

Haywood Community College
Student Government Association
BY-LAWS

Article 1- Purpose of the By-Laws of SGA:

The by-laws shall be the working rules of the SGA and will be subject to a change by a simple (51%) majority vote of the SGA Representatives. The by-laws must not conflict with the Constitution of the SGA.

Article 2- Representatives:

Section A: The SGA shall be composed of one representative from each day and night curriculum. However, if any curriculum has an excess of thirty (30) students, then the curriculum may have more than one representative. A representative shall also be appointed from within each SGA sanctioned campus organization. The organization shall be responsible for appointing its representative on an annual basis.

Section B: In the event that a curriculum does not appoint a representative by the date set by the Election Committee, the Dean of Student Services may appoint a Representative at Large to be responsible for serving that curriculum until a student from that curriculum states an interest in being the Representative.

Section C: Procedure for Becoming a Representative

1. The Representative shall be appointed by their responsible curricula no later than the fourth week of the fall semester or the third week of the spring semester. When a student is appointed by his or her curricula, then he or she will be elected by a simple (51%) majority vote of the SGA.
2. Anyone interested in joining the Student Government Association needs to go to his or her curriculum advisor and receive a letter of recommendation to join. If no one shows interest, then the curriculum advisor needs to appoint someone.
3. The term of office will be for one year. Representatives will take office as soon as approved in the student government meeting, but will not be allowed voting privileges until the following meeting. The SGA advisor(s) shall be responsible for arranging an appropriate swearing in ceremony.
4. If the elected representative is unable to complete his or her term of office, the curriculum shall appoint another representative under the same procedure as above.

Section D: Responsibilities of SGA Representatives

1. Maintain a 2.00 grade point average.
2. Attend all meetings of the SGA and verbally report to the curriculum concerning items discussed.
3. Serve on SGA and other campus committees and devote time and energy to the various functions of SGA.
4. Serve as a voting member in SGA.

Article 3- Officers:

Section A: The officers of SGA shall consist of a President, Vice President, Secretary, Parliamentarian, and Public Information Officer. These officers shall be students who have shown the characteristics of scholarship, leadership, stability, honesty, initiative, and responsibility.

1. The student body will elect the President, Vice President, and Secretary no later than mid-May. The standing Election Committee shall set exact dates. Candidates chosen must receive the highest percentage of votes cast for their office.

2. The Parliamentarian, Public Information Officer, and Local Interactions Chair will be appointed from within the SGA representative membership.
3. The term of office shall be for one year. The officers shall assume office upon the start of the summer session of classes. The SGA advisors and incumbent SGA President shall arrange an appropriate swearing in ceremony.
4. All officers must maintain a 2.50 grade point average.
5. All officers must be registered students of Haywood Community College in either a day or night curriculum program, and have at least two consecutive semesters remaining before graduation from Haywood Community College.
6. In order to run for the office of President, Vice President, or Secretary, a student must do the following:
 - a. submit a completed application with 60 signatures representing at least five different curriculums from currently enrolled Haywood Community College students,
 - b. participate in a formal interview with the faculty/staff activity committee for all candidate applicants,
 - c. participate in a candidate/student forum for statement, and question and answer sessions between officer candidates and students,
 - d. submit to the SGA advisor, prior to publicizing, any campaign materials for approval.
 - e. No more than \$25.00 can be spent in giveaways including tax. All receipts must be turned in to the SGA advisor.
 - f. Candidates will receive automatic dismissal if guidelines are not followed or the HCC code of conduct is broken.
7. If the selected officer is unable to complete his or her term of office, the vacant office will be filled as follows:

President	Filled by Vice President, then Secretary
Vice President	Filled within SGA
Secretary	Filled within SGA
Parliamentarian	Filled within SGA
Public Information Officer	Filled within SGA
Local Interactions Chair	Filled within SGA

If a curriculum representative fills an office, then that Curriculum Chair shall appoint a new representative. If no current member of SGA is willing to serve, elections for these offices shall be held as stated in Article 2, Section C, of the by-laws, as soon as possible.

8. The SGA officers shall appoint a standing election committee from within the SGA representatives to organize and supervise campus elections. If a member of this committee decides to run for an office, then he or she will be removed from the committee. The SGA officers will then appoint a replacement from within the SGA representatives not running for office. The SGA advisor, one faculty or staff member, and one unbiased witness will count ballots immediately after the election. All candidates listed on the ballot may be present for the tabulating of the ballots.
9. Should a run-off election between candidates become necessary, it shall be held within one week under the same guidelines as in the initial election.

Section B:

- Responsibilities
1. The President shall:
 - a. Serve as chief executive officer of the organization.
 - b. Preside over all SGA meetings in a non-voting capacity, with the sole exception of casting his or her vote to break a tie.
 - c. Serve as a liaison between the SGA, students, faculty, and administration.
 - d. Call special meetings of SGA upon request of the SGA advisor or college President.

- e. Serve as an ex-officio member of all committees; receive reports from all committee meetings and have a working knowledge of all committees and organizational activities.
 - f. Appoint SGA Representatives to committees.
 - g. Serve as the non-voting student representative on the Haywood Community College Board of Trustees.
 - h. Serve as a member of the Executive Advisory Committee of the college.
 - i. Work in the SGA office at least five hours a week.
2. The Vice President shall:
- a. Assume the responsibilities of the President should the President, for any reason; be unable to meet the duties of office.
 - b. Serve as a voting member in SGA.
 - c. Assist the President as needed.
 - d. Maintain the records of the history of the SGA with the assistance of the Public Information Officer and the Secretary.
 - e. Attend all regular meetings.
 - f. Serve as an ex-officio member of all standing committees.
 - g. Attend regular meetings of the SGA Executive Board.
 - h. Work in the SGA office at least one hour per week.
 - i. Serve as an advocate for special populations on campus and serve as a liaison between special populations and the Special Services Counselor.
3. The Secretary shall:
- a. Assist the Vice President in maintaining the permanent records of SGA.
 - b. Keep the minutes and records of each meeting of the SGA.
 - c. Inform all Representatives of any upcoming meeting and forward the minutes of each meeting to the Representatives, all Curriculum Chairs, and all Club Advisors.
 - d. Serve as a voting member of the SGA
 - e. Keep the roll of SGA Representatives. Notify the Elections Committee Chairperson, Curriculum Chair, or Club Advisor and/or Club President of representatives requiring replacement.
 - f. Attend regular meetings of the SGA Executive Board.
 - g. Follow Vice President in succession of the office of President.
 - h. Work in the SGA office at least one hour per week.
4. The Parliamentarian shall:
- a. Maintain parliamentary order at SGA meetings.
 - b. Advise the SGA in the interpretation of the SGA Constitution and By-laws.
 - c. Serve as a voting member of the SGA.
 - d. Serve as chairperson of the Election committee.
 - e. Assist Public Information Officer with scrapbook and other duties as needed.
5. The Public Information Officer shall:
- a. Serve as chairperson of the Publicity committee.
 - b. Prepare and release publicity to the appropriate media, membership institutions, delegates, and advisors, under direction of the SGA Advisor.
 - c. Serve as a voting member of the SGA.
 - d. Direct the printing and publication of the SGA newsletter.
 - e. Assist the Vice President in the maintenance of the historical records of the organization.
 - f. Be responsible for advertisement of all SGA sponsored events as well as disseminate other information as requested by the SGA president.
 - g. Be responsible for constructing a SGA scrapbook each year.
 - h. Attend regular meetings of the SGA executive board.

6. The Local Interactions Chair shall:
 - a. Serve as a liaison between the students and the SGA to research and resolve campus concerns.
 - b. Present all information to the proper persons relating to campus issues.
 - c. Serve as a voting member of the Student Government Association.
 - d. Attend regular meetings of the SGA executive board

Section C: State Officers

1. Any member of SGA that would like to run for state office must follow all guidelines and regulations set forth by the N4CSGA.
2. If and when the person is elected to state office, he or she must give a report to SGA once a month.

Article 4- Attendance and Meetings:

Section A: Attendance

1. Officers and representatives shall attend ALL regular SGA meetings.
1. Representatives shall be accounted for by a point system program. For each meeting a representative attends, they will be awarded 20 points.
2. For each scheduled SGA event, a representative is awarded 10 points per hour worked. A representative is only required to participate in three SGA events per semester.
3. If a member of SGA does not participate in their required minimum amount, they will be dismissed and a new representative will be appointed.

Section B: Fall and Spring Conferences

1. Anyone attending conference must have been a member of SGA and have received a minimum of 200 points.
2. The Officers that are eligible will receive first priority.

Section C: Club Representatives

1. Each organization on campus is entitled to an annual grant from SGA.
2. To receive the annual grant, each club must have at least one representative in SGA. The Representative or his or her substitute may not have more than 3 unexcused absences from regular meetings or events.
3. If the club meets the standard for receiving the grant, it will be awarded at the end of the semester. The standings of that representative will determine the amount awarded to that organization based on points.
4. Each club must earn a minimum of 100 points in a semester to receive that semester's allotment.
5. The deadline for the request of grant money will be determined by the SGA Advisor.

Article 5- Committees:

Section A: The officers of the SGA will have the responsibility of appointing the chairperson and two committee members for each of the standing committees. These must be selected from among the SGA Officers and Representatives. The appointed committee chairperson may select a maximum of three additional committee members from the student body at large.

Section B: Standing Committees

1. **Finance Committee:**
 - a. Shall prepare an annual student activity budget.
 - b. Present budget for approval to the SGA and appropriate College personnel.
 - c. Shall be in charge of all fundraising activities for SGA conferences and activities.
2. **Elections Committee:**
 - a. Responsible for announcing filing dates to the student body no later than the last school day of February.
 - b. Establishing and announcing special election dates, times, and polling places no later than one week prior to elections.

- c. Having an alphabetical list of eligible voters at the polls and checking off the names as each voter receives his or her ballot.
- d. Assigning a person to be the custodian of the ballot box.
- e. Posting election results on the student bulletin boards.
- f. Chairperson shall be the Parliamentarian.

3. **Publicity Committee:**

- a. Shall release all necessary publicity pertaining to SGA activities.
- b. Shall design and publish SGA newsletter.
- c. Chairperson shall be the Public Information Officer.

Section C:

Faculty/Student Activities Committee

There shall be a sub-committee appointed from within the membership of the Student Advisory Committee that shall be titled the Student Activities Committee. This committee, composed of faculty members appointed by the Dean of Student Services, shall:

- a. Review applications for recognition as a student organization, after such applications have been approved by the SGA Student Representatives.
- b. Meet with SGA Officers, Representatives, and committees to assist in the planning, implementation, and evaluation of the various functions of the SGA. The SGA shall have the responsibility of requesting meetings with the Student Activities Committee.

Article 6- Advisors:

The advisor to the SGA shall be a member of the Student Services staff with the responsibility for coordinating student activities.

Article 7- Oath of Office:

The SGA Officers and Representatives shall take the following oath of office at a ceremony arranged by the SGA Advisor:

"I, (full name), do solemnly swear to carry out the responsibilities of the office to which I have been elected and now accept. I further agree to abide by and execute the provisions of the office as stated in the Student Government Association Constitution and By-Laws and to abide by all of the published policies and regulations of Haywood Community College."