

## **THE MISSION OF THE N4CSGA**

### **Section A:**

The mission of this organization shall be to provide for the common welfare and represent all student government organizations within the North Carolina Community College System.

### **Section B:**

The Purpose of the organization shall be as follows:

1. To represent the needs and concerns in issue format of the students of the North Carolina Community College System to the appropriate administrative and governing bodies.
2. To serve as the common bond for the participating local institutions, whereby the represented students and member institutions collectively present their common needs and cooperatively join to accomplish common goals.
3. To provide opportunities for the development and education of the individual student through communication, the exchange of ideas, resource development, leadership training, cultural awareness, fellowship and the establishment of excellence in all aspects of student government and student life.

## **N4CSGA CONSTITUTION**

### **Article 1: Name of the Organization**

The name of this organization shall be the North Carolina Comprehensive Community College Student Government Association (NCCCCSGA or N4CSGA).

### **Article 2: Mission Statement and Purposes of the Organization**

**Section A:** The Mission of this organization shall be to provide for the common welfare of; and represent all student members of student government organizations within the North Carolina Community College System.

**Section B:** The Purpose of this organization is to:

1. To represent the needs and concerns in issue format of the-students of the North Carolina Community College System to the appropriate administrative and governing bodies.
2. To serve the participating local institutions as a common bond, whereby the represented students and member institutions collectively may present their common needs and cooperatively join to accomplish common goals.
3. To provide opportunities for the development and education of the students through communication, the exchange of ideas, resource development, leadership training, cultural awareness, fellowship and the establishment of excellence in all aspects of student government and student life.

### **Article 3: Institutional Membership**

**Section A:** Institutional membership in this organization is open to all community colleges within the Comprehensive Community College System of North Carolina.

**Section B:** A local community college is considered an active member upon payment of the established college membership fee.

### **Article 4: Delegate Membership**

**Section A:** All students currently eligible for membership in the student government organization of the local member institution of the Comprehensive Community College System of North Carolina at which they are enrolled are eligible for membership in this organization upon nomination by the sponsoring local institution and payment of the established conference registration fees. All student delegates must register with an advisor from the sponsoring local institute.

**Section B:** In order to represent the needs and concerns of all students of the North Carolina Community College System, the N4CSGA will not discriminate against any individual, or group of individuals, for any reason.

**Section C:** Each delegate shall uphold the Constitution of the N4CSGA and follow the policies and guidelines set forth in the N4CSGA Operational Guidelines.

**Section D:** Any delegation or delegates who do not adhere to Section C of this Article is subject to censure, expulsion, or any other measure that the Executive Board deems necessary.

**Article 5:** This organization is empowered by the authority of the local institution membership and by student delegate membership.

**Article 6:** Role of the Advisor is to:

**Section A:** Each institution registered as an active institutional member shall send professional faculty and/or staff member(s) to serve as advisors to student delegates attending the state-wide conferences of the organization. An advisor is registered as an active advisor member of the organization upon payment of the established registration fee. Payment of the registration fee entitles advisors to attend workshops, business sessions, committee meetings, social and all other function of the N4CSGA and to all rights privileges of the N4CSGA with exception of the right to vote on issues brought to the floor as official business.

**Section B:** An advisor or advisors shall be encouraged to serve on various committees within the organization.

**Section C:** Three advisors shall be selected by the Advisors' Committee to serve as an Advisory Council to the NC4SGA. Membership on the Advisory Council will be staggered to allow for the retirement of one advisor each even year and two advisors each odd year and the installation of the new advisor(s) for that year.

**Article 7:** The Executive Board:

**Section A:** The N4CSGA Executive Board shall consist of twelve elected officers (President, Vice President, Secretary, Treasurer, Parliamentarian, Public Information Officer, the Local Interactions Chairperson, the Special Populations Chairperson, and the Intramural/Extramural Chairperson) and the Western, Central, and Eastern Division Representatives. Assistants shall be appointed as needed, with the consideration and notification of the advisory council, but shall not be Executive Board Members.

**Section B:** The twelve officers shall be elected at the N4CSGA Spring Conference. A quorum must be present for voting to be conducted. The N4CSGA Executive Board shall be elected by a vote in the business meeting, except for the division representatives. Each division representative shall be elected by their division's delegation.

**Section C:** All members of the Executive Board shall be administered the Oath of Office at the final business session of the annual N4CSGA Spring Conference. Term of office shall be from new officer orientation, following Spring Conference, through orientation of new officers the following year.

**Section D:** The responsibilities of the Executive Board are as follows:

1. To present proposed revisions of the budget to the Finance Committee at the first committee meeting held at the annual N4CSGA Fall Conference.
2. To authorize and approve all publications of the organization.
3. To confirm the appointments by the N4CSGA President for any vacancies of the Executive Board by consent of two-thirds of the N4CSGA Executive Board membership.

4. To notify each local institution student government of any vacancy of office of the Executive Board within ten days of official notification of the vacancy.
5. To confirm the appointments by the N4CSGA President for any chairpersons of any ad hoc committees by consent of two-thirds of the N4CSGA Executive Board membership.
6. To conduct business meetings for the N4CSGA as necessary.
7. To submit a report of business to the head of the delegation of each institution after approval at each N4CSGA Executive Board meeting and each N4CSGA Conference.
8. To assist the newly elected board members during orientation and transition.
9. To institute such projects and programs as deemed necessary for the welfare of the organization in keeping with the mission and the purpose of the N4CSGA and the North Carolina Community College System.
10. To review and rule on charges of censure, impeachment and expulsion in the presence of at least two members of the N4CSGA Advisory Council.
11. To approve in the presence of at least two members of the N4CSGA Advisory Council and by a three-fourths majority of the N4CSGA Executive Board membership proposed changes in the N4CSGA Operational Guidelines.
12. To maintain the requirements for holding office as set forth in the N4CSGA Operational Guidelines and to provide written verification from the Dean or his/her designees at the officer's local institution to verify the status of the board member(s) during each term of enrollment and show local institutional support. All documentation regarding the status of members of the Executive Board shall be provided to the N4CSGA Senior Advisor and Parliamentarian within thirty days of the beginning of the academic term of the institution at which he/she is enrolled.
13. No person shall be elected to the same office of the N4CSGA Executive Board more than two terms.

## **Article 8: Responsibilities of the Members of the Executive Boards**

### **Section A:** The N4CSGA President has the following duties and authorities:

1. To serve as chief executive officer of the organization.
2. To preside over the annual N4CSGA Fall and Spring Conferences.
3. To preside over all meetings of the N4CSGA Executive Board in a non-voting capacity with the sole exception of casting his/her vote to break a tie.
4. To call special meetings of the Executive Board upon request of the N4CSGA Advisory Council.
5. To perform the business functions of the office of the President as indicated in the N4CSGA Constitution and Operational Guidelines.
6. To notify local student governments within ten days when a vacancy occurs within the Executive Board; and to appoint, with consent of the N4CSGA Executive Board, all persons to fill the un-expired terms of elected officers and committee/division chairpersons should vacancies occur.
7. To serve as an ex-officio member of all committees, to receive reports from all meetings and to have a working knowledge of all committee, division and organizational activities.
8. To fulfill any duties as delegated by the N4CSGA Executive Board.
9. To serve on the State Board of Community Colleges, prepare monthly State Board Reports, and actively participate.
10. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

**Section B:** The Vice President of the N4CSGA has the following duties and authorities:

1. To assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of office.
2. To fulfill any duties as delegated by the N4CSGA Executive Board.
3. To serve as chairperson of the N4CSGA Conference Committee, with the assistance of the host division representative and a member of the advisory council, with responsibilities referenced to Article 1 of the Operational Guidelines.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To develop an active schedule of the N4CSGA leadership and student activity programs for the approval of the N4CSGA Executive Board.
6. To perform the business functions of the office of the Vice President as indicated in the N4CSGA Operational Guidelines.
7. To maintain the records of the history of the N4CSGA with the assistance of the N4CSGA Public Information Officer and the N4CSGA Secretary.
8. To serve as an ex-officio member of all standing committees.
9. To maintain the records of the history of the N4CSGA with the assistance of all N4CSGA Executive Board members.
10. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

**Section C:** The Secretary of the N4CSGA has the following duties and authorities:

1. To assist the Vice President in maintaining of the permanent records of the N4CSGA.
2. To serve as recorder for the N4CSGA Executive Board and both annual statewide conferences and to distribute the minutes of those meetings to the members of the Executive Board, the Advisory Council, and the local institutional members.
3. To serve as an ex-officio member of the Public Relations Committee.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To maintain the correspondence of the N4CSGA.
6. To perform the business functions of the office of the Secretary as indicated in the N4CSGA Operational Guidelines.
7. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

**Section D:** The Treasurer of the N4CSGA has the following duties and authorities:

1. To maintain as a public record an accurate account of all organizational funds and to maintain all financial correspondence of the organization.
2. To prepare a semi-annual report of all financial matters to be submitted to the Executive Board and the Community College System. Said reports will be made available to any delegation, upon request.
3. To serve as chairperson of the Finance Committee.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To execute all financial transactions of the organization within the budget under the guidelines of the N4CSGA Financial Procedures as established in the N4CSGA Operational Guidelines and with the signed consent of the dean or his/her designee.
6. To present an accurate and complete written report of the organizational budget at all business meetings of the Executive Board.
7. To perform the business functions of the office of the Treasurer as indicated in the N4CSGA Operational Guidelines.
8. To assist in all other areas related to financial matters as deemed desirable by the Executive Board and the purposes of this organization.

9. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.
10. Assistants shall be appointed as needed and are to assist in any of the duties and authorities as set forth for the Treasurer.

**Section E:** The Parliamentarian of the N4CSGA has the following duties and authorities:

1. To maintain parliamentary order at the business meetings of the N4CSGA.
2. To act as an advisor to the Executive Board in the interpretation of the N4CSGA Constitution and Operational Guidelines.
3. To serve as chairperson of the N4CSGA Executive Board when hearing charges of censure, expulsion or impeachment.
4. To serve as a voting member of the N4CSGA Executive Board members as established in the N4CSGA Operational Guidelines.
5. To oversee the election of the N4CSGA Executive Board members as established in the N4CSGA Operational Guidelines.
6. To Conduct and report on N4CSGA surveys and research as necessary to establish the constituency, and research the concerns of the membership as deemed desirable by the N4CSGA Executive Board.
7. To establish proper parliamentary procedures in all business meetings of the N4CSGA; to assist in all other areas related to parliamentary procedures as deemed desirable by the Executive Board and the purposes of this organization.
8. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

**Section G:** The Public Information Officer of the N4CSGA has the following duties and authorities:

1. To serve as chairperson of the N4CSGA Public Relations Committee.
2. To prepare and release publicity to the appropriate media under the direction of the N4CSGA Executive Board.
3. To release public information to membership institutions, delegates, and advisors as directed by the Executive Board.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To serve as media coordinator for the N4CSGA when necessary, and with the approval of the Executive Board.
6. To direct the printing and publication of the N4CSGA electronic communication.
7. To assist the Vice President in the maintenance of the historical records of the organization.
8. To assist in all other areas related to public information as deemed desirable by the N4CSGA Executive Board and the purpose of the organization.
9. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.
10. Assistants shall be appointed as needed and are to assist in any of the duties and authorities as set forth for the Treasurer.

**Section H:** The Central/Eastern/Western Division Representatives of the N4CSGA have the following duties and authorities:

1. To represent their geographic areas and act as a liaison on the executive board. Division Representatives will have full voting power and executive board responsibility.

2. To chair the respective division meetings and facilitate positive "round table" discussion for each division at state conferences.
3. To appoint a secretary to act as a recorder of divisional business and to distribute written minutes of division meetings to divisional member institutions and the members of the N4CSGA Executive Board.
4. To assist the N4CSGA Executive Board in conducting organizational business between statewide conferences.
5. To assist the N4CSGA Secretary in the development of the statewide conference minutes by providing him/her with a copy of division minutes prior to leaving the conference site.
6. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.
7. To serve as standing members of the Local Interactions Committee.
8. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.
9. Each Division Representative is to serve on the N4CSGA Executive Board as a voting member.

**Section I:** The Special Populations Committee Chairperson has the following duties and authorities:

1. To serve as a voting member of the N4CSGA Executive Board.
2. To chair Special Population meetings.
3. To appoint a secretary to act as a recorder of committee business and to distribute written minutes of committee meetings to member institutions and the members of the N4CSGA Executive Board.
4. To assist the N4CSGA Executive Board in conducting organizational business between statewide conferences.
5. To assist the N4CSGA Secretary in the development of statewide conference minutes by providing him/her with a copy of committee minutes prior to leaving the conference site.
6. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

**Section J:** The Local Interactions Committee Chairperson has the following duties and authorities:

1. To serve as a voting member of the N4CSGA Executive Board.
2. To chair Local Interactions Committee meetings.
3. To appoint a secretary to act as a recorder of committee business and to distribute written minutes of committee meeting to member institutions and the members of the N4CSGA Executive Board.
4. To assist the N4CSGA Executive Board in conduction organizational business between statewide conferences.
5. To assist the N4CSGA secretary in the development of statewide conference minutes by providing him/her with a copy of committee minutes prior to leaving the conference site.
6. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.
7. To serve as a legislative liaison for the N4CSGA concerning issues at the federal, state, and local levels.

8. To survey delegations after bonding and transition to assist in determining issues for the incoming N4CSGA Executive Board.
9. To offer a workshop for delegations in dealing with issues that concern local institutions.
10. To have the responsibility of issue management as outlined in Article 6 of the Operational Guidelines.
11. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

**Section K:** The Intramural/Extramural Committee Chairperson has the following duties and authorities:

1. To act as a liaison for the N4CSGA concerning the promotion of athletics in the North Carolina Community College System and relevant athletic conferences.
2. To serve as a voting member of the N4CSGA Executive Board.
3. To chair Athletics Committee meetings.
4. To appoint a secretary to act as a recorder of committee business and to distribute written minutes of committee meetings to member institutions and the members of the N4CSGA Executive Board.
5. To assist the N4CSGA Executive Board in conducting organizational business between statewide conferences.
6. To assist the N4CSGA Secretary in the development of statewide conference minutes by providing him/her with a copy of committee minutes prior to leaving the conference site.
7. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution and the N4CSGA Operational Guidelines.

#### **Article 9:** Divisions

**Section A:** Within the state of North Carolina there shall be three (3) regional divisions of the N4CSGA, the Central Division, Eastern Division, and Western Division.

**Section B:** These regional divisions shall elect Representatives at the N4CSGA Spring Conference. Each Division Representative may appoint a secretary to assist with the business functions of the division.

**Section C:** The N4CSGA Divisions are encouraged to meet regularly.

**Section D:** The N4CSGA Divisions shall act as hosts to the annual statewide conferences on a rotation basis in the repeated cycle of Central, Eastern, and Western.

**Section E:** The Division Representatives will solicit, research, and document any issues of state-wide concern according to the guidelines established in the N4CSGA Operational Guidelines for the purpose of presenting issues of student concern to the N4CSGA Local Interactions Committee for action.

#### **Article 10:** Committees

##### **Section A:** Membership

Unless otherwise specified, any delegate or member institution representative may serve as a member of an N4CSGA standing or ad hoc committee. At the time of conference registration, N4CSGA delegates are asked to designate their committee membership and to participate in the



activities of the committee during the conference. Alumni guests are welcome to attend all committee sessions as non-voting, ex-officio members of the N4CSGA.

**Section B: N4CSGA Standing Committees**

1. The standing committees of the N4CSGA are the Finance, Public Relations, Advisors, Local Interactions, Intramural/Extramural Committee and Special Populations Committees.
2. The three divisions of the N4CSGA- Central, Eastern, and Western: shall function as standing committees of the organization and the representatives of those divisions shall be voting members of the N4CSGA Executive Board.
3. The Finance Committee is chaired by the N4CSGA Treasurer. It is the responsibility of the Finance Committee to review all financial records of the organization. The Finance Committee shall propose changes in the financial procedures and policies of the organization for the approval of the Executive Board. The Finance Committee shall assist the N4CSGA Treasurer and Assistant Treasurer with the development of the proposed annual budget. The Finance Committee shall oversee conduct of the financial business of the organization according to the N4CSGA Constitution and Operational Guidelines.
4. The Public Relations Committee is chaired by the N4CSGA Public Information Officer and has the responsibility of assisting the Public Information Officer in recruiting membership, marketing, media relations, scrapbook production, organizational publications and other duties that relate to the office of the N4CSGA Public Information Officer and the N4CSGA Operational Guidelines.
5. The Advisors Committee is chaired by the second year advisor of the N4CSGA Advisory Council. Membership in the Advisors Committee is open to any individual registered as an advisor to a student delegation attending a statewide conference. The chairperson of the Advisors Committee is an Advisory Council member of the N4CSGA Executive Board; however, the Advisory Council does not have a vote on the Board. The purpose of the Advisors Committee is to provide programs and idea sharing among the advisors and to provide a vehicle for sharing advisor input with the organization.
6. The Local Interactions Committee is chaired by an individual that is elected by the active local institutional membership at the final business session of the annual Spring Conference. The purpose of the Local Interactions Committee is to manage the issue/project process.
7. The Special Populations Committee is chaired by an individual that is elected by the active local institutional membership at the final business session of the annual Spring Conference. The purpose of the Special Populations Committee is to address issues and programs of interest to the special populations enrolled in the North Carolina Comprehensive Community College System.
8. The Intramural Extramural Committee is chaired by the Intramural/Extramural Chairperson. The purpose of this committee is to offer Opportunities for all colleges to participate in Extramural activities across colleges, and expand competitiveness among the member colleges.

**Section C: Ad Hoc Committees**

The N4CSGA President has the authority to appoint ad hoc committee chairpersons with the approval of the N4CSGA Executive Board. The N4CSGA President shall assign a specific charge and a reporting date for closure of the business to ad hoc committees. Ad hoc committees shall meet concurrently with standing committees at statewide conference.

**Article 11: The Advisory Council**

**Section A:** The N4CSGA Advisory Council shall consist of three professional staff advisors from local institutions chosen from the Advisors' Committee to serve staggered terms of two years in rotation as advisors to the N4CSGA as defined in Article 6 Section C.

**Section B:** The N4CSGA Advisory Council is responsible for attending all the meetings of the N4CSGA Executive Board and for advising the leadership of the organization in all decision making processes.

**Section C:** The senior advisor will have the responsibility of working with the Local Interactions Committee to assist in facilitating the issue/project process.

## **Article 12: The Trustee**

**Section A:** The N4CSGA Trustee is an advising position providing information assistance, continuity, and a liaison between the N4CSGA and the North Carolina Community College System and the governing bodies of the State of North Carolina.

**Section B:** The N4CSGA Trustee shall be informed and consulted by the N4CSGA Executive Board regarding those issues identified to be of state-wide or legislative nature.

**Section C:** The N4CSGA Trustee shall be appointed by the President of the North Carolina Community College System.

## **Article 13: Quorum**

**Section A:** A quorum for a conference of this organization is a majority of paid member colleges in attendance. Member colleges only have one vote.

**Section B:** A quorum for any business meeting of the Executive Board, standing or ad hoc committees is a simple majority of the membership present.

**Section C:** A quorum for any divisional meeting shall be the division representative and a simple majority of the membership present.

**Section D:** The guideline for parliamentary authority for the organization is Robert's Rules of Order, Newly Revised.

## **Article 14: Meetings**

**Section A:** The N4CSGA shall conduct two full membership statewide conferences each year.

**Section B:** The divisions and committees of the N4CSGA shall meet as often as necessary to conduct the business of the organization.

## **Article 15: Ratification and Amendments**

**Section A:** The Constitution of the N4CSGA may be amended by a two-thirds majority of the institutions present and holding active membership at a fall or spring statewide conference of the N4CSGA. Proposed amendments must be printed, distributed, and proposed at a previous statewide conference to provide for adequate debate and research by the member institutions.

**Section B:** In a like manner, this Constitution must be ratified by a two-thirds majority of the institutions present at Fall or Spring Conference following the conference at which it was first proposed and distributed to the full membership.

**Section C:** Amendments to the N4CSGA Constitution shall be initiated by a member institution, approved by a division vote and brought to the floor of a state-wide conference by the Division Representative of the sponsoring division for a vote by the membership institutions.

**Section D:** Any amendment to this Constitution successfully passed by the full membership or changes in the N4CSGA Operational Guidelines for the organization successfully enacted by the N4CSGA Executive Board must be entered into the context of the original document. The revision must be distinguished from the original body and dated as to its successful enactment.

Last Revised: April 1, 2011