

**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 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 Executive Director of Student Success 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**

The Representative shall be appointed by his/her responsible curriculum 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 curriculum, then he/she will be elected by a simple (51%) majority vote of the SGA.

Anyone interested in joining the Student Government Association needs to go to his/her curriculum advisor and receive a letter of recommendation to join. If no one shows interest, then the curriculum advisor needs to appoint someone.

The term of office will be 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.

If the elected representative is unable to complete his/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.

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.

The Parliamentarian and Public Information Officer will be appointed from within the SGA representative membership.

The term of office shall be one year. Officers may serve in a particular elected office for one term. Officers must be able to serve during the fall and spring semesters of that particular school 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.

All officers must maintain a 2.50 grade point average.

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 (fall and spring) remaining before graduation from Haywood Community College.

In order to run for the office of President, Vice President, or Secretary, a student must do the following:

1. Submit a completed application with 60 signatures representing at least five different curriculum programs from currently enrolled Haywood Community College students
2. Submit a letter of recommendation from an HCC instructor
3. Participate in a formal interview with the faculty/staff activity committee for all candidate applicants (the faculty/staff activity committee reserves the right to deny any application for candidacy),
4. Participate in a candidate/student forum for statement, and question and answer sessions between officer candidates and students
5. Submit to the SGA advisor, prior to publicizing, any campaign materials for approval. No more than \$25.00 can be spent in giveaways including tax. All receipts must be turned in to the SGA advisor.

Candidates will receive automatic dismissal if guidelines are not followed or the HCC Code of Conduct is broken.

If the selected officer is unable to complete his/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                        |

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.

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/she will be removed from the committee. The SGA officers will then appoint a replacement from within the SGA representatives not running for office. Since the Student Body votes electronically, the SGA Advisor will receive the election results from the HCC Institutional Researcher. All candidates listed on the ballot may review the final results. 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**

The President shall:

1. Serve as chief executive officer of the organization.
2. Preside over all SGA meetings in a non-voting capacity, with the sole exception of casting his/her vote to break a tie.
3. Serve as a liaison between the SGA, students, faculty, and administration.
4. Call special meetings of SGA upon request of the SGA Advisor or College President.
5. 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.
6. Appoint SGA Representatives to committees.
7. Serve as the non-voting student representative on the Haywood Community College Board of Trustees.
8. Serve as a member of the Executive Advisory Committee of the college.
9. Work in the SGA office at least five hours a week.

The Vice President shall:

1. Assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of office.
2. Serve as a voting member in SGA.
3. Assist the President as needed.
4. Maintain the records of the history of the SGA with the assistance of the Public Information Officer and the Secretary.
5. Attend all regular meetings.
6. Serve as an ex-officio member of all standing committees.
7. Attend regular meetings of the SGA Executive Board.
8. Work in the SGA office at least one hour per week.
9. Serve as an advocate for special populations on campus and serve as a liaison between special populations and the Disability Counselor.

The Secretary shall:

1. Assist the Vice President in maintaining the permanent records of SGA.
2. Keep the minutes and records of each meeting if the SGA.
3. Inform all Representatives of any upcoming meeting and forward the minutes of each meeting to the Representatives, all Curriculum Chairs, and all Club Advisors.
4. Serve as a voting member of the SGA
5. Keep the roll of SGA Representatives. Notify the Elections Committee Chairperson, Curriculum Chair, or Club Advisor and/or Club President of representatives requiring replacement.
6. Attend regular meetings of the SGA Executive Board.
7. Follow Vice President in succession of the office of President.
8. Work in the SGA office at least one hour per week.

The Parliamentarian shall:

1. Maintain parliamentary order at SGA meetings.
2. Advise the SGA in the interpretation of the SGA Constitution and By-laws.
3. Serve as a voting member of the SGA.
4. Serve as chairperson of the Election committee.
5. Assist Public Information Officer with scrapbook and other duties as needed.

The Public Information Officer shall:

1. Serve as chairperson of the Publicity committee.

2. Prepare and release publicity to the appropriate media, membership institutions, delegates, and advisors, under direction of the SGA Advisor.
3. Serve as a voting member of the SGA.
4. Assist the Vice President in the maintenance of the historical records of the organization.
5. Be responsible for advertisement of all SGA sponsored events as well as disseminate other information as requested by the SGA president.
6. Be responsible for constructing a SGA scrapbook each year.
7. 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/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.
2. Representatives shall be accounted for by recording the number of hours of service. Representatives shall receive credit for service for each hour of participation.
3. For each scheduled SGA event, a representative shall receive credit for each hour worked. A representative or replacement is required to participate in each SGA event.
4. If a member of SGA does not participate in his/her required amount, he/she will be dismissed and a new representative will be appointed.

### **Section B: Fall and Spring Conferences**

1. Anyone attending conference must have been an active member of SGA, be 18 years of age, and have met the attendance requirements above.
2. The Officers that are eligible will receive first priority.

### **Section C: Club Representatives**

1. Each registered organization on campus is entitled to an annual grant from SGA. Organizations must register with the SGA Advisor annually.
2. To receive the annual grant, each organization must have at least one active representative in SGA.
3. If the organization meets the standard for receiving the grant, it will be awarded at the end of the year.
4. Each organization must be represented at each SGA event in order to qualify for the grant.
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**

Finance Committee:

1. Shall prepare an annual student activity budget.
2. Present budget for approval to the SGA and appropriate College personnel.
3. Oversee all fundraising activities for SGA conferences and activities.

Elections Committee:

1. Announce filing dates to the student body no later than the last school day of February.
2. Establish and announce special election dates, times, and polling places no later than one week prior to elections.
3. Post election results.
4. Chairperson shall be the Parliamentarian.

Publicity Committee:

1. Release all necessary publicity pertaining to SGA activities.
2. Chairperson shall be the Public Information Officer.

### **Section C: Faculty/Student Activities Committee**

There shall be a subcommittee appointed from within the membership of the Student Advisory Committee that shall be titled the Student Activities Committee. This committee, composed of faculty and staff members appointed by the Executive Director of Student Success Services, shall:

1. 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.
2. Interview and approve potential SGA candidates running for President, Vice President and Secretary.

#### **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."*

#### **Article 8 – Code of Ethics:**

All members of the Haywood Community College Student Government Association shall adhere to this Code of Ethics to exercise their authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence and follow standards for ethical conduct and conflicts of interest.

SGA members shall make known at each SGA meeting any conflict or potential conflict with matters coming before the SGA for consideration and then refrain from any undue participation in the said matters.