HALIFAX COMMUNITY COLLEGE
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

We, the students of Halifax Community College, in order to establish better relations and communication among students, administration, and faculty, do hereby establish this Constitution for the Halifax Community College Student Government Association (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, 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 Club/Organizational 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.

ARTICLE IV – GOVERNMENT

Section A Executive power shall be vested in the SGA Executive Officers. SGA Executive Officers and Delegates shall be known as the SGA Membership.

Section B Student Government Officers
1. President
2. Vice President
3. Secretary/Treasurer
4. Public Information Officer
Section C Duties of the Student Government Association

Delegates acting in an official HCC SGA capacity and having the opportunity to learn outside of the classroom shall not be counted as absent from a class. SGA officers shall:

1. Have the responsibility of finance.
2. Authorize and approve all publications of the organization.
3. Conduct SGA meetings at least once per month throughout the term in office using *Roberts Rules of Order-Newly Revised*.
4. Attend State N4CSGA meetings/conferences (budget allowing).
5. Provide an Orientation Workshop for newly elected officers.
6. Assist in all areas deemed desirable by SGA Advisors and HCC Administrative Staff.
7. Attend and assist with SGA sponsored/co-sponsored activities.

Section D Duties of the President

1. Serve as Chief Executive Officer of the SGA.
2. Serve as ex officio member of the Board of Trustees.
3. Initiate projects and programs as deemed necessary for the welfare of other student clubs/organizations and individual students.
4. Have knowledge of the records and funds for SGA.
5. Appoint the SGA Parliamentarian.
6. Call periodic meetings of the SGA.
7. Assist in all other areas deemed desirable by the SGA.
8. Attend and assist with SGA sponsored/co-sponsored events.

Section E 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 F Duties of the Secretary/Treasurer

1. Record and maintain the records of the SGA.
2. Submit a complete set of minutes of all SGA meetings for file and future reference.
3. Maintain accurate accounts and records of all SGA funds.
4. Assist in all other areas as deemed desirable by the SGA.
5. Attend and assist with SGA sponsored/co-sponsored events.

Section G Duties of the Public Information Officer

1. Inform students of campus activities through flyers/posters, G-mail, GroupWise, Face Book/My Space, and any other appropriate means of communication.
2. Meet with HCC Public Information Officer as deemed necessary.
3. Disseminate important student body issues to the SGA for discussion and/or resolution.
4. Assist in other areas as deemed desirable by the SGA.
5. Attend and assist with SGA sponsored/co-sponsored events.

Section H Duties of the Parliamentarian
1. Provide interpretation of SGA Constitution.
3. Serve as ex officio member of the SGA Executive Board.
4. Assist in all areas as deemed desirable by the SGA.
5. Attend and assist with SGA sponsored/co-sponsored events.

Section I Duties of SGA Delegates
1. Attend all meetings.
2. Represent their respective groups.
3. Serve as liaison between the SGA and all students.
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 (12 Curriculum Credit Hours Minimum).
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.

Section K Replacement of SGA Members
1. SGA Presidential vacancy shall be filled by the Vice-President.
2. All other SGA vacancies shall be filled by appointment within thirty (30) days of the announcement of the vacancy, or
3. Shall be filled by appointment at the next regularly scheduled meeting.
4. 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 automatically.
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.
5. It shall be the duty of the Secretary to inform Club/Organization Advisors of the dismissal of a Representative.
6. Dismissal notification shall be presented in writing to the Advisor within one (1) week after the third absence.

ARTICLE V – ADVISORS

Section A The Chief Advisor to the Student Government Association shall be the Dean of Student Services or a designated appointee. The SGA Co-Advisor shall be named collaboratively by the Chief SGA and/or the designated SGA Advisor.

Section B Duties of the Advisor
1. Determine the eligibility for office for all SGA Members.
2. Ensure that the Constitution is enforced.

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.

ARTICLE VI – ELECTION OF OFFICERS

Section A During the Spring Semester an election shall be held. The student body through casting secret ballots shall elect SGA Executive Officers.

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

Section C Qualifications for Executive Officer Candidates
1. ALL candidates must be full-time HCC curriculum students (12 Hours).
2. 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.
3. All first semester students are deemed to be in “good standing” unless otherwise indicated.
4. ALL candidates shall have and maintain a cumulative GPA of 2.5/4.0 or better.
5. 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 (Third Week of April).
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 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. Election Managers are the only individuals permitted to assist or advise voters on completing their ballot.
7. Election Managers can only explain the rules of the election.
8. ALL Executive Officers shall be elected by secret ballot.
9. The Candidate receiving a majority of the votes cast shall be declared the winner.
10. A Run-Off election between the two Candidates receiving the highest number of votes shall be held in the event of a tie or of a non-majority vote.
11. ALL currently enrolled HCC curriculum students are eligible to vote.
12. SGA President and Advisor(s) along with other Student Services Staff shall count the votes in private.
13. Winners of the election shall be notified personally.
14. ALL ballots shall be maintained for at least two (2) weeks after the election date.
15. Any individual contesting the results must make known the desire to contest within two weeks from the date of the election.

Section E Inauguration

The Inauguration of newly elected Executive Officers shall take place by the last day of the Spring Semester.

ARTICLE VII – FORMATION OF NEW CLUB/ORGANIZATION

Students are encouraged to take an active role in clubs/organizations on campus. Students are encouraged to establish new clubs/organizations that fulfill the objectives of HCC. To charter a club/organization, the following must be filed with the Dean of Student Services or the designee.

1. Name of club/organization.
2. Purpose of club/organization.
3. Name of Advisor(s).
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/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/organization.
6. ALL clubs/organizations must appoint a SGA Representative.
7. ALL clubs/organizations must have representation at all SGA meetings in order to receive any SGA funding.

A charter shall be issued to the club/organization upon approval from the Dean of Student Services. HCC shall disband any student club/organization found guilty of violating HCC, State, or Federal policies, procedures, and/or laws.
Chartered clubs/organizations must submit the following information to the Dean of Student Services:
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 VIII – 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 at any regular meeting by a two-thirds 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 IX - RATIFICATION

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