 2.5 and a semester grade point average of 2.25 after election. Removal from office will result if the official fails to carry the minimum course load of twelve (12) credit hours or if the cumulative grade point average drops below 2.5 or the semester grade point average drops below 2.25. The student will also be asked to submit an application with the SGA advisor prior to the election.

Section III. Each executive office shall begin June 1st and terminate the last day of May the following academic year.

Section IV. Duties of the President:

- A. Preside over all meetings of the SGA.
- B. Supervise the SGA executive board.
- C. Represent the student body at occasions and functions as appropriate.
- D. Maintain at least ten (10) office hours per week.
- E. Assume all other powers not granted to other officers elsewhere in this constitution or as specified in the by-laws.
- F. If the office of president is vacated between October and April, the vice president will assume the position. An election will then be held to select a new vice president.
- G. Assist with selecting activities/events and dates for the student activity calendar.
- H. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- I. Represent WCC at state and western region N4CSGA meetings

Section V. Duties of the Vice President:

- A. Become familiar with the responsibilities, powers, and duties of the president.
- B. In the absence of the president, carry out the duties of the president.
- C. Coordinate leadership training for the SGA as needed.
- D. Coordinate the preparation of the SGA/Student Activities Scrapbook throughout the school year.
- E. Maintain at least ten (10) office hours per week.
- F. Perform any other duties and functions incident to the office of vice president or as specified in the by-laws.
- G. Assist with selecting activities/events and dates for the student activity calendar.
- H. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- I. Represent WCC at state and western region N4CSGA meetings

Section VI. Duties of the Secretary/Treasurer:

- A. Record accurately and preserve the minutes of all regular and special sessions of the SGA.
- B. Record attendance of each SGA meeting to be included in the minutes.
- C. Keep volunteer records up-to-date after each event/activity.
- D. Keep up-to-date on the financial status of the SGA accounts.
- E. Maintain at least ten (10) office hours per week.
- F. Perform all other duties and functions incident to the office of secretary/treasurer or as specified in the by-laws.
- G. Assist with selecting activities/events and dates for the student activity calendar.
- H. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- I. Represent WCC at regional and state N4CSGA meetings

Section VII. Duties of the Public Information Officer:

- A. Coordinate publicity for all SGA and student activity events.
- B. Coordinate the recognition program for the SGA.
- C. Write articles for press release in student publications.
- D. Coordinate all elections held throughout the academic year.
- E. Maintain at least ten (10) office hours per week.
- F. Perform all other duties and functions incident to the office of public information officer or as specified in the by-laws.
- G. Assist with selecting activities/events and dates for the student activity calendar.
- H. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- I. Represent WCC at state and western region N4CSGA meetings

Section VIII. Duties of the Parliamentarian:

- A. Provide all club and SGA members and the executive board with training on simple parliamentary procedure (how to state a motion, rules of debate, quorums, etc.)
- B. Maintain a copy of the SGA constitution and bylaws at every general and executive SGA meeting.
- C. Sit in close proximity to the presiding officer during meetings.
- D. Make sure that the meetings adhere to the agenda.
- E. Assist with the coordination of motions and resolutions.
- F. Keep track of the order of those wishing to speak, motions, amendments, voting, etc.
- G. Assist with the election and voting procedures.
- H. Support the president in maintaining order and adhering to time schedules.
- I. Maintain at least ten (10) office hours per week.
- J. Perform all other duties and functions incident to the office of public information officer or as specified in the by-laws.
- K. Assist with selecting activities/events and dates for the student activity calendar.
- L. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- M. Represent WCC at state and western region N4CSGA meetings

ARTICLE II: SENATE

Section I. To help with recruitment and encourage students to join and participate in SGA, there will be five (5) sophomore and five (5) freshmen senators.

Section II. To be eligible to run for the office of senator, the student must be willing to actively participate in SGA and volunteer at various activities/events. He/she must be in good academic standing and carry a minimum course load of nine (9) credit hours. Any student seeking a position as a sophomore senator must also have a 2.5 cumulative grade point average and a semester grade point average of 2.25 to be eligible for sophomore status at the end of the current semester. Students filling both the freshmen and sophomore senator seats must maintain a cumulative grade point average of 2.5 and a semester grade point average of 2.25 after election. The student will also be asked to submit an application with the SGA advisor prior to the election.

Section III. The office of freshmen senator shall begin immediately after elections are held in the fall semester and terminate the last day of May in that same academic year.

Section IV. The office of sophomore senator shall begin June 1st following spring elections and terminate the last day of May in the spring semester of the following academic year.

ARTICLE III: MEMBERSHIP

Section I. Voting Membership

The voting membership of the SGA shall be composed of the Executive Council, the Senate and the Club Representatives.

Section II. General Membership

The general membership of the SGA shall be composed of any curriculum students who has been issued a valid student I.D. who wish to participate in the SGA.

Section III. Meetings

The president of the SGA shall preside over the SGA meetings. In the absence of the president, the vice president shall lead the meeting. All meetings shall be conducted according to the parliamentary procedures as outlined in Robert's Rules of Order. A fifty percent (50%) majority of the voting members must be present to conduct business.

Section IV. By-laws

Any part of the by-laws can be amended by a two-thirds (2/3) majority vote of the quorum of the current voting membership of the SGA.

Section V. Vacancy of Office

Guidelines for filling the president's office are listed under the duties of the president. Any other position that becomes open during the academic year will be filled by a vote of the voting membership of SGA. The vacancy must first be announced in an SGA meeting and voting upon candidates for the position cannot occur until at least the following SGA meeting. Qualifications for each office will be followed according to the guidelines previously listed in this document. The candidate receiving a simple majority of the votes of the quorum of the voting membership shall assume the office.

ARTICLE IV: ELECTIONS

Section I. Qualifications for Voting

Any student paying Student Activity fees shall be entitled to vote in any student body election.

Section II. Power to Administer Laws

The power to conduct elections shall be vested in the public information officer serving on the Executive Council of the SGA. Along with the SGA advisor, he or she will have supervision over all campus elections.

Section III. Dating of Elections

- A. Elections for Executive offices, and the five (5) sophomore senate seats shall be held during the spring semester of each academic year.
- B. Elections to determine the five (5) freshmen senate seats shall be held sometime during September of each academic year.

Section IV. Procedure of Elections

- A. Eligible students may become candidates by complying with aforementioned qualifications at a time designated by the public information officer.
- B. No one working the voter table may assist or advise the voter while in the process of voting.
- C. No candidates may campaign within 50 feet of the voting table.
- D. The SGA advisor shall be custodian of the ballot box.
- E. The candidate receiving a simple majority of votes cast shall be named the winner of the election.
- F. In case no candidate receives a simple majority, the two candidates receiving the most votes will enter into a runoff election within the following week.
- G. Any office not filled in the spring elections or any office vacated after the spring elections shall be voted upon during the September elections.

Section V. Impeachment

- A. The voting membership of SGA shall have the power to consider motions of impeachment of any WCC-SGA officer, elected or appointed.
- B. Grounds for impeachment include but are not limited to the following:
 - 1. Violations of the Code of Conduct
 - 2. Failure to fulfill the duties of office
 - 3. Abuse of the powers of office
 - 4. Misuse of funds or other acts of dishonesty
 - 5. Misrepresentation of the SGA
 - 6. Placed on Restrictive Probation
- C. Any member of SGA may initiate impeachment proceedings by filing a petition of grievances signed by twenty-five percent (25%) of the current SGA voting membership with the SGA advisor. The SGA advisor will then appoint an investigation committee. The investigation committee, which shall include a minimum of 3 voting members and no more than 4 voting members, shall review the case and present its findings to the SGA. Impeachment will require a 2/3 majority vote of the quorum of the voting members, to be made by secret ballot.
- D. Members appointed to an impeachment investigation committee by the SGA advisor will serve on that committee for an entire academic year.
- E. Any member that acquires five (5) absences must appear before the investigation committee. The investigation committee will evaluate the information presented by the member and if their review is unsatisfactory, will then present the information to the SGA. The voting members of SGA will then vote to determine if the member should be impeached. Impeachment will require a 2/3 majority vote of the quorum of the voting members, to be made by secret ballot.

ARTICLE V: AMENDMENTS

Section I. A petition signed by one hundred (100) members of the student body may suggest an amendment to the constitution. The SGA may also initiate amendment proceedings. The proposed amendment must then be approved by a two-thirds (2/3) majority vote of the current SGA membership, administration, and the student body. If the proposed amendment receives the two-thirds (2/3) majority vote of the previously mentioned entities, the Constitution may then be amended by a two-thirds (2/3) majority vote of the board of trustees.

ARTICLE VI: RATIFICATION

Section I. A simple majority vote of the members present of the SGA, administration, and the Board of Trustees shall be necessary for ratification of the Constitution.

WILKES COMMUNITY COLLEGE STUDENT GOVERNMENT ASSOCIATION BY-LAWS

I. Additional Position Duties

A. The duties of the office of president will also include:

1. Preparation of the agenda before each SGA meeting.
2. Beginning and closing meetings in a timely manner.
3. Introduction of business in proper order.
4. Setting of time and date for next meeting before adjournment.
5. Speaking at graduation in the spring semester at the end of term as president.
6. Coordinating one or two campus activities/events per semester.

B. The duties of the office of vice president will also include:

1. Assisting the SGA advisor with the SGA Summer Leadership Retreat.
2. Assisting with the planning and conducting of occasional leadership lessons at specific SGA meetings.
3. Maintaining a filing system for the pictures taken by the Office of Student Activities.
4. Organizing and tracking of each member's volunteer credit during the year.
5. Coordinating one or two campus activities/events per semester.

C. The duties of the office of secretary/treasurer will also include:

1. Notifying or reminding members of SGA meetings.
2. Notifying current SGA members via email of the minutes of each SGA meeting.
3. Posting of the minutes of each SGA meeting on the SGA Bulletin Boards.
4. Coordinating one or two campus activities/events per semester.
5. Notifying members as needed to remind them of times they have volunteered to help with each activity/event.

D. The duties of the office of public information officer will also include:

1. Maintaining and updating SGA Bulletin Boards and posting events/activities throughout campus weekly.
2. Maintain the SGA Facebook page and act as SGA spokesperson for media.
3. Writing "SGA Update" articles for Wilkes Community College publications.
4. Coordinating one or two campus activities/events per semester.
5. Notifying members as needed to remind them of times they have volunteered to help with each activity/event.

E. The duties of the office of parliamentarian will also include:

1. Coordinating one or two campus activities/events per semester.
2. Notifying members as needed to remind them of times they have volunteered to help with each activity/event.
3. Ensures that all legislation is in proper format and suitably corrected before final drafts are forwarded to the President for his/her signature.
4. Provide a minimum of one training seminar on Roberts Rules of Order each fall and spring semester.

II. Elections

A. Candidates will have their pictures and excerpts from their application displayed at the voter table to help voters with the selection process.

B. For each election, the public information officer supervising the election shall hold at the voter table an alphabetical listing of eligible voters. The name of each voter shall be checked before the ballot is issued to the voter. Voting is by secret ballot.

III. Mission Statement

- A. The voting members of the SGA shall have the power to adopt a mission statement for the SGA. The mission statement must be approved by $\frac{2}{3}$ of the quorum of the voting members before it can be adopted.