

Fayetteville Technical Community College

SGA, Clubs and Organizations Procedures Manual

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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WELCOME TO FTCC!

Your college experience should be more than classes and homework assignments. It should also be memorable and fun. And while having fun, you can learn valuable career skills such as time management, bookkeeping, and writing skills through participation in clubs and organizations. These skills will help increase your marketability to future employers.

The purpose of FTCC student clubs and organizations is to enhance the college experience and enrich the quality of life for all students. The total development of students at Fayetteville Technical Community College through a balanced program of academics and activities is strongly encouraged.

There are over thirty active student clubs and organizations at FTCC. The diversity of opportunities available to students through involvement in one or more of these student groups is indeed boundless. Students may become actively involved in verbalizing their interests and concerns, determining their goals and objectives, and sharing with other students who have similar views and interests.

The information contained in this publication is specifically designed to assist club advisors, student members, and officers as they work together. Any questions and concerns not addressed by the Procedures Manual for Clubs and Organizations should be directed to Mr. Ben Watson, Student Activities Director at telephone number 678-8385.

IX - 2 CLUB AND ORGANIZATION PROCEDURES

IX 2.1 PROCEDURES FOR STUDENT CLUBS AND ORGANIZATIONS

Fayetteville Technical Community College is committed to contributing to the personal growth of students by providing resources and guidance for clubs and organizations. The Student Activities Office will provide expertise in assisting new or existing clubs and organizations.

The idea and motivation to form a club or organization must come from the students. The club or organization must be recognized by the College and must abide by the rules and regulations of Fayetteville Technical Community College. The club or organization must have a set of **BYLAWS** and a **CONSTITUTION** and have a full-time faculty or staff employee as its advisor. The advisor for a specific club or organization must be approved by the appropriate Associate Vice President and Vice President for Academic and Student Services.

In order for Fayetteville Technical College to recognize, reinstate, or dissolve a club or organization, a request must be submitted in writing to the Student Activities Director and approved by the Director, the appropriate Associate Vice President, as well as the final approval by the Vice President for Academic and Student Services.

IX 2.2 GENERAL GUIDELINES FOR CLUBS AND ORGANIZATIONS

- 1. All club or organization officers must have and maintain a cumulative major grade point average of 2.5 or better.**
- 2. All club or organization members must have and maintain a grade point average of 2.0 or better.**
- 3. The club or organization should identify all bank accounts as FTCC sponsored and may obtain and use the FTCC federal tax identification number which may be obtained from the Student Activities Director.**
- 4. Two signatures are required for each account. One signature must be the advisor who is a full-time employee of FTCC and the other must be the treasurer of the club or organization.**
- 5. All bank accounts must use the college address of the FTCC advisor.**
- 6. All accounts by clubs or organizations must be reconciled by the treasurer and advisor upon receipt of the bank statement.**
- 7. Financial reports must be reviewed by the advisor and copies sent to the Student Activities office on a quarterly basis with each monthly or quarterly bank statement attached. See attachment #5.**

8. A quarterly financial report must show the activities of the club or organization during the reporting period and must be on file in the office of the Student Activities Director within thirty (30) days after the fiscal quarter ends. Copies must be distributed at the next club or organization meeting.
9. No club or organization monies may be used to buy alcoholic beverages or controlled substances.
10. A maximum of \$25.00 petty cash may be held by the advisor.

IX 2.3 HOW TO START OR REINSTATE A CLUB OR ORGANIZATION

Students must express an interest in starting a club or organization which must be consistent with the purposes and policies of the college.

1. The petitioning group must establish a constitution and bylaws containing the following:
 - a. Proposed name of the club or organization
 - b. Purpose of the club or organization
 - c. Officers and duties
 - d. Meeting schedule, how often (i.e. once a month, once per semester, etc.)
 - e. List of standing committees and their duties
 - f. Quorum requirements
 - g. Membership requirement – membership must be open to all curriculum students unless the club or organization is for a specific curriculum, without regard to race, color, national origin, religion, sex, handicap, or political affiliation.
2. An interest group must have ten (10) active members in order to be recognized as a club or organization. Members are considered active if they comply with all membership requirements (i.e. paying dues, maintaining GPA, etc.)
3. The group must secure an advisor who is a full-time faculty or staff member. The advisor must be approved by the appropriate Associate Vice President and the Vice President for Academic and Student Services.
4. The students and advisor(s) must hold an organizational meeting. The top portion of the Petition/Recognition for Student Club/Organization form (see attachment 1) acquired from the Student Activities Office is then filled out and submitted to the Student Activities Director.
5. After approval is granted, the final copy of the constitution and bylaws must be submitted within six weeks along with a completed copy of the Petition/Recognition for Student Club/Organization form. Following the final review and approval by the Student Activities Director, the appropriate Associate Vice President, and the Vice President for Academic and Student Services, notification of official recognition is made to the club or organization and its advisor.

- 6. Within two weeks after final approval, a list of officers must be submitted to the Student Activities Director. See attachment 2. In the event of a change of officers or advisor, the Student Activities Director must be notified within ten (10) class days.**
- 7. If recognition is denied, interested students may appeal to the Vice President for Academic and Student Services through the Associate Vice President for Student Services.**

IX 2.4 DISSOLUTION OF A CLUB OR ORGANIZATION

FTCC holds the right to dissolve any club or organization for any one or more of the following reasons:

- 1. The inactivity of the club or organization for at least two years.**
- 2. The buying of alcoholic beverages and/or controlled substances with club or organization monies.**
- 3. The use of alcoholic beverages and/or controlled substances at any club or organization-sponsored function.**
- 4. Failure to have a full-time employee as an advisor.**
- 5. Failure to comply with the rules and regulations of the College.**

IX – 3 DUTIES OF THE CLUB AND ORGANIZATION ADVISOR

IX 3.1 SPECIFIC DUTIES OF THE CLUB OR ORGANIZATION ADVISOR

The advisor plays a vital role in the success of a club or organization. He or she provides the basic orientation and motivation for the activities of the club/organization. The following guidelines are required:

- **Must be knowledgeable of all College policies and procedures to give guidance and direction to the club or organization. Must plan, with the officers of the group, any activities scheduled by the group.**
- **Must be present at all functions and meetings (if more than one advisor, at least one advisor should attend each activity in its entirety) and be a resource person(s) for the club or organization.**
- **Must countersign checks of the bank drafts with the treasurer of the club or organization, to be aware of all financial deadlines involving the club or organization, receive and carefully review monthly financial reports, and to assist the treasurer in any financial matters. The advisors must ensure appropriate and accurate record keeping.**
- **Must sign all purchase requisitions, all Request for Approval of Activity forms, Field Trip Request forms, and Requests for Absence and/or Travel. Insure that required financial reports are submitted to the Student Activities office quarterly. These records are reviewed by the Financial Services office quarterly.**
- **Must accompany the club or organization on trips including overnight travel.**
- **Must promote club or organization activities.**
- **Must obtain minutes of all club or organization meetings for review.**
- **Must be responsible for dissemination of club or organization literature.**
- **Must maintain a complete officer and membership list with addresses and phone numbers.**
- **Must know the Constitution and Bylaws of the club or organization.**
- **Must consult with the Student Activities Director who serves as an advisor to club or organization advisors.**
- **Must attend interclub meetings with club or organization officers.**
- **Must follow all procedures for securing services necessary in carrying out an event (i.e., requesting use of facilities, work orders, custodial services).**
- **Must reflect the philosophy of FTCC in all club or organization activities.**

IX – 4 PARLIAMENTARY PROCEDURE

IX 4.1 WHAT IS PARLIAMENTARY PROCEDURE?

Robert's Rules of Order, New Revised, is a universally accepted reference and is the official parliamentary authority of all FTCC clubs and organizations.

Parliamentary procedure provides a means by which deliberate assemblies, governed by adopted sets of rules, can arrive at the majority decision of those present – accurately, impartially, and in a minimum amount of time.

Parliamentary rules provide:

- ✓ **Guidelines for sharing ideas, information and opinions**
- ✓ **Means by which fair and open decisions may be made**
- ✓ **Ways of determining action and carrying on a club's or organization's business**

Parliamentary rules protect the rights of:

- ✓ **Each member of the club or organization**
- ✓ **The majority**
- ✓ **The absent member**
- ✓ **The organization as a whole**
- ✓ **All of these together**

Proper use of parliamentary procedure ensures:

- ✓ **Justice and equality for all**
- ✓ **Orderly conduct of business**
- ✓ **Consideration of one thing at a time**
- ✓ **Rule of majority**
- ✓ **Respect the rights of the minority**

Ideally, parliamentary procedure is the Golden Rule put into practice. It should be used as a tool, not as a weapon.

IX – 5 CLUB OR ORGANIZATION MEETINGS

IX 5.1 TYPICAL ORDER OF BUSINESS

Members of the clubs or organizations can expect meetings to follow a regular pattern. Various activities are almost always considered in the same sequence, called an “order of business”, and are usually outlined in the club or organization’s rules.

Between the “call to order” and the “adjournment”, a typical order of business usually includes:

- **Reading and approval of minutes**
- **Reports of officers and standing committees**
- **Reports of special committees**
- **Unfinished business**
- **New business**

Other items which may be included are:

- **Opening ceremonies**
- **Roll call**
- **Announcements**

Members have the right to participate under any heading in the order of business, so long as what they say and do is properly related to that heading. If uncertain as to the propriety or timeliness of contemplated action, they may ask the presiding officer for advice or direction.

IX – 6 CLUB AND ORGANIZATION OFFICERS

IX 6.1 GENERAL GUIDELINES FOR THE CLUB/ORGANIZATION PRESIDENTS

The *President* is expected to:

- ❖ Ensure that the Student Activities Office is provided with a current list of active members each quarter. The list should include members' names and phone numbers.
- ❖ Notify the advisor immediately if an officer resigns and if the membership falls below the ten (10) members which are required in order to remain active.
- ❖ Be the official representative of the club or organization
- ❖ Preside at all meetings of the club or organization
- ❖ Refer to him/herself as "The Chair" ("I" is not used)
- ❖ Call the meeting to order on time
- ❖ Determine if a quorum is present
- ❖ Announce, in proper order, the business to come before the meeting
- ❖ Recognize members entitled to the floor
- ❖ State and put to vote all questions that legitimately come before the group
- ❖ Announce the result of each vote and the effect of the action
- ❖ Expedite business in every way possible without denying the members their rights
- ❖ Enforce rules of debate, order, and decorum
- ❖ Decide all points of order
- ❖ Respond to relevant questions of members
- ❖ Refrain from voting except when breaking a tie
- ❖ At the proper time, declare the meeting adjourned

- ❖ Stand while calling a meeting to order, when declaring a meeting adjourned or while putting a question to vote
- ❖ Carry out administrative and executive duties outlined in the bylaws of the club or organization or as directed by the membership of the club or organization

The bylaws may provide for the President to be an ex-officio member of all committees. This is not a duty of the office, but is a privilege that might be granted by the bylaws. Without such a provision, the President has no more right to attend the meetings of a committee than any other member of the club or organization who is not a member of the committee.

Ex-officio means “by virtue of office” and if given this privilege, the President has all rights which are extended to other members of the committee – to participate in the discussion, etc. The President is not obligated to attend committee meetings and is not counted in the quorum, but it is the duty of the chairperson of the committee to notify the President of each committee meeting.

IX 6.2 GENERAL GUIDELINES FOR THE CLUB OR ORGANIZATION SECRETARIES

A Secretary is expected to:

- ❖ Keep accurate minutes of all business meetings
- ❖ Handle all correspondence, and send out notices of the meetings
- ❖ Work in close harmony with the President
- ❖ Prepare the agenda for meetings unless the President prefers to prepare it
- ❖ Take to each meeting – previous minutes, bylaws, a list of members, list of committees with the membership of each, the agenda, and any supplies that may be needed
- ❖ Call the meeting to order if the President and Vice President are absent, and preside until a temporary chairperson is elected (this should be done immediately after calling the meeting to order)
- ❖ Send the President and advisor a copy of the minutes as soon as possible after each meeting and make minutes available to the members
- ❖ Transfer, upon expiration of his/her term of office, all material pertaining to the office to the newly elected Secretary
- ❖ Carry out any other duties as outlined in the bylaws of the club/organization or as directed by the membership of the club/organization.

IX 6.2.1 CLUB/ORGANIZATION MINUTES

Contents of minutes:

1. The first paragraph should contain:

- ✓ **The kind of meeting – regular or special**
- ✓ **The name of the organization**
- ✓ **The date and time of the meeting, and the location (if it is not always the same)**
- ✓ **A notation of the presence of the regular Presiding Officer and the Secretary, or the name of their substitutes**
- ✓ **Action taken on the minutes of the previous meeting (approved as read or corrected)**

2. The body of the minutes contains, in a separate paragraph for each:

- ✓ **Reports of officers, standing committees, and special committees**
 - 1. Officer's reports (at least the Treasurer's report)**
 - 2. Standing committees (such as membership, etc.)**
 - 3. Special committees (such as committees to set up fund-raising activities)**
- ✓ **Motions**
 - 1. The FINAL wording of all main motions (with any amendments incorporated and any motion to reconsider, also whether each was adopted, lost, or temporarily disposed of (postponed, etc.) but not if withdrawn)**
 - 2. All notices of motions**
 - 3. All points of order and appeals, noting whether sustained or lost, and giving the chair's reason for ruling**
 - 4. The name of the maker of important motions, but not of the person making the second**
- ✓ **Announcements**
 - 1. The last paragraph contains the hour of adjournment**
 - 2. The minutes are closed with the signature and the title of the person writing the minutes**
- ✓ **Pertinent points on minutes**
 - 1. Minutes are the legal record of the proceedings of the club or organization and should never be destroyed**
 - 2. The Secretary may request, through the Chair, that motions be in writing (see attachment 3)**

3. Reports of committees are filed by the Secretary with the minutes of the meeting at which the reports were given
4. When a count is ordered or a vote is by ballot, the number of votes on each side should be recorded in the minutes unless ordered otherwise by rules or by the group
5. Nothing is ever erased from the minutes. Corrections are made in the margin. If material is expunged, a line is drawn through the words expunged.
6. "Respectfully submitted" is not necessary when the Secretary signs the minutes

NOTES ON MINUTES:

IX 6.3 GENERAL GUIDELINES FOR CLUB AND ORGANIZATION TREASURERS

The Treasurer's report should contain:

- ✓ **Balance on hand at the beginning of the period for which the report is made (i.e., month of January)**
- ✓ **Receipts (money received, if applicable)**
- ✓ **Disbursement (money paid out)**
- ✓ **Balance on hand at the close of the period for which the report is made**

The Treasurer's report, given at each regular meeting, is not adopted but is read for information. All club/organization members should receive a copy of the report.

Budget Planning:

A budget is an itemized list of probable revenue and expenditures for the ensuing academic year. The budget serves as a guide in planning for the club or organization's financial activities. The annual report of the previous year provides a good guide. Be prepared to be flexible and willing to change the budget as amended if the need arises. For the budget to serve as an authorization for the expenditure of funds, the bylaws or a motion adopted by the club or organization must provide for it.

NOTES ON BUDGET:

IX – 7 GUIDELINES FOR COMMITTEES

IX 7.1 GENERAL GUIDELINES FOR STANDING COMMITTEES

- 1. Standing committees are relatively permanent in nature, with members appointed or elected to carry out specific functions of the club or organization.**
- 2. Standing committee members are usually selected after new officers have been elected and serve for a term corresponding to that of the officers, or until their successors have been chosen. The committee itself continues to exist as part of the club or organization until a change in the club or organization's rules eliminates it.**
- 3. Authorization for the creation of appointment of standing committees is customarily provided in the bylaws of the club or organization.**
- 4. Members of a standing committee should be chosen to provide the strongest possible group to carry out the committee's responsibilities.**
- 5. Bylaws frequently provide that chairpersons shall be members of the club or organization's Executive Board.**
- 6. The committee may be required at times to report to the Executive Board as well as, or instead of, to the group. Committees usually report at least once a year.**

IX 7.2 SPECIAL COMMITTEES

- 1. Special committees are created as the need arises to carry out a specific task.**
- 2. Committee members are elected or appointed to carry out a specific duty and remain on the committee until that task is completed.**
- 3. When the committee has completed its assigned responsibilities and given its final report, the committee automatically ceases to exist.**
- 4. Special committees are appointment or elected as authorized by the group that created them.**
- 5. Members of special committees should be chosen to best meet the needs of the committee. If it is to take some kind of action, the committee should be small and include only those who favor the work to be undertaken. If it is to study or investigate a question(s), it could be larger and include members with different points of view on the assigned subject.**
- 6. Chairpersons are usually not members of the club or organizations Executive Board.**
- 7. A special committee normally reports to the body that created it. If created by the club or organization, it reports to the club or organization. If created by the Board, it reports to the Board. The motion creating it can direct to whom it reports.**
- 8. Examples of special committees are: a committee to plan an activity; to investigate a situation; to purchase a gift; to carry out a particular action for the club or organization.**
- 9. Special committees are sometimes called "select" or "ad hoc" committees.**

NOTES ON COMMITTEES:

IX 7.3 CHECKLIST FOR PLANNING AN ACTIVITY

If clubs or organizations plan ahead, members get a sense of anticipation and purpose, the event will run smoothly, and everyone will enjoy participation.

Planning:

- _____ 1. Who will be in charge? Who will participate?
- _____ 2. Nature of activity: educational, social, recreational, service or fund-raising?
- _____ 3. Is the event open to club members only, campus-wide or community?
- _____ 4. Outcome: increased knowledge, membership recruitment, increased revenue?

Arrangements:

- _____ 1. Reservation of location and facilities: conference rooms, auditorium, gym?
- _____ 2. Resources needed: chairs, tables, etc.?
- _____ 3. Media needed: sound system, speakers, microphone, overhead, etc.?
- _____ 4. Special arrangements: lighting, food, drinks, notify security, etc.?

College Procedures:

- _____ 1. Authorization from Students Activities Office* and other offices as applicable
- _____ 2. Check for possible violation of policies
- _____ 3. Complete any necessary paperwork:
 - * Request for Approval of Student Activity (attachment 7)
 - Professional Services Agreement (attachment 4)

Finance:

- _____ 1. Where will necessary monies come from?
- _____ 2. Who will pay: members, students, etc.

Publicity:

- _____ 1. Approved flyers distributed and posted on campus?
- _____ 2. Advertising through TechNotes, Intercom, etc.?
- _____ 3. Telephone, GroupWise, or personal invitation?

Before the Activity:

- _____ 1. Check to see if facility is arranged as requested
- _____ 2. Resources complete: food, drinks, handouts, etc.?
- _____ 3. Special arrangements: nametags, water for speaker, etc.?
- _____ 4. Who will be working for the event?

Clean up:

- _____ 1. Facilities left in good condition? Trash removed?

Evaluation:

- _____ 1. What was the response from the participants?
- _____ 2. Planning: Was it adequate?
- _____ 3. Recommendation for follow-up events

Follow-up:

- _____ 1. Complete financial obligations
- _____ 2. "Thank-you's" if necessary

IX- 8 SPECIAL GUESTS

IX 8.1 PROCEDURES FOR SPECIAL GUESTS

Over the course of a year, a club or organization may wish to invite guest speakers or performers to campus. A club or organization must notify the Student Activities office and the appropriate Associate Vice President before issuing any invitations and allow at least four weeks prior to the event for approval by Fayetteville Technical Community College

If a speaker or performer is to be paid from club or organization funds, a Professional Services agreement (attachment 4) must be completed and approved through Student Activities and the Business Office at least four weeks prior to the scheduled event. The social security or tax identification number and complete mailing address of the speaker or performer are required on this form. Prior to *any* FTCC signature, the Business Office must approve the Professional Service Agreement.

The following guidelines relate to political candidates appearing on campus, especially during a campaign period. The term “campaign period” is generally related to that part of the semester during an election year which precedes the election. These guidelines also apply to primary campaigns.

- In instances when a national, state, or local politician is to be invited to speak on campus, specific attempts should be made to similarly invite his or her opponent(s). The invitation to the opponent(s) should be made well in advance of the first candidate’s visit, but the opponents do not necessarily need to be invited for the same time period. These invitations must be approved by the Associate Vice President and Vice President for Academic and Student Services through appropriate offices with the invitations being issued by the president of FTCC.
- Booths or tables for candidate’s campaign material will be restricted to the week of the election. Those candidates not on the official election ballot will need to be sponsored by a campus club or organization to set up a display. Meetings which could conceivably have an adverse effect on the welfare and reputation of the College must be discussed with the Student Activities Director and the appropriate Associate Vice President. The appropriate Associate Vice President will determine these cases and will inform the club or organization of his or her decision before the event is scheduled.

IX – 9 CLUB AND ORGANIZATION FUNDS

IX 9.1 CLUB AND ORGANIZATION FINANCIAL REPORTS

All club or organization monies except petty cash must go into a bank account that is set up by the club or organization’s Advisor and Treasurer. A maximum of \$25.00 petty cash may be held by the club or organization advisor. Records of expenditures and income, including petty cash are submitted to the Student Activities Office through quarterly reports (attachment 6) with the bank statements attached. Quarters end on March 31st (January, February, March), June 30th (April, May, June), September 30th (July, August, September) and December 31st (October, November, December). Deposits must be notated with the source of the money. Checks written or expenditures must be notated with the check number, who the payment is to, the amount, and the reason for the payment. Copies of deposit slips, checks written, etc. need not be forwarded with the report, but should be kept on file with the club.

Example:

CLUB _____ FTCC Hiking Club _____

QUARTER ENDING ___ March 31, 2010 ___ DATE SUBMITTED ___ April 15, 2010 ___

BANK _____ Bank of Moola _____ ACCOUNT NAME ___ FTCC Hiking Club ___

CLUB TREASURER _____ Ima Broke _____ CLUB ADVISOR ___ John Muir _____

CHECK #	DATE	DESCRIPTION OF CHECKING ACTIVITY	
		BALANCE FORWARD	\$ 275.36
			XXXXXXXXXXXXXXXXXXXX
-----	----	Deposit (\$40.00 for club dues)	+ 40.00
			315.36
290	2/14	Food Lion (hot dog sale supplies)	- 27.22
			288.14
291	2/26	Smith Printing Co. (posters for publicity)	-17.89
			270.25
292	3/20	Appalachian Trail Club (membership for club for year 2010 - 2011)	- 250.00
			20.25
-----	3/21	Deposit (192.56 from hot dog sale)	+ 212.81
		Ending Balance	\$212.81

Monies or other awards won by club participants belong to the club or organization, not to the individual participants. The Student Activities office makes funds available for support of club or organization activities provided to ALL students. All recognized clubs or organizations may request up to \$150.00 of matching funds per calendar year using “Request for Student Activity Funding” (attachment 6). Administrative approval will be based on the merit of the request.

IX 9.2 SALES AND SOLICITATION PROCEDURES

FTCC policy states that the sale of commercial products and services is the exclusive right of the College or its agents. Clubs and organizations may conduct legitimate fund raising activities as allowed by current policy. The advertising of items by clubs and organizations to students is restricted to specific designated areas. The sale of items for charitable organizations by college employees must be approved by their immediate supervisor and must not conflict with normal work duties. All exceptions to this policy must be approved by the President of the College or his designee.

IX 9.2.1 SOLICITATIONS

In order to preserve a positive image of Fayetteville Technical Community College in the business community, solicitations should be minimal. Oftentimes a business is solicited by numerous individuals and groups from the campus. Any club or organization desiring to solicit a business must have prior written approval from the office of the Vice President for Institutional Advancement at least two weeks in advance. Certain ways that solicitation items may be used are:

- ❖ Door prizes
- ❖ Auctions conducted by a specific club or organization
- ❖ To be used with other type sales mentioned earlier

IX 9.2.2 CLUB AND ORGANIZATION SALES:

- ❖ All club or organization sales must have two weeks prior written approval by the Student Activities Director. The Request for Approval for Student Activity will be handled on a first come, first served basis (attachment 7)
- ❖ **FOOD SALES ARE LIMITED, BY THE NORTH CAROLINA DEPARTMENT OF HEALTH, TO “ONE PER MONTH, NOT TO EXCEED TWO CONSECUTIVE DAYS”.** The Student Activities Director, with recommendations from the Club or Organization Advisors, will choose the two consecutive days for each month at least one month in advance. This policy does not include *pre-packaged food* sales. “Pre-packaged food” includes food items that are packaged by the manufacturer and are not ‘prepared’ by the students. Examples: microwave popcorn, individually sealed muffins, packages of gum, canned drinks, etc. Food sales that would fall under the Health Department policy would be hot dog sales, nacho sales, etc.
- ❖ Food items may be sold in Horace Sisk, Cumberland Hall, on the lower level of Paul H. Thompson library, Lafayette Hall, in the lobby and the back hall of the Advanced Technology Center, in the Criminal Justice building and the lobby of the Health Technology Center. Food items may be sold in Continuing Education areas (Center for Business and Industry, Continuing Education Center, etc.) *with their permission.*

- ❖ According to North Carolina state law, the College may allow only a limited number of raffles per year. The Student Activities Director will approve raffles on a first come, first served basis. No club may have more than two raffles per year.
- ❖ As a non-profit College, commercial vendors are not allowed to participate in club or organization fund raising activities.
- ❖ Other money-making ideas for clubs and organizations that appear to be successful are:
 - ✓ Hot dog/hamburger sales
 - ✓ Popcorn sales
 - ✓ T-shirt sales
 - ✓ Dunking booth
 - ✓ Ice cream sales
 - ✓ Pizza sales
 - ✓ Doughnut and coffee sales
 - ✓ Balloon sales
 - ✓ Candy sales
 - ✓ Yard sales/silent auctions
 - ✓ Car washes
 - ✓ Flower sales
 - ✓ Decal sales (FTCC)

MORE IDEAS FOR FUND-RAISERS:

IX – 10 PUBLICITY

IX 10.1 PUBLICITY PROCEDURES

- **Advisors may use attachment 8 or Groupwise email to submit information to the Public Relations (Institutional Advancement) Office for listing on the Campus Events Calendar, “TechNotes”, and the faculty and staff “Intercom”.**
- **Utilize club or organization assigned bulletin boards to present information about the club or organization. Use bulletin boards designated by the Director of Student Activities to publicize activities, fund-raisers, etc. Information posted on these boards must be approved by the Student Activities Director.**
- **Place approved flyers in classrooms where the major course for a specific program area is being taught (i.e., ADN students would post information about their club activities in the nursing classrooms).**
- **Approved information about a club or organization may be placed on a tripod and placed in key locations around campus. Tripods must be furnished by the club or organization.**
- **Posters, flyers, and literature must be removed within forty-eight hours after the event takes place.**
- **Posters, flyers, etc. must not be posted on glass doors or windows, painted walls, or brick walls. Please use the bulletin boards.**
- **Any large item that needs to be displayed from a building, such as a banner or flag, needs to be attached by FTCC maintenance personnel after permission of the Facilities Service Director.**

IX 11 TRAVEL GUIDELINES AND PROCEDURES

IX 11.1 TRAVEL GUIDELINES

All club or organizational travel must follow the procedures below:

1. Requests to attend a function such as a club or organization conference must be approved by the appropriate administrators at least four weeks prior to the function utilizing the “Request for Absence and/or Travel (attachment 9).
2. Students will be reimbursed for their expenses not to exceed in-state or out-of-state limits (see below). Receipts for registration fees, lodging, and meals must be attached to the “Request for Reimbursement for Travel and Other Expenses” (attachment 10).
3. If possible, transportation should be provided by the club or organization via the advisor’s personal vehicle. No state monies can be used to transport students to student club or organization activities. If an FTCC vehicle is used, the club or organization must reimburse the College for the use of the school vehicle.
4. The advisor or other college designee will accompany club or organization members on trips as approved by the Vice President for Academic and Student Services through the appropriate Associate Vice President.
5. Subsistence allowances for travel are as follows:

In State		Out-of-state	
Breakfast	\$6.75	Breakfast	\$6.75
Lunch	8.75	Lunch	8.75
Dinner	15.00	Dinner	17.00
Room	57.25	Room	68.00

6. When students share lodging, *each* student must obtain a receipt for his or her portion of the lodging expense with *their name* listed on the receipt.
7. Students may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return.
 - **Breakfast:** Depart FTCC prior to 6:00 AM
 - **Lunch:** Depart FTCC prior to 12:00 Noon (day of departure) or Return to FTCC after 2:00 PM (day of return)
 - **Dinner:** Depart FTCC prior to 5:00 PM (day of departure) or Return to FTCC after 8:00 PM (day of return)

Receipts are needed for each meal reimbursed!

When the cost of the breakfast, lunch or dinner is included as part of the registration fee for a formal congress, conference, workshop, etc., such assembly must involve the active participation of persons other than the students of the Community College System and must be necessary for conducting official FTCC Student Club/Organization business.

8. Tips for handling baggage at common carrier terminals and tips for handling baggage when arriving or departing from the place of lodging are allowed and must be itemized under “other expenses” on the reimbursement form.

9. Expenses for travel for official business at the point of destination is authorized for actual cost of taxi, bus, or limousine service when commercial transportation is used for travel from FTCC.

10. All school travel for advisors or College designees on behalf of student clubs/organizations will be approved on the basis of only one privately owned vehicle per four (4) or five (5) students per travel regulations.

11. Advance travel allowance, not to exceed the maximum state allowances for subsistence, registration, and other expenses to be incurred by students of the College for official travel may be made to such students upon request if the allowance expenses – subsistence and registration – equal or exceed \$200.00. Students will be expected to pay all required expenses and fees including registration from such advances. Settlement on any advance travel allowance received must be made within two (2) weeks of completion of travel for which advance was received. The advance request should be made on the “Estimated Travel Advance Worksheet” (attachment 11).

12. Travel reimbursement forms must be submitted by clubs or organizations to the club or organization treasurer and advisor for reimbursement. This process ends at this level, however, club or organization advisor’s travel reimbursement must follow the procedures as outlined in the current FTCC Administrative Procedures Manual.

PETITION/RECOGNITION FOR A STUDENT CLUB OR ORGANIZATION

Date:

The undersigned request permission to organize as a club or organization and to seek recognition by Fayetteville Technical Community College.

Student Name and Social Security Number:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Proposed Club or Organization Name: _____

Purpose and Objectives of Club or Organization: _____

Club Charter and Constitution Received? Yes _____ No _____

Permission to Organize? Granted _____ Denied _____

Signature, Student Activities Director:

_____ Date: _____

Signature, Associate Vice President for Student Services:

_____ Date: _____

Recognition Application

Staff and/or Faculty Advisor(s) (Authorized to Disburse Funds):

Name and Title:

Official Recognition: Granted _____ Denied _____

Signature, Student Activities Director:

_____ Date: _____

Signature, Associate Vice President for Student Services:

_____ Date: _____

Signature, Vice President for Academic and Student Services:

_____ Date: _____

List of Club/Organization Officers

Year _____

Club/Organization Name _____

President _____

Vice President _____

Secretary _____

Treasurer _____

Other _____

Other _____

Other _____

Professional Services Agreement

(See reverse for detailed instructions on preparation)

Fayetteville Technical Community College, hereinafter referred to as the COLLEGE and _____

_____ hereinafter referred to as the CONTRACTOR, enter into this agreement for professional services as described below in Item I, for the period and the rate of pay as indicated.

I. The Contractor agrees:

A. To provide professional services as follows (fully describe the services):

B. Rate of Pay: Hourly: _____ Number of Hours: _____
Daily: _____ Number of Days: _____
Fee: _____

C. Period Covered: From _____ to _____

D. Course Title _____ Number _____

E. Payment of all Federal and State income taxes and Social Security applicable to the compensation received is the responsibility of the CONTRACTOR and not the COLLEGE with the following exception:
For a non-resident individual or non-resident entity (out of state) four percent (4%) NC Income Tax will be withheld unless a certificate of authority is presented.

F. **The rate of pay specified above includes all expenses of the CONTRACTOR including travel and subsistence.**

G. CONTRACTOR agrees that this agreement may be terminated by the COLLEGE either due to cause or cancellation of the course due to lack of students or funds.

II. The COLLEGE agrees to make payment upon completion of services rendered as provided in Items I, A above, upon receipt of a completed invoice submitted itemizing services furnished and certified to by the responsible Dean and/or Director.

III. **ATTEST:**

A. CONTRACTOR: _____

Address: _____

STREET CITY ZIP CODE
Please check one: Individual _____ Proprietor _____ Corporation _____ Non Profit _____ Other _____

If out of state, please check one: 4% NC income tax withheld _____ Certificate of Authority attached _____

CONTRACTORS FED. ID NO. SIGNATURE DATE
(See Reverse)

B. COLLEGE:

1. Director: _____
NAME PRINTED SIGNATURE DATE

2. Funds in the amount of \$ _____ are available and have been obligated for payment of this agreement: Code Chargeable: _____

SIGNATURE - VICE PRESIDENT FOR FINANCIAL SERVICES DATE

IMPORTANT NOTICE: This form must not be used for services of an employee of the college. An employee is defined as one who performs services subject to the will and control of the college as to what shall be done and how it shall be done.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**STUDENT CLUB/ORGANIZATION REQUEST FOR STUDENT ACTIVITIES
FUNDING FOR SPECIAL EVENTS**

Name of Club or Organization _____

Name of Activity/Program _____

Date and Location _____

Description of Activity/Program (please describe in detail – i.e. induction ceremony, competition, etc.) _____

What benefit will this activity be to all FTCC students?

Previous fund-raising activities this semester:

Projected fund-raising activities this semester:

Amount of funding requested (not to exceed \$150.00) _____

Advisor's Name

Signature

Student Activities Director

Signature

Associate VP for Student Services

Signature

Curriculum clubs and organizations are expected to work through their curriculum legislators to obtain SGA funding. Curriculum legislators are expected to attend scheduled SGA meetings on a regular basis

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Clubs and Organizations

REQUEST FOR APPROVAL OF STUDENT ACTIVITY

This form is to be used for approval of a Student Activity. Student Clubs and Organizations wanting to sponsor any type of activity, including fund-raising projects, are expected to complete this form. All requests MUST BE SUBMITTED TO THE STUDENT ACITIVITES OFFICE FOR APPROVAL AT LEAST TWO WEEKS PRIOR TO THE DATE THAT THE EVENT WILL TAKE PLACE.

Requests may be made up to one year in advance.

Club or Organization _____

Name and type of activity _____

Date, time and location _____

Personnel to be responsible for the activity:

Faculty/Staff member to serve as Advisor

Approvals:

Club President **Signature**

Club Advisor **Signature**

Student Activities Director **Signature**

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Clubs and Organizations

SPECIAL EVENT ON CAMPUS

Date _____

Start Time _____

End Time _____

Event _____

VIP's _____

Location _____

Campus Contact _____ **Ext.** _____

Number Attending _____

Special Set-ups _____

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Request for Absence and/or Travel

(Type all Entries)

* Name _____ Date _____
(As it appears on your Social Security Card) (SSN-Last 4)

Destination _____

Departure Time/Date _____ Return Time/Date _____

Mode of Transportation _____

Reimbursement Requested Yes ___ No ___

Source of Funds State ___ Tier A ___ Other _____

<u>Estimate of Official Travel Expenses per Individual</u>		<u>Type of Subsistence</u>		
		In-State	Out-State	
Mileage (40.5 Cents)/Air Fare	_____	Breakfast	7.00	7.00
Meals	_____	Lunch	9.25	9.25
Room	_____	Dinner	15.75	17.75
Registration	_____	Room	<u>59.75</u>	<u>71.00</u>
Other	_____		\$91.75	\$105.00
Total Expenses	_____	Excess Funds Requested:	<input type="checkbox"/>	

**Purpose of Travel/Explanatory Remarks: _____

** Attach supporting documentation.

Coverage of Classes _____

Approval Signatures

 Department and/or Division Chair/Coordinator

 Associate Vice President

 Dean/Director/Supervisor

 Vice President

 President

*Please Note: Attach list of names in case of more than one traveler. Overnight travel and Excess Fee require approval of President.

**Attach support documentation

Distribution: Original and Yellow to Business Office, Pink to Dean /Director/Supervisor, Gold to Instructor/Individual

Form 18AA 417 CC

**STATE OF NORTH CAROLINA
REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE
DISCHARGE OF OFFICIAL DUTY-INCLUDING PER DIEM**

INSTRUCTIONS TO CLAIMANT: Prepare in three (3) copies. Attach all necessary receipts and other supporting documents to this form and submit the original and one (1) copy to your Budget or Business office. Retain one (1) copy

Department or Institution Fayetteville Technical Community College		Division	
Payee's Name (As appears on Social Security Card)		Title	Headquarters (City) Fayetteville, NC
Payee's Address		Date	Total Cost
From	Period covered by this voucher	To	Date of Out-of-State Travel Auth.
			Less Advance
			Reimbursement

This is a true and accurate statement of expenses incurred in the service of the state

I certify that the expenses incurred are necessary and proper and amounts claimed are just and reasonable

(CLAIMANT)	LAST 4 DIGITS OF SSN	(HEAD)
------------	----------------------	--------

Day	TRAVEL (Show Each City Visited)		TRANSPORTATION			SUBSISTENCE		OTHER EXPENSES		
	From	To	(1) Mode	Daily Private Car Mileage	Amount	(2) Type	In-State	Out-of-State	Explanation	Amount
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
						Total				
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
						Total				
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
						Total				
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
						Total				
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
						Total				
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
						Total				

(1) Mode of Travel:	(2) Type of Subsistence	In State	Out State	TOTAL TRANS.	TOTAL AUTH.SUB	TOTAL AUTH.SUB	TOTAL OTHER EXP.
P -Pr. Owned car	Breakfast	\$ 7.00	\$ 7.00				
A -Air	Lunch	9.25	9.25				
O -Other, rail or bus	Dinner	15.75	17.75				
R -Rental	Room	59.75	71.11				
40.5 per mile		\$91.75	\$105.00				

Attachment 10 (continued)

Day	TRAVEL (Show Each City Visited)		TRANSPORTATION			SUBSISTENCE		OTHER EXPENSES		
	From	To	(1) Mode	Daily Private Car Mileage	Amount	(2) Type	In-State	Out-of-State	Explan- ation	Amount
	TOTALS BROUGHT FORWARD		P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			P			B				
			A	→ →		L				
			O	→ →		D				
			R	→ →		H				
			Total							
			TOTAL TRANS.				TOTAL AUTH.SUB	TOTAL AUTH.SUB		TOTAL OTHER EXP

FORM #01024
REV. 07/01

ESTIMATED TRAVEL ADVANCE WORKSHEET
Must be attached to Request for Absence and/or Travel Form

TRAVELER: _____ TRAVEL TO: _____

PERIOD BEGINNING: _____ PERIOD ENDING: _____

Make check payable to _____

PLEASE CHECK ONE OF THE FOLLOWING:

Return Check to Traveler _____ Mail check with attached registration _____

	Column A	Column B	Column C
<u>TRANSPORTATION:</u>	<u>Estimated Expenses</u>	<u>State Allowances</u>	<u>Excess Subs.</u>
<u>Airline (Tourist)</u>			
Must be supported by airline information on reverse side	_____	_____	_____

SUBSISTENCE:

Meals: _____ Days

@ _____ Per Day _____

(1),(2) Lodging: _____ Days

@ _____ Per Day _____

IN-STATE	OUTSTATE	Per Diem
7.00	7.00	Breakfast
9.25	9.25	Lunch
15.75	17.75	Dinner
59.75	71.00	Lodging
91.75	105.00	

OTHER:

Registration Fee:

State Allow. \$30.00 _____

TOTAL TRANSPORTATION, SUBSISTENCE & OTHER:

Should agree with
estimate of official
travel expense per
Request for Absence
and/or Travel _____

Information supporting dates of travel, cost of lodging and registration
must be attached in order to receive an advance.
(1) Receipts required
(2) Require excess approval on Request for Absence and/or Travel Form.

• *NOTE** MUST BE TO BUSINESS
OFFICE AT LEAST THREE (3
WEEKS PRIOR TO THE DATE
ADVANCE CHECK IS NEEDED

Attachment 11 (continued)

FORM #10124

AIRFARE INFORMATION
Must be attached to Estimated Travel Advance Worksheet

INSTRUCTIONS: Contact Two Airlines or Agencies

Travel is reimbursable at the single tourist rate and at the lesser of the two quotes.

NAME OF TRAVELER: _____ DESTINATION: _____

DATE DEPARTING: _____ DATE RETURNING: _____

	DATE OF CONTACT	TRAVEL AGENCY (If Appropriate)	AIRLINE	QUOTED AIRFARE	DATE RESERVATION CONFIRMED
(A)					
(B)					

EXPLANATION (If using Higher Quote)

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Request to Dissolve a Student Club or Organization

Date _____

The _____ Club/Organization has not
Official Name of Club/Organization

been active for the past two years. The last date of activity for the club was
_____. This petition certifies the clubs intent to dissolve.
Month/Year

Advisor (s) _____

President (if applicable) _____

Name of Banking Facility (Attach copy of final/closing statement)

Recommendation for Disbursement of Funds _____

Signature - Club Advisor

Signature - Club President

Date _____

Date _____

Approval

Student Activities Director

Date _____

Appropriate Associate Vice President

Date _____

Vice President for Academic and
Student Services

Date _____

APPENDIX I

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
CLUBS AND ORGANIZATIONS

<u>Club or Organization Name</u>	<u>Club Advisor(s) and telephone</u>
Accounting Club	Barbara Hill-Jones - 678-8294
Advertising and Graphic Design Club	Ricci Fuller – 678-8231
African American Heritage Club	DeSandra Washington – 678-8394
Architectural Drafting Club	Phyllis Bell – 678-8539
Association of Information Technology Professionals (AITP)	Kenneth Kleiner – 678-8572
Association of Nursing Students	Kathy McNamara – 678-8553 Sharon Ellis – 678-8402 Kathy Weeks – 678-8482
Biotechnology Network	Doug Stoner – 678-8383
Criminal Justice Association	Larry Vick – 678-0044
Democratic Club	Joseph Motte – 678-8237
Early Childhood Club	James Hinkle – 678-9786
Emergency Medical Services Club	Katie McLaurin – 678-9866
Engineering Technology Club	Tony Hayes – 678-8249
FTCC Alumni Association	Barbara Copeland – 678-8209
HVAC Association	Don Chavis – 678-8428
Horticulture Club	Terry Gause – 678-8447
Intercultural Club	J. T. Morley – 678-9840
National Technical Honor Society (NTHS)	David Sholter – 678-9841 Brad Goodrum – 678-7376
Nos-Otros: Latino Cultural Organization	José Cruz – 678-8546 María García – 678-9795
Paralegal Club	Ann Taylor – 678-7379

FTCC Clubs and Organizations – Continued

Parents for Higher Education

**Bessie Locus – 678-8479
Loutricia Nelson – 678-8205**

Phi Beta Lambda

**Gerald Lininger – 678-8547
Cindy Burns – 678-8541
Brenda Britt – 678-8426
Kenneth Kleiner – 678-8572**

Phi Theta Kappa

**Dave Miller – 678-8544
Connie Holloway – 678-9774**

Physical Therapist Assistant Club

Phillip Warren – 678-8530

Practical Nursing Club

Sandra Monroe – 678-8355

Psychology Club

Jennifer Brown – 678-9837

Radiography Club (Jr and Sr)

Michelle Walden – 678-8533

Respiratory Care Club

Teddy Jernigan – 678-9869

SADD

Charlie Grimes – 678-8584

**Sigma Kappa Delta
English Honor Society**

Karis King – 678-8543

Society for Healthcare Management Professionals

Myra Allen-McGrew – 678-8594

**Student American Dental Hygienist Association
(SADHA)**

**Jeanette Herring – 678-8552
Mary Cam Boudreau – 678-8511**

**Student Chapter – National Mortician's
Fraternity – Sigma Phi Sigma**

Michael Landon – 678-8301

Student Government Association

**Ben Watson – 678-8385
Brenda Britt – 678-8426
Ann Taylor – 678-7379**

**Students In Free Enterprise Club
(SIFE)**

Brenda Britt – 678-8426

Surgical Technology Club

Terry Herring – 678-8358

Veterans Club

Open – 678-8296

APPENDIX II

Fayetteville Technical Community College Benefits of Being a Legislator

The Student Government is a body of students that meets at least bi-weekly to discuss and vote on a variety of issues relevant to the lives and educations of each and every Fayetteville Tech student. They are supportive of other student organizations, responsible for monitoring and recognizing organizations and, when possible, providing them with support for their activities. There are SGA legislators from all program areas whose duty is to represent student opinions on issues of education, finance, safety, extracurricular activities, and the school as a whole. The SGA is the voice for the student body and helps them actively stay involved in your college experience.

Students who are chosen as legislators gain many experiences from their participation in the SGA. These are benefits that will give them skills that can be used throughout their lifetime. Note the following list of benefits these students gain:

- The Student Government Association (SGA) provides *leadership skills development* for its officers and legislators. Leadership is a much sort after “soft skill.”
- SGA members have a *role in institutional decision-making*. The student president of the SGA serves ex-officio on the Board of Trustees, the governing body of the college. In addition, students are appointed to standing committees. In these committees, students have opportunities to study and comment on proposed policies and procedures and to rule on appeals related to student disciplinary measures.
- The SGA give students experience in *representative government*. Legislators are students elected from each of the approved curriculum. The SGA officers are elected from this group of their peers.
- The SGA provides *opportunities for students to plan and sponsor programs for its members* - service, cultural, social, and recreational programs.
- The SGA gives students experience in allocating and monitoring funds to student organizations and plans and executes student activities and programs for the campus.
- It also *actively states the needs and protects the rights of the student body*. All currently enrolled students are responsible for their activities fees and are entitled to SGA benefits.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION

PREAMBLE

We, the undersigned students of Fayetteville Technical Community College, in order to promote good relationships and understanding among the students, administration, faculty, staff and trustees; to foster leadership, scholarship, and responsibility among students; desiring to preserve free discussion, inquiry and self-expression in the academic community; to insure the rights and general welfare of the student body, do ordain and establish this Constitution of the Student Government Association of Fayetteville Technical Community College.

ARTICLE I

The name of this Association herein established shall be called “The Student Government Association of Fayetteville Technical Community College,” also referred to as “SGA”.

ARTICLE II

Purpose

The purpose of the Fayetteville Technical Community College Student Government Association shall be:

1. To provide means whereby members of the student body may effectively express themselves on college concerns which directly affect their social, economic, physical, intellectual, and spiritual welfare.
2. To aid and assist the college staff, faculty and administration in fulfilling the aim, purposes, and philosophies of documents establishing and ordering of Fayetteville Technical Community College.
3. To support the established institutional process for the resolution of conflicts involving students within the academic community.

4. To advance mutual respect between the college staff and students and encourage school spirit, school loyalty, and a sense of responsibility in all school affairs.
5. To advance the best interest of the student body with other educational institutions and associations.

ARTICLE III

Principles and Policies

The Student Government Association shall at all times uphold the principles and policies of Fayetteville Technical Community College.

All students of Fayetteville Technical Community College who pay an activity fee shall be eligible for membership in the organization and shall be governed by this Constitution without regard to race, religion, color, creed, national origin, sex, age, or handicap. Each member shall be extended the privilege of participating in all student activities, receiving all student benefits, and attending all or any regular Student Government Association meetings and expressing their ideas, but will not be allowed to vote on any matter before the council.

Ex officio, non-voting members shall include, but are not limited to, the Associate Vice President for Student Services, the Director of Student Activities, the Alumni Activities Coordinator, previous executive council members who are currently enrolled in the College, the SGA Advisor(s), newly elected members of the Legislative Council for the following academic year, and other persons deemed necessary by the Student Government Association Executive Council.

ARTICLE IV

Administrative and Legislative Authority

The Student Government Association shall be divided into two branches: General Council and Executive Council:

Section One

The General Council shall serve as the legislative branch of the Student Government Association.

Section Two

The Executive Council shall serve as the executive branch of the Student Government Association.

ARTICLE V

Business and Finance

All business and financial affairs of the Student Government Association shall be conducted through the two branches as provided for within the Constitution and Bylaws subject to rules and regulations of the administration and the Board of Trustees.

ARTICLE VI

Meetings

The branches of the Student Government Association shall hold meetings as set forth in the Bylaws or as necessary to discharge the duties assigned to it. Such meetings shall be announced by posting meeting times on official bulletin boards at least forty-eight (48) hours in advance. The SGA Advisor or an FTCC administrative designee must be present in order for an SGA meeting to be duly constituted for the transaction of official business. Meeting procedures will be governed by Robert's Rules of Order, Revised.

ARTICLE VII

Student Government Association Colors

The official colors of the Student Government Association shall be black and gold.

ARTICLE VIII

N4CSGA

- I. Any FTCC student seeking a position on the division or state level of the North Carolina Comprehensive Community College SGA must have been a FTCC legislator for at least one semester.
- II. Any FTCC student seeking a position on the division or the state level of the North Carolina Comprehensive Community College SGA must meet the requirements set forth by the Constitution and Operational Guidelines of the N4CSGA.

ARTICLE IX

Amendments

The General Council, as defined in the Bylaws, may propose amendments to the Constitution by a majority vote of the Legislators present. Proposals for amendments may also be made by petition signed by twenty percent (20%) of all activity-fee-paying students. Such amendments shall be submitted to a vote of the members of the SGA after giving not less than ten (10) calendar days notice of the proposed amendments. Amendments will not be effective unless and until ratified by the Board of Trustees.

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I

GENERAL COUNCIL

A. MEMBERSHIP

Full voting membership in the General Council is offered to all elected representatives of curricular departments. These representatives shall have their names recorded and their attendance and participation noted. These representatives shall have full voting privileges on the General Council. Their names shall be submitted to the Student Government Association's Secretary no later than April 15th.

1. Department Representatives

The General Council shall consist of two (2) Legislators elected from within each of the approved curriculums.

2. Non-Voting Representatives

A non-voting representative will be elected or appointed from the Alumni Association. The Associate Vice Present for Curricula Programs will appoint two non-voting faculty advisors.

3. Executive Council

In order to run for an Executive Council position, a properly elected legislator must:

- Have and maintain a 2.5 GPA
- Submit a platform discussing his/her reasoning for wanting to be an officer.
- Sign a letter of intent to enroll and attend the following Fall and Spring Semesters.
- Be enrolled in a minimum of nine (9) credit hours during each term of office.

4. President

To hold the office of President, a candidate must also:

- Have at least 18 hours left in his/her curriculum at FTCC.
- Have been a legislator in the previous academic year's SGA.
- Have completed a minimum of 12 credit hours at FTCC.

B. EXECUTIVE COUNCIL ELECTIONS

1. Elections will be held at the last regularly scheduled SGA meeting in May.
2. The incoming legislators will be the voting body for the next academic year's Executive Council.
3. In the event of a tie, a run-off committee consisting of newly-elected officers will break the tie.

4. The Student Activities Secretary and the current year's Parliamentarian (Chair of the Elections Committee) will count the votes.
5. SGA legislators must be PRESENT to vote. No absentee votes will be allowed.
6. The candidates receiving the majority of the votes from the legislators shall be duly elected officers.
7. Appointment of Office
 - a. The summer, fall, and spring terms directly following the elections will be considered a full year in office.
 - b. Term of Office will begin the first day of summer classes and will end the last day of spring classes.
 - c. No officer shall serve more than two (2) terms in the same position.

C. ATTENDANCE

Legislators of the General Council will maintain regular attendance at all General Council meetings. Any Student Legislator who misses three (3) General Council meetings in a given semester may be suspended except under extenuating circumstances. Extenuating circumstances include, but are not limited to, illness, death in immediate family, work conflict, or class conflicts. The General Council, at its regularly scheduled meetings, shall determine legitimacy of excuses for its voting Legislators, as brought to their attention by the Sergeant-at-Arms.

All activity-fee-paying students retain their rights to attend General Council meetings and express their ideas if approved by the Executive Council as agenda items but will not have voting privileges on any matter before the SGA unless they are a representative or an executive officer.

D. MEETINGS

The General Council shall meet a minimum of twice per month during the academic year. Meeting notices shall be posted on official bulletin boards at least forty-eight (48) hours in advance of meeting times. The An SGA Advisor, or an FTCC administrative designee, must be present for an SGA meeting to be duly constituted for the transaction of official business. A quorum is defined as thirty-three percent (33%) of the elected Legislators. A simple majority vote of Legislators present will be sufficient for conducting business.

E. DUTIES, POWERS, AND RESPONSIBILITIES

The General Council's functions include, but are not limited to, the following:

1. To represent their respective groups.
2. To return to respective curricula and report and/or post proceedings of each SGA meeting and allow open discussion and class input when appropriate.
3. Present to the Executive Council any business matters by his/her curriculum to be considered in future SGA meetings.

4. As a member of the Student Government Association, vote the desires of a majority of the group he/she represents concerning voting matters.
5. To serve as liaison between the Student Government Association and all students
6. To perform all tasks as assigned by the Executive Council.
7. To take the leadership in initiating desirable legislation and amending rules and regulations of the SGA subject to approval by the administration and the Board of Trustees.
8. To approve expenditures of funds of the SGA and approval of the SGA's annual budget within guidelines established by the administration and Board of Trustees.
9. To promote and oversee the election of new SGA Legislators of their respective curriculums.
10. To wear provided SGA emblem on campus and during official SGA activities.
11. To accept the responsibilities of Chairpersons of committees when appointed.
12. To submit each semester's schedule to the SGA Secretary.
13. To dedicate a minimum of two hours per week to office duties such as, but not limited to manning telephone, filing, poster art, assisting with student inquiries.
14. To accept the responsibilities of serving on FTCC institutional committees with voting power.

F. VACANCIES

Vacancies may occur automatically under the following conditions:

1. Failure to register as a student
2. Voluntary withdrawal from the college
3. Suspension from the college
4. Written and/or oral resignation
5. Student not in good standing
6. Suspension from the SGA
7. Impeachment
8. Election to a higher office
9. Graduation
10. Expiration of term of office

G. CODE OF CONDUCT

Because Student Government Legislators and officers are in a legislative capacity, they should conduct themselves in a proper manner at all times. Any action that would bring discredit to the SGA, student body, faculty, staff, or administration of Fayetteville Technical Community College will not be condoned and is subject to disciplinary action including, but not limited to suspension from the Student Government Association. Any legislator found demonstrating behavior that would bring such discredit shall go before the Executive Council and the advisors to appeal. The course of action will be determined by majority vote.

H. ACADEMIC STANDING

All Legislators shall be students in good standing and maintain a 2.0 GPA as defined in the current FTCC Student Handbook.

ARTICLE II

EXECUTIVE COUNCIL

A. MEMBERSHIP

Membership on the Executive Council shall be limited to ten (10) students at any given time. Membership is made up of Executive members and Executive officers. New students will be eligible to serve on the Executive Council.

1. Executive Officers

The Executive officers of the Student Government Association shall serve as Executive Officers of the General Council.

2. Executive Members

The Student Government will elect four (4) Executive members from its voting members. One representative shall be elected or appointed from each of the other four academic divisions of FTCC.

B. ATTENDANCE

Upon missing two (2) consecutive scheduled SGA meetings, a legislator may be dismissed from the Student Government Association and the curriculum chair will receive a notice to this effect and be asked to elect another representative. The only exception to this procedure is an excuse detailing the extenuating circumstances in writing and approval by the SGA President and one advisor. Extenuating circumstances include, but are not limited to, illness, death in immediate family, work conflict, or class conflicts. The Executive Council, at its next scheduled meeting, shall determine legitimacy of excuses for absences not covered by the above.

C. MEETINGS

The President shall schedule General Council meetings in coordination with the advisors. Each legislator will submit his/her current semester's class schedules to the SGA Secretary no later than the first day of class. The President will set meetings according to the MAJORITY of these schedules.

The Executive Council shall meet bi-weekly to discharge responsibilities assigned to it. Meetings of the Executive Council shall be posted on official bulletin boards at least forty-eight (48) hours in advance. A quorum is established when six members of the Executive Council are present.

D. DUTIES, POWERS, AND RESPONSIBILITIES

It is the duty of the Executive Council to perform the executive functions of the SGA. Such functions include, but are not limited to:

1. Planning meetings of the SGA.
2. Presenting recommendations for expenditures of SGA's budget, subject to approval by the administration.
3. Recommending changes in the rules and regulations that govern the students of the college to the FTCC Steering Committee.
4. Recommending annual SGA budget to the General Council which, on approval, must subsequently be approved by the administration and Board of Trustees.
5. Organizing and executing activities for the SGA.
6. Representing the SGA at North Carolina Comprehensive Community College SGA state conventions (N4CSGA).
7. Performing other duties on behalf of the student body of Fayetteville Technical Community College that will improve the general welfare of the students.
8. Serving as the official governing body during the summer semester if there are not adequate General Council members attending to make up a quorum.
9. Considering all requests from the faculty, staff, administration, and student clubs and organizations prior to a General Council meeting.
10. Performing all other duties deemed necessary by the Executive Council membership and/or the General Council.

E. VACANCIES

All vacancies shall be filled as follows:

1. President of SGA

If a vacancy occurs prior to an election, the Vice President of the SGA will assume the office of President, with all its duties, responsibilities, and privileges. In the event the Vice President is unable to perform the duties of the President, the Elections Committee shall oversee the election of a new President. Due notice must be provided as prescribed in Article I, Section D.

2. Vice President, Secretary, Treasurer, Parliamentarian, and Sergeant at Arms

All vacancies shall be filled by election conducted by the Elections Committee at a regularly scheduled SGA meeting. Due notice must be provided as prescribed in Article I, Section D.

3. Executive Council Members

Any other Executive Council vacancies will be filled by a representative from the same division of the college, elected at a regularly scheduled SGA meeting. Due notice must be provided as prescribed in Article I, Section D.

F. ACADEMIC STANDING

All Executive Council members shall be at least three-quarter time curriculum students (9 or more credit hours) in good academic standing as defined in the current FTCC Student Handbook.

G. REQUESTS FOR FUNDS BY STUDENT CLUBS AND ORGANIZATIONS

The SGA may assist student clubs and organizations in funding activities that will positively benefit the student body.

1. Requests for funds must be submitted in writing to the Student Government Association Secretary no less than two weeks before the funds are needed. The organization president and advisor shall sign this request form.
2. Only FTCC recognized organizations are eligible to request funds from the SGA.
3. Requests will be considered on an individual basis.

ARTICLE III

STANDING COMMITTEES

A. ACTIVITIES COMMITTEE

1. The SGA Activities Committee will recommend activities and entertainment for the students of FTCC subject to approval of the administration.
2. The committee shall secure the approval of the Legislators, by simple majority vote, before committing the SGA to any activity or entertainment project.
3. Membership will consist of the chairperson (SGA Vice President), a minimum of six (6) appointed Legislators, and those staff and faculty members of FTCC's Student Activity Committee.
4. The committee is responsible for assuring that entertainment and events sponsored by the SGA are not in violation of the regulations of FTCC of the North Carolina Community College system.
5. Publicity for entertainment and activities will be the responsibility of the Publicity Committee.

6. The committee may, with prior approval of the Legislators, partially defray the expenses of any entertainment or event by admission or other individual charges, but these charges must be nominal for students at FTCC.

B. BUDGET COMMITTEE

1. The Budget Committee shall establish procedures in cooperation with the Director of Student Activities and Associate Vice President for Student Services for assuring that SGA Budget funds are neither allocated nor used for any purpose other than the support of authorized activities open to students of FTCC who pay an activity fee.
2. Membership will consist of the Chairperson (SGA Treasurer) and a minimum of six (6) Legislators appointed by the Executive Committee. The SGA Advisor or Associate Vice President for Student Services will be a member of the committee representing FTCC.
3. Where requests exceed available funds, it is the responsibility of the Budget Committee to recommend to the Legislators a fair and equitable distribution of the funds, based on principle of the greatest good for the greatest number.
4. The committee will meet during the first four weeks of each semester to review the FTCC Business Office's most recent monthly report of the SGA budget provided by the SGA Advisor and Associate Vice President for Student Services and shall report to the Legislators.
5. Funds allocated for activities which become inactive or dormant may, by majority vote of the Legislators, be revoked and either returned to the SGA general fund or reallocated to activities with potential for greater activity than their funds will permit.
6. The SGA Legislature retains the right to make recommendations concerning the allocation of all monies collected through student activity fees.

C. PUBLICITY COMMITTEE

1. The Publicity Committee will be responsible for promotion of FTCC, the SGA and those activities and events approved by the SGA Legislators and administration.
2. Membership will consist of the chairperson (Parliamentarian) and a minimum of six (6) Legislators appointed by the Executive Committee.
3. The committee will be responsible for, but not limited to, the following:
 - a. Maintaining any SGA bulletin boards, including bi-monthly redecoration.
 - b. Posting SGA minutes on bulletin boards.

- c. Advertising SGA approved activities and events.
- d. Publishing highlights of personnel running for SGA office.

D. ELECTION COMMITTEE

- 1. The Election Committee will conduct the elections of the SGA officers during the last regularly scheduled SGA meeting in May.
- 2. Membership will consist of the Chairperson (SGA Parliamentarian) and a minimum of six (6) Legislators appointed by the SGA Advisor. In the event the Parliamentarian is unable to perform the duties of Chairperson, the SGA Advisor will also appoint a chairperson.

ARTICLE IV

EXECUTIVE OFFICERS

A. MEMBERSHIP

The Executive Officers are made up of the President, Vice President, Secretary, Treasurer, Parliamentarian and Sergeant-at-Arms. These officers are considered the Executive Officers of the full SGA and ex-officio members of all committees, unless otherwise specified. The term of office will extend from the installation of officers in May to the following May.

B. ATTENDANCE

Executive Officers are expected to attend all Executive Council, General Council, and SGA functions. Officers must have all absences approved by the SGA Executive Council. Executive Officers will meet all conditions set forth in Article II, Section B.

C. DUTIES, POWERS, RESPONSIBILITIES, AND PRIVILEGES

- 1. President

The President shall:

- a. Act as Chief Executive of the Student Government Association.
- b. Represent the Student Government Association in all relations with the faculty, staff and administration of Fayetteville Technical Community College and with students of other academic institutions.
- c. Serve as a non-voting member of the Board of Trustees of Fayetteville Technical

Community College.

- d. Call and preside over all meetings of the General Council and Executive Council.
 - e. Enforce all decisions of the General Council and assure that all executive responsibilities of the Student Government Association are carried out.
 - f. Appoint Chairpersons to all SGA committees whether ad-hoc or standing (with volunteers having highest priority) with the exception of the budget, student activities, and elections committees.
 - g. Read, understand, and sign all documents, minutes, budgets, or other measure as approved by the General Council.
 - h. Serve as a voting member on the elections and budget committees.
 - i. Attend state and district SGA meetings.
 - j. Be responsible for items appearing on the agenda to come before the Executive Council and the General Council.
 - k. Not vote in either the General Council or Executive Council unless to break a tie vote.
 - l. Meet with the advisor(s) of the SGA on a regular basis.
 - m. Foster a spirit of unity among the General Council and Executive Council.
 - n. Serve as a voting member of the Steering Committee of FTCC.
2. Vice President

The Vice President shall:

- a. Serve in any capacity the President is unable to attend.
- b. Assume all duties, responsibilities, powers, and privileges of the President if the President's office is vacated.
- c. Assist the President in his or her duties and responsibilities.
- d. Meet with the President and advisor(s) on a regular basis.
- e. Attend state and district SGA meetings.
- f. Act as Chairperson of the SGA Student Activities Committee.
- g. Appoint all Chairpersons and members under auspices of the SGA Student Activities Committee.

- h. Serve as a voting member of the elections and budget committees.
- i. Perform all other duties assigned by the General Council, Executive Council, and/or President of the SGA.
- j. Foster a spirit of unity among the General Council and Executive Council, committees, and student body in general.
- k. Serve as a voting member on the FTCC Student Activities Committee.

3. Secretary

The Secretary shall:

- a. Be responsible for all written communication and maintenance of records for the General Council and Executive Council as well as for the Executive Officers.
- b. Take roll and record minutes at both General Council meetings and Executive sessions.
- c. Attend state and district SGA meetings.
- d. Meet with the President, other officers, and advisor(s) on a regular basis.
- e. Publicize the minutes of all SGA meetings as determined by the Executive Council.
- f. Keep accurate minutes and record of all legislative proceedings in a permanent form; forward two copies to the Student Government Association Executive Council and one copy each to the Student Government Association Advisor(s), Director of Job Placement and Alumni Affairs, Vice President for Academic Affairs, Associate Vice President for Student Services, Dean of Students, Student Government Association Legislators, and the President of the Institution.
- g. Perform all other duties assigned by the General Council and Executive Council and the President of the SGA.
- h. Be a member of the Election Committee.
- i. Foster a spirit of unity among General Council and Executive Council, committees, and the student body in general.

4. Treasurer

The Treasurer shall:

- a. Compile and report the financial transactions to Executive officers, Executive Council and General Council; all records of financial transactions

kept by the Treasurer shall be submitted to the Vice President for Risk Management for audit at the end of the school year.

- b. Keep accurate and daily financial records for the SGA.
- c. Attend state and district SGA meetings.
- d. Meet with the President, other officers and advisor(s) on a regular basis.
- e. Serve as Chairperson of the Budget Committee.
- f. Be responsible for the authorization of and account for all Student Government Association funds under the supervision of the SGA Advisor and Associate Vice-President of Student Services in accordance with established state policy.
- g. Work with the Budget Committee in presenting an annual Student Government Association Budget to the General Council and assure that proposed budget is approved as set forth in the budget approval process guidelines.
- h. Prepare all disbursements and requisitions of the Student Government Association funds under guidance of the SGA Advisor and Associate Vice-President of Student Services.
- i. Obtain accurate records of past and current expenditures of funds and have those records available at each regularly scheduled Student Government Association General Council meeting.
- j. Perform all other duties assigned by the General Council and Executive Council and the President of the SGA.
- k. Foster a spirit of unity among General Council and Executive Council, Committees and the student body in general.

5. Parliamentarian

The Parliamentarian shall:

- a. Be acquainted with Robert's Rules of Order, Revised, the SGA Constitution and Bylaws, and Fayetteville Technical community College's Student Code of Conduct.
- b. Interpret the Constitution and Bylaws according to Robert's Rules of Order, Revised.
- c. Maintain parliamentary order at all meetings according to Robert's Rules of Order, Revised.
- d. Serve as advisor to the President and Executive Council on matters involving

- Parliamentary procedure and rule on such matters when necessary.
- e. Execute a Parliamentary Procedure workshop once each semester for the benefit of all members.
 - f. Perform the duties of Sergeant-at-Arms when one has not been appointed or is not present.
 - g. Act as Chairperson of other Elections Committees.
 - h. Perform all other duties assigned by the General Council and Executive Council and the President of the SGA.
 - i. Foster a spirit of unity among General Council and Executive Council, committees, and the student body in general.

6. Sergeant-at-Arms

The Sergeant-at-Arms shall:

- a. Assist in preserving order as the chair may direct.
- b. Ensure that the furnishings are in proper order for each meeting and that the meeting room has been reserved.
- c. Follow up on all absentees of regular SGA meetings and bring any violations to the attention of the Executive council.
- d. Perform all other duties assigned by the General Council and Executive Council and the President of the SGA.
- e. Foster a spirit of unity among General Council and Executive Council, committees, and the student body in general.

D. OATH OF OFFICE

1. Executive Officers shall take their oaths of office at the first official meeting following their election.
2. General Council members shall take their oaths of office as they assume their positions.
3. The oath of office shall be as follows:

“I pledge to uphold the Student Government Association’s Constitution and Bylaws and act in the best interest of students and Fayetteville Technical Community College.”

APPENDIX III

SECTION FOUR

N4CSGA CONSTITUTION

Article 1: Name of the Organization

The name of this organization shall be the North Carolina Comprehensive Community College Student Government Association (NCCCSGA 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 and represent all student members of student government organizations within the North Carolina Community College System.

North Carolina Comprehensive Community College
Student Government Association Constitution

Section B: The purposes of the organization shall be as follows:

1. To represent the needs and concerns in issue format of the representative 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 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.

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 institution may register as an active member upon payment of the established institutional 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.

Section E:

It is the responsibility of the delegates(s) to uphold the N4CSGA Constitution and adhere to the N4CSGA Operational Guidelines.

Article 5: Empowerment

This organization is empowered by the authority of the local institution membership and by student delegate membership.

Article 6: The Role of the Advisor

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 election of the new advisor(s) for that year.

Article 7: The Executive Board

- A. The N4CSGA Executive Board shall consist of nine elected officers (President, Vice President, Secretary, Treasure, Assistant Treasurer, Parliamentarian, Public Information Officer, the Local Interactions Chairperson, and the Special Populations Chairperson) and the Western Division Representative, the Central Division Representative, and Eastern Division Representative.
- B. The nine elected officers of the N4CSGA Spring Conference by the full membership present at the meeting.
- C. The Western Division representative, the Central Division Representative, and the Eastern Division Representative shall be elected at the last

divisional meeting of the annual N4CSGA Spring Conference by the full membership present at the meeting.

- D. 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.
- E. 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 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 once, but any person who has held a position on the N4CSGA Executive Board by appointment shall be allowed to run for that office one additional term.

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.

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.

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.

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.

Section E: The Assistant Treasurer of the N4CSGA has the following duties and authorities:

1. To assume the responsibilities of the treasurer should the treasurer, for any reason, be unable to meet the duties of office.
2. To serve as vice-chairperson of the finance committee.
3. To serve as a voting member of the N4CSGA Executive Board.
4. To help maintain as a public record an accurate account of all organization funds and to help maintain all financial correspondence of the organization.

5. To assist in the preparation of 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.
6. To assist in negotiations of financial transactions of the organization within the budget under the guidelines of the N4CSGA Financial Procedures as established in the N4CSGA Operational Guidelines.
7. To perform the business functions of the office of the Assistant Treasurer as indicated in the N4CSGA Operational Guidelines.
8. To assist in all areas related to financial matters as deemed desirable by the Executive Board and the purposes of this organization.

Section F: 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.

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 newsletter.
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.

Section H: The Central/Eastern/Western 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.

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.

Article 9: Divisions

Section A:

Within the state of North Carolina there shall be three (3) regional divisions of the N4CSGA the Central Division, the Eastern Division, and the 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 Committee, the Public Relations Committee, the Advisors Committee, the Local Interactions Committee, and the Special Populations Committee.
2. The three divisions of the N4CSGA- the Central Division, the Eastern Division, and the Western Division- 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 N4CSTA 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.

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 4 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 the active membership, four of whom are to be Executive Board members.

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 distributes 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 enter into the context of the original document. The revision must be distinguished form the original body and dated as to its successful enactment.

Adopted October 24, 1998

N4CSGA Operational Guidelines (revised) July 17, 2004 – First Reading
**North Carolina Comprehensive Community College
Student Governmental Association
OPERATIONAL GUIDELINES**

Article I. The Role of the Delegate

1. To assist the N4CSGA Executive Board in the completion of the duties of office.
2. To attend statewide conferences and Division/Committee meetings.
3. To register as a representative of a member institution and to serve consistently on an N4CSGA committee throughout each statewide conference.
4. To provide input from and return information to the student body of each member institution.
5. To provide a vehicle of communication between member institutions and the N4CSGA.

Article II. The Advisory Council

Section A: Membership Participation

The Chairperson of the Advisors' Committee shall be the senior advisor of the Advisory Council. The members of the Advisory Council shall be selected by a vote of the N4CSGA Advisors' Committee at the Spring Conference the previous year. The terms shall be as determined by the N4CSGA Constitution, Article IV, Section C.

Section B: Conference Participation

The members of the Advisory Council are to be on site during the Fall/Spring Conferences. During necessary absences from the conference hotel/site, Advisory

Council members shall advise the N4CSGA President of their absence and contact/location information.

Section C: Additional Responsibilities

1. To attend necessary meetings.
2. To assist with hotel/conference site negotiations.
3. One (1) Advisory Council member is to co-sign on all financial transactions with the N4CSGA Treasurer, in accordance with Article VII, Section C, number 8 of the N4CSGA Operational Guidelines.

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4. To advise in the decision-making process of the N4CSGA Executive Board.
5. One (1) Advisory Council member should be present at all meetings of the Local Interactions Committee.
6. To serve as the liaison between the N4CSGA Executive Board and local advisors.

7. To chair meetings of the Advisors' Committee at Fall/Spring Conferences.
8. To assist in recruiting new advisors to serve on the Advisory Council and new students to serve on the N4CSGA Executive Board.
9. To request involvement as needed from local advisors.
10. To select two (2) hotel/conference sites for the next year's conferences and announce sites and dates at Spring Conference.
11. To select a site for the next year's Transition and Bonding and announce site and dates at the April meeting of the N4CSGA Executive Board, or as soon as possible.
12. At least two (2) members of the Advisory Council must be present at all meetings of the N4CSGA Executive Board in order for business to be conducted.

Article III. Meetings

Section A: Executive Board Meetings

The N4CSGA Executive Board shall conduct no more than twelve (12) scheduled meetings per year.

Section B: Divisional/Committee Meetings

Members of the N4CSGA Executive Board are encouraged to attend those regularly scheduled divisional/committee meetings held within the division of their local institution.

Article IV. State Conference

Section A: Planning

1. Two statewide conference meetings shall be held annually, in the fall and spring of each year. These conferences shall be scheduled for a Friday afternoon through Sunday afternoon format.

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2. The suggested programs for statewide conferences are:
 - a. At least two (2) opportunities for the development of issues through meetings of the N4CSGA Divisions, Committees, Institutions, and Business Sessions;
 - b. One (1) workshop session with a focus on specific officer and delegate role development (one for SGA Presidents, one for SGA Vice Presidents, one for SGA Treasurers, one for SGA Secretaries, one for delegates);
 - c. At least six (6) and no more than eight (8) workshop presentations with a focus on leadership development, personal development, student government, job placement, etc.;
 - d. At least two (2) conference meals, one to be the Closing Banquet held on Saturday evening;
 - e. Two (2) motivational speakers, one featured at the Keynote Session (Friday afternoon) and the second featured at the Closing Banquet (Saturday evening);

f. Two (2) social events, one to be held on both Friday and Saturday evenings, i.e. entertainment, dance, showcase, etc.

3. In matters of conference planning the Division Representative of the Host Division for the each conference shall assist the N4CSGA Vice President. All conference plans are subject to the approval of the N4CSGA Executive Board.

4. It shall be the responsibility of the N4CSGA Vice President and the Host Division

Representative to appoint those individuals necessary to assist with successful conference planning.

5. The N4CSGA Host Division is encourages to assist the N4CSGA Vice President

in the identification of speakers from the North Carolina Community College System as motivational speakers and workshop presenters.

6. The Host Division Representative and a member of the Advisory Council shall have the responsibility of providing recommendations to the N4CSGA Vice President regarding conference site, conference lodging, conference facilities, and

meal planning.

7. The Host Division Representative shall recommend local program resources (workshop presenters, speakers, entertainment) to the N4CSGA Vice President, who has the responsibility of planning the conference program and inviting speakers, distinguished guests, and workshop presenters.

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8. The N4CSGA Vice President shall coordinate conference dates the specifics of

conference programming with the N4CSGA Executive Board.

Section B: Registration

1. Registration per delegate, advisor, or guest for a conference shall be sixty dollars

(\$60). Conference registration fees are payable to the N4CSGA. One-day registration, to include all meals and participation in conference activities, shall be

thirty dollars (\$30) per delegate, advisor, or guest. Delegates must be currently enrolled students at a N4CSGA member institution. On-site late registration shall be seventy-five dollars (\$75) for full conference registration and forty-five dollars (\$45) for one-day registration.

2. Institutions registering delegates and/or advisors for conference participation shall

complete the N4CSGA Conference Registration Sheet. The N4CSGA Conference

Registration Sheet must identify all delegates, advisors, and guests. Room numbers (for emergency use only) must be provided on-site at registration.

3. Advisors are asked to assist the head of the delegation from their institution with

making committee assignments and workshop assignments for the conference.

Advisors are asked to return the N4CSGA Conference Registration Sheet to the N4CSGA Treasurer prior to the conference, if possible, in order to provide prepared conference packages, nametags, and meal tickets. Advisors may present

the N4CSGA Conference Registration Sheet at the Conference Registration Desk,

but registration at the conference site will require an increased time and effort commitment from the delegation in the registration process.

4. The N4CSGA requests that any delegate with special physical, medical, or dietary

needs disclose any assistance required for those needs through the N4CSGA Conference Registration Sheet so that adequate facilities, emergency procedures,

and meals may be made available.

5. In order for a local institution to receive a refund for pre-registered conference participants, written notice must be given no less than five (5) working days prior to the first day of the conference.

Section C: Conference Conduct

1. Delegates to any N4CSGA conference are to conduct themselves as adults. Delegates who are determined to be involved in any form of misconduct may be asked by the Advisory Council, with full notification of the local advisor, to leave the conference immediately. The advisor to the offending delegation and the Dean of Students of the local institution for the delegation will be immediately notified of the incident. Any delegate participating in actions that may be construed as contrary to local, state, and federal criminal statutes shall be answerable to the appropriate law enforcement agency.

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2. Delegates registered in a specific hotel are responsible for the room and property thereof.

Section D: Judicial Review

The N4CSGA President and the Advisory Council, acting as a group, have the authority to adjudicate any charge of misconduct by participants in N4CSGA conferences and to ask any delegate or delegation to leave the conference with notification of the local advisor, in accordance with the N4CSGA Constitution.

Section E: Emergency Action

The N4CSGA President and the Advisory Council have the authority to take emergency action on behalf of the organization to provide for the welfare of the membership and the organization.

Section F: Role of the Local Advisor at Conference

1. Advisors to an N4CSGA conference delegation shall be state employees of the

local institution represented by the delegation.

2. The responsibilities of the N4CSGA local advisors during N4CSGA conferences

include:

- a. To attend all business meetings;
- b. To be available to their delegation at all times. If an advisor must leave the hotel/conference site, he/she is to request that another advisor act on his/her behalf to his/her delegation in his/her absence; the advisor shall inform the members of his/her delegation of his/her absence and of the alternative advisor contact;
- c. To be present at the hotel site overnight;
- d. To assist any student from his/her local institution that is a member of the N4CSGA Executive Board;
- e. To coordinate meeting/workshop attendance of his/her local delegation at conferences, in accordance with Article IV, Section B, number 3 of the N4CSGA Operational Guidelines;
- f. To coordinate local delegation meetings during conferences.

Article V. Health and Wellness

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1. The N4CSGA recognizes the importance of wellness in the development of the individual. With this in mind, the N4CSGA has adopted a policy of no smoking in all meetings and business sessions of the organization.
2. Alcoholic beverages will neither be provided nor allowed at any function of the organization.
3. Illegal substances of any kind will not be tolerated at any function of the organization.
4. Violation of the above clauses may result in adjudication by the N4CSGA President and Advisory Council.

Article VI. Issue Management

Section A: Procedure

For the purpose of efficiency and accessibility in issue management, the usual flow of issue shall be from a point of origin to the Local Interactions Committee for research and closure.

Section B: Issue/Project Process

1. The Local Interactions Committee shall survey member institutions after the Transition and Bonding session in the summer.
2. Survey results shall be shared and discussed at the President's Training Session during the summer.
3. An issue will be adopted at the N4CSGA Fall Conference by vote of the delegates in the first business session.
 - a. Division meetings shall be held before the Local Interactions Committee meeting on Friday at conference.
 - b. Division Representatives will discuss issues in the Division meetings and then share this information with the Local Interactions Committee.
 - c. The Local Interactions Committee shall narrow the selection of issues to

one.

d. The Local Interactions Committee will present the issue at the first business session for approval by the delegation.

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4. After the issue is approved, it goes back to the Local Interactions Committee for

focus statement, time-line, and management.

5. An issue resolution should be presented at the first business session of the Spring

Conference from the Local Interactions Committee for N4CSGA action or referral to the North Carolina Community College System or the North Carolina Legislature for issue closure.

6. The Local Interactions Committee is also responsible for following up on the issue outcome and reporting it to the N4CSGA delegation.

7. Action for a project follows the same guidelines as an issue with an unlimited timeframe unless assigned one by the Local Interactions Committee.

Section C: Follow-up

The Local Interactions Committee shall provide the incoming Local Interactions Committee Chairperson with an updated history of all issues and projects.

Article VII. Budget and Finance

Section A: Purpose

These business procedures are established for the welfare of the organization for the proper conduct of business and the edification of the incoming N4CSGA Treasurer.

Section B: Budget Approval Process

1. The Finance Committee will meet not less than thirty (30) days prior to the Spring

Conference to establish a proposed budget for the upcoming year. The Treasurer will include the proposed budget in the Spring Conference notification mailing.

The proposed budget will be read at the first business session, revised in committee, and approved in the final business session of the Spring Conference.

2. The N4CSGA Budget Proposal must include a narrative describing each line item

and a comparison with the actual budget figures from the past two (2) fiscal years.

Projected budget revenues for the upcoming year may not exceed the actual budget revenues of the current year.

Section C: Budget Management

1. The N4CSGA Budget and all records pertaining thereof are considered public records and are thereby available to any inquiry for public viewing.

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2. The records must be complete and up-to-date within no more than two (2) calendar weeks of actual transactions.

3. The N4CSGA Treasurer must make all budget records available at all N4CSGA meetings and conferences. Failure to have the N4CSGA records available at all N4CSGA meetings and conferences will result in the procedures covered under Article IX, Section E of the N4CSGA Operational Guidelines.
4. The N4CSGA Budget and all records pertaining thereto will be maintained at the local institution of the N4CSGA Treasurer.
5. The N4CSGA governing bodies cannot exceed the accepted budget.
6. The N4CSGA Treasurer is responsible for revising the budget, transferring funds, or accessing contingency funds prior to the payment of any excess expenditure with the knowledge and approval of the N4CSGA Executive Board and Advisory Council.
7. The discretionary power in deciding the appropriate and inappropriate nature of a specific use of the N4CSGA funds is limited to the guidelines established in the N4CSGA Operational Guidelines with the input of the current N4CSGA Executive Board and Advisory Council.
8. The N4CSGA Advisory Council is responsible for advising the N4CSGA Treasurer in all matters regarding the N4CSGA Budget. One (1) advisor of the N4CSGA Advisory Council will co-sign all checks, will maintain a complete record of all expenditures and revenues in addition to those records maintained by the N4CSGA Treasurer and will be jointly responsible for the integrity of the N4CSGA funds with the N4CSGA Executive Board. Said advisor will be appointed at the first meeting of the new N4CSGA Executive Board.
9. Transfer of funds to decrease one line item and to increase one or more line items by the same amount must be approved by the N4CSGA Treasurer, his/her local advisor, and the N4CSGA Executive Board in the presence of not less than two (2) members of the Advisory Council.
10. NCSGA funds will be deposited and maintained in the North Carolina State Employees Credit Union.

Section D: Revenues

1. The appropriate sources of revenue for budget development are N4CSGA membership and registration fees.
 - a. The N4CSGA will assess an institutional membership fee from each member institution for a term covering July 1st through June 30th in the amount of two hundred twenty-five dollars (\$225).
 - b. Registration fees will be assessed in accordance with Article IV, Section B, number 1 of the N4CSGA Operational Guidelines.
2. The N4CSGA Treasurer may initiate fund-raising projects with the approval of the N4CSG Executive Board in the presence of two (2) members of the N4CSGA

Advisory Council. Fund-raising projects must be consistent with the purposes of the N4CSGA.

3. Whenever possible, N4CSGA funds will not be held overnight, and all funds must

be deposited within two (2) banking days of receipt. Conference funds will be receipted and deposited in the conference site safe for overnight keeping. Conference deposits will be made by the N4CSGA Treasurer and the Senior Advisor of the N4CSGA Advisory Council.

Section E: Expenditures

1. The following expenditures are appropriate uses of N4CSGA funds:

a. Conference costs, to include:

Workshop development for delegation participation

Designated conference meals for delegates

Conference publication

Entertainment and speakers' fees

N4CSGA awards

Conference facility rentals

Double-occupancy lodging (only for three nights for those members of the Executive Board whose local institutions cannot provide these costs.)

b. Organizational publications, including N4CSGA mailings, programs, newsletters, minutes, and conference materials;

c. Postage for organizational documents;

d. Guest lodging and meals at conference, to be provided only when the guest provides a direct benefit to the membership;

e. Office supplies, including nametags, stationary, calendars, folders, and notebooks (The N4CSGA does not provide business cards);

f. Leadership development and officer orientation (transition and bonding).

The budget may provide reasonable funds for a transition and bonding session and/or a leadership development program.

2. Those purchases specifically provided for in the N4CSGA Operational Guidelines

must be approved at the next N4CSGA Executive Board meeting following the Page 9 of 21

N4CSGA Operational Guidelines (revised) July 17, 2004 – First Reading disbursement in the presence of not less than two (2) members of the Advisory Council. Prior approval of the Executive Board for all expenditures other than those specifically cited in review by the Executive Board as exceptions in the N4CSGA Operational Guidelines. No other purchases may be made with the funds designated as N4CSGA funds.

3. No contract or authorization is valid without the signature of the N4CSGA Treasurer and the Senior Advisor of the Advisory Council, with the explicit approval of the N4CSGA Executive Board.

4. Advances will not be made for less than twenty-five dollars (\$25). The request for an advance must be submitted in writing with a specific purpose and date of

use for advance funds. Advanced funds must be for the expenditures as specified

under Article 7, Section E of the N4CSGA Operational Guidelines. Receipts and or excess funds must be returned to the N4CSGA Treasurer within fifteen (15) calendar days of the date of use.

5. In order for a local institution to receive a refund of prepaid conference registration, notice must be given to the N4CSGA Treasurer five (5) days prior to the first day of the conference, in accordance with Article IV, Section B, number 4 of the N4CSGA Operational Guidelines. Conference refunds must be submitted using the N4CSGA Conference Refund Form.

Section F: Ownership of Materials

All official records, supplies, and/or materials purchased with N4CSGA funds or donated for the use of the N4CSGA shall become property of the N4CSGA. The N4CSGA Treasurer shall maintain possession of one N4CSGA computer and printer for the duration of his/her term of office. The N4CSGA Secretary shall maintain possession of the other N4CSGA computer and printer for the duration of his/her term of office. The N4CSGA President and the N4CSGA

Parliamentarian shall each maintain one copy of Robert's Rules of Order, 10th Edition, Newly Revised for the duration of their terms of office. Each member of the N4CSGA Executive Board shall sign statements verifying that he/she received

notebooks and other materials from the previous officer or from the purchase of said supplies. Each board member shall also agree to reimburse the N4CSGA for

failure to return any supplies and/or materials received. All supplies and/or materials of the N4CSGA will be inventoried and accounted for each year.

Section G: Reimbursements

1. No person receiving benefit from N4CSGA funds may receive the same benefit

for the same purpose from any other source.

2. Those individuals expending personal funds for N4CSGA purposes without prior

approval have no guarantee of reimbursement.

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3. Request for reimbursement of individual funds spent without prior approval must

submit the necessary form within five (5) working days of the actual transaction.

Approval for the reimbursement shall be decided by the N4CSGA Executive Board in the presence of two (2) members of the Advisory Council.

4. Members of the N4CSGA Executive Board may request reimbursement for emergency telephone/fax calls with substantiating documentation and a cover memorandum giving the date, time, purpose, cost, contact individual, and justification for the unavailability of institutional resources.

Section H: Travel

1. Travel costs will only be paid for members of the N4CSGA Executive Board

under the following circumstances:

- a. In those cases where state or institutional funds are not available, the N4CSGA President may request that the N4CSGA provide the cost of serving as a representative to the North Carolina Community College System Board of Trustees, not to exceed round-trip mileage and no more than two (2) meals.
 - b. In those cases where local funds are not available, the N4CSGA may provide the cost for members to participate in meetings of the N4CSGA Executive Board, not to exceed twelve (12) annual scheduled meetings. Cost per meeting per individual may not exceed round-trip mileage and two (2) meals per day.
 - c. The N4CSGA may provide travel costs for incoming Executive Board members to attend an orientation meeting, not to exceed round-trip mileage and two (2) meals per day.
2. The N4CSGA does not provide for the cost of separate division meeting travel for any participants.
 3. Special travel requests not specifically addressed in the N4CSGA Operational Guidelines must have prior approval by the N4CSGA Executive Board in the presence of at least two (2) members of the Advisory Council.
 4. In circumstances where more than one individual travels from the same institution, only one (1) travel allotment for round-trip mileage shall be reimbursed.
 5. Whenever possible, state vehicles, under proper supervision, should be utilized for N4CSGA travel. Private vehicles should be utilized as a last resort, and individuals may only be reimbursed for mileage with prior approval to travel at the established North Carolina Community College System rate.
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6. Mileage shall be reimbursed at road map mileage from the local institution to the meeting site [not from the home(s) of the individual participant(s)].
 7. Lodging for travel must conform to state rate policies. Exceptions must be approved by the N4CSGA Executive Board in the presence of two (2) members of the Advisory Council.
 8. Travel advances may be provided to an authorized N4CSGA representative if authorization is received from the N4CSGA Executive Board at a meeting prior to the dates of travel. Within fifteen (15) calendar days after traveling, the traveler must provide receipts and/or a refund of excess funds to the N4CSGA Treasurer. Advances will not be provided for less than twenty-five (\$25).
 9. Whenever possible, members of the N4CSGA Executive Board should limit the number of meetings and personal travel through the use of e-mail, fax, state courier mail services, conference calls, and telephone service of the local

institution under the advisement of the local advisor.

10. Whenever possible, members of the N4CSGA Executive Board should use the most inexpensive means of communication and consensus gathering. Special meetings should be called only when a letter, conference call, e-mail, or fax document will not suffice.

Section I: Record-Keeping

1. All registration and membership fees must be deposited into the N4CSGA account and may not be used for any other purpose. Any funds raised in the name

of the N4CSGA must be deposited in the account and documentation must be provided for each deposit and disbursement to provide a complete audit trail.

2. For the purposes of Fall and Spring Conferences, the N4CSGA Treasurer may issue a check to his/herself for one hundred dollars (\$100) for use as petty cash. At the close of conference, receipt for petty cash must be provided and recorded in

the budget records. Any remaining petty cash funds must be redeposited in the N4CSGA account with the conference funds.

3. N4CSGA receipts must show the payee, the amount for each check, the check number, an issue date, the purpose of the expenditure, and the N4CSGA Treasurer's signature. Receipts shall be sequential and must correspond to bank account deposits, receipts, and statements. They must also be in triplicate and sent to the payee and the designee.

4. The N4CSGA Treasurer is charged with maintaining an articulate record of all receipts, deposit slips, and bank statements to reflect all organizational revenues.

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5. The N4CSGA Treasurer is charged with maintaining an articulate record of all expenditures, invoices, checks, and bank statements to reflect all organizational expenditures. Substantiating documentation is required for each expenditure.

6. Acceptable substantiating documentation includes: legible business receipt(s) (presented on cash register tape or business stationary) or a business invoice. Previously approved specific reimbursement requests may be considered by the decision of the N4CSGA Executive Board in the presence of two (2) members of the Advisory Council.

7. Each transaction must be documented with acceptable substantiating documentation. Substantiating documentation may not be generated by the N4CSGA Treasurer or any other member of the N4CSGA.

8. The N4CSGA Treasurer is responsible for contacting the hotel/conference site representative within five (5) to ten (10) working days of Fall and Spring Conferences to verify whether debts have been paid.

Section J: Budget Reporting and Annual Audit

1. The N4CSGA Treasurer must publish and distribute a semi-annual report of all financial matters to the N4CSGA Executive Board and the North Carolina Community College System Office. Said report will be made available to any

delegation upon request. Semi-annual budget reports and financial records will be

available for audit by a committee of N4CSGA delegates, one (1) appointed by each Division Representative. No members of the audit committee may be from the same local institution as any member of the N4CSGA Executive Board. A written report from this committee will be presented to the Advisory Council.

2. The N4CSGA Treasurer must maintain an accurate account of all financial transactions for all organizational expenditures and revenues. The N4CSGA Budget Transaction Record must be accurate and available to N4CSGA members

and advisors at all conference business sessions and meetings of the N4CSGA Executive Board.

3. An internal audit of the N4CSGA financial records will be conducted by three (3)

members of the Advisory Council and by three (3) at-large representatives, one from each division. Within thirty (30) days of the close of Spring Conference, a full, written Audit Report will be provided to the incoming officers and will be provided to any member, advisor, or institution upon request.

4. There will be an external agent selected by the Advisory Council to perform an external audit within thirty (30) days after the orientation of new officers.

Section K: Tax Forms

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The N4CSGA Treasurer will be responsible for securing the proper Internal Revenue Service and North Carolina Department of Revenue forms and filing thereof, with the approval of the N4CSGA Senior Advisor.

Article VIII. Publication and Media

Section A: Philosophy

The N4CSGA Executive Board establishes and/or approves the organizational philosophy of all publications and media relations of the N4CSGA as stated within the N4CSGA Operational Guidelines.

Section B: Public Record

All N4CSGA publications shall follow professionally established standards of good journalism.

Section C: Public Record

All documents of the N4CSGA are considered public information and are therefore accessible to any member of the public with the sole exception of confidential judiciary procedure documents.

Section D: Media Record

Any delegate or participant in the N4CSGA is discouraged from contacting media resources without the support of the N4CSGA Public Information Officer.

Anyone not directed by the N4CSGA Executive Board to represent the N4CSGA specifically in media matters must declare his/her comments to be of a personal nature, rather than of an organizational nature.

Section E: Media Events

The N4CSGA Public Information Officer shall coordinate any press

event/function, any media contact, and/or any press release for the N4CSGA.

Section F: N4CSGA Photographer

The N4CSGA Public Information Officer is empowered to appoint conference delegate to serve as the N4CSGA Photographer for the purpose of accumulating photographs and slides for use in the archives, in the orientation of new delegates,

and in Fall/Spring Conference programming.

Section G: Media Relations and Press Releases

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1. It is the responsibility of the N4CSGA Public Information Officer to be the primary point of contact in all N4CSGA media relations.

2. It is the exclusive authority of the N4CSGA Public Information Officer to publish

and distribute N4CSGA Press Releases.

3. The N4CSGA Public Information Officer shall provide incoming members of the

N4CSGA Executive Board with a fill-in-the-blank style press release to complete and forward to local media and newspapers regarding the incoming N4CSGA Executive Board members.

4. All other press releases not specifically required by the N4CSGA Operational Guidelines must be approved by the N4CSGA Executive Board in the presence of

two (2) members of the Advisory Council, prior to release to the media.

Section H: N4CSGA Newsletter

1. The purpose of the N4CSGA Newsletter is to provide a communications link among local student governments, the governing bodies of the N4CSGA, and the governing bodies of the NCCCS.

2. The N4CSGA Newsletter shall be published one (1) time during each semester of

the academic year, and once during the summer.

3. The editor of the N4CSGA Newsletter is the N4CSGA Public Information Officer, and he/she has discretionary powers over all aspects of the newsletter.

4. The N4CSGA Newsletter may include, but is not limited to, a calendar of events,

committee reports, student editorials, budget information, membership information, articles of recognition, and idea sharing.

5. Unless institutional sponsorship is available, the N4CSGA assumes the cost of publishing and distributing the newsletter, to include duplication and courier service.

6. The N4CSGA Newsletter is circulated to the SGA President, advisors, and Dean

of all N4CSGA member institutions, members of the N4CSGA Advisory Council, and members of the N4CSG Executive Board.

7. Any N4CSGA delegate or representative from a member institution may submit

articles for publication in the newsletter to the N4CSGA Public Information Officer. Each division is also encouraged to send information for publication to the N4CSGA Public Information Officer.

Section I: Conference Publications

1. Notice of Fall and Spring Conferences

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a. N4CSGA Fall and Spring Conferences shall be scheduled one (1) year in advance by the previous N4CSGA Executive Board, and the dates shall be published in the N4CSGA Newsletter and on the N4CSGA Website.

b. The N4CSGA Secretary shall mail the upcoming conference packets to each local delegation no less than six (6) weeks before conference.

c. The N4CSGA Secretary should mail a brief reminder of the upcoming N4CSGA Fall/Spring Conference to member institutions approximately thirty (30) days prior to the conference.

2. Conference Program

a. It is the responsibility of the N4CSGA Executive Board to establish the program format for the Fall/Spring Conferences as stated within the N4CSGA Operational Guidelines.

b. It is the responsibility of the N4CSGA Secretary to type, duplicate, and prepare the conference agenda for insertion in the conference registration materials.

3. Conference Registration Materials

Conference registration materials should include a map of the hotel indicating meeting rooms, a city and/or directional map to the hotel, a list of area restaurants

near the hotel, a notification citing the conference registration fee, and a copy of the conference schedule.

4. Conference Minutes

The N4CSGA Secretary shall mail all conference minutes to the participating local institutions.

5. Conference Programs and Nametags

The N4CSGA Secretary is responsible for the publication of the programs containing the agenda of the statewide conferences and the production of the delegates' nametags.

Section J: Minutes

The N4CSGA Secretary shall mail written minutes of all business sessions of the N4CSGA Executive Board to all participants.

Section K: Orientation Information for the N4CSGA Secretary

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It is the responsibility of the N4CSGA Secretary to maintain and distribute information regarding the format for recording minutes, attendance records, committee reports, and deadlines for information.

Section L: Fall/Spring Conference Information Booth

1. It is the responsibility of the N4CSGA Public Information Officer to establish and maintain a Public Information Booth during the Fall and Spring Conferences.

2. The Fall/Spring Conference Information Booth shall provide:

- N4CSGA orientation materials

- Parliamentary procedure information

- Copies of the conference program

- Additional copies of the hotel maps

- Copies of the most recent newsletter and press releases

- Copies of the N4CSGA Constitution and Operational Guidelines

- Contact information for members of the N4CSGA Executive

Board and Advisory Council

- Copies of recent Executive Board meeting minutes

- Conference participants list

- The N4CSGA organizational chart

- A history of the N4CSGA

- N4CSGA issues to date

- Information regarding local amenities (i.e. sites of nearest restaurants, buses, taxis, etc.)

3. The Fall/Spring Conference Information Booth may display a photograph and biographical information for the members of the N4CSGA Executive Board and all candidates for N4CSGA Executive Board positions at Spring Conference.

Section M: Delegate Orientation Package

1. The N4CSGA Public Information Officer and the N4CSGA Parliamentarian shall

cooperate to develop and distribute an orientation at an early session of the Fall/Spring Conference.

2. The delegate information package shall include:

- N4CSGA parliamentary procedures

- N4CSGA committee structure and purpose

- Contact information for the members of the N4CSGA Executive

Board and Advisory Council

- An N4CSGA organizational chart

- A history of the N4CSGA

- N4CSGA issues to date

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3. It is the responsibility of the N4CSGA Public Information Officer to host an institutional scrapbook contest at the Spring Conference.

Section N: Annual Calendars

The N4CSGA Executive Board shall publish a calendar of established N4CSGA Fall/Spring Conferences, Advisory Council meetings, Executive Board meetings, and N4CSGA Divisional Meetings no later than July fifteenth, and will distribute those calendars to the advisors of N4CSGA member institutions to share with their respective student governments. Calendars shall also be distributed to the governing bodies of the N4CSGA and the NCCCS.

Article IX. Vacancy of Office

Section A: Attendance

Members of the N4CSGA Executive Board may be absent from no more than two

(2) scheduled Executive Board meetings per year. More than two (2) absences from any regularly scheduled Executive Board meeting will be considered a de facto resignation, and procedures to fill the vacancy of office will be initiated at the close of the business meeting in which the third absence was accrued. The N4CSGA Executive Board may choose to consider extenuating circumstances on

a case-by-case basis.

Section B: Maintenance

1. Voting members of the N4CSGA Executive Board must maintain a minimum grade point average of 2.5 while serving as an active member of the N4CSGA Executive Board, as certified each semester in a letter from the Registrar or Student Records Office of the local institution. Failure to maintain a 2.5 minimum grade point average shall constitute sufficient grounds for impeachment. The N4CSGA Executive Board may choose to consider extenuating circumstances on a case-by-case basis.

2. Voting members of the N4CSGA Executive Board must be enrolled in at least six

(6) curriculum hours of study per semester (summer term excluded) while serving as an active member of the N4CSGA Executive Board. Enrollment must be certified each semester in a letter from the Registrar or Student Records Office of the local institution. Failure to be enrolled in at least six (6) curriculum hours per semester shall constitute sufficient grounds for impeachment. The N4CSGA Executive Board may choose to consider extenuating circumstances on a case-by-case basis.

Section C: Constitutional Fealty

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Failure to support and enforce the N4CSGA Constitution and the N4CSGA Operational Guidelines shall constitute sufficient grounds for impeachment.

Section D: Duties of Office

Failure to perform the duties of office shall constitute sufficient grounds for impeachment.

Section E: Procedures for Censure and Impeachment

1. Charges of censure may be brought from any delegation or institution against any

member of the N4CSGA Executive Board.

2. Charges are heard in a closed session by the N4CSGA Executive Board, Advisory

Council, and representatives of the party(s) registering the censure and the individual(s) named by the act of censure.

3. The N4CSGA Executive Board shall vote to uphold the censure by a two-thirds

majority. Charges recommending impeachment by the Executive Board are heard

by the Executive Board and Advisory Council, and then censure or impeachment may be recommended as a final action.

4. Any member of the N4CSGA Executive Board cited in an act of censure or impeachment will remove his/herself from the N4CSGA Executive Board proceedings adjudicating the act of censure or impeachment. He/she will forego the right to vote as a member of the N4CSGA Executive Board regarding the censure or impeachment action.

5. Possible outcomes of a censure proceeding are recommendations for (1) nonaction,

(2) censure, (3) censure and impeachment, and (4) expulsion.

6. When the N4CSGA Parliamentarian calls a special meeting(s) for a hearing of censure, all participants must be advised two (2) weeks in advance. Failure of the

censured party(s) to appear does not constitute means to impede the procedures,

and the hearing will be held in absentia.

Article X. Elections and Surveys

Section A: Surveys

It is the responsibility of the N4CSGA Executive Board to survey the delegates of the Spring Conference for information regarding the demographics and issues of concern of their constituency. The N4CSGA Division Representatives have active responsibility in the administration, tabulation, and reporting of the survey.

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Survey B: Elections

1. The qualifications for candidacy of office are as follows:

a. Each candidate must possess a minimum of a 2.5 cumulative grade point average as certified in a letter from the Registrar or Student Records Office of the local institution.

b. Each candidate must be enrolled in at least six (6) curriculum hours of study each semester (summer term excluded) as certified in a letter from the Registrar or Student Records Office of the local institution.

c. Each candidate must provide a letter of nomination from the Dean or his/her professional staff designee of the candidate's local institution. The letter of nomination must include an agreement by the Dean or his/her staff designee to serve as an advisor to the candidate during the term of office.

d. The candidate's local institution must provide financial support to attend all N4CSGA Executive Board meetings, divisional/committee meetings, and N4CSGA conferences.

e. Each candidate must provide the N4CSGA Parliamentarian with a statement of qualifications and a written platform for office.

f. All of these requirements must be met by the fall of the gavel at the first business session of the N4CSGA Spring Conference.

2. The N4CSGA Executive Board officers (President, Vice President, Secretary, Treasurer, Assistant Treasurer, Parliamentarian, Public Information Officer, Local Interactions Chairperson, and Special Populations Chairperson) are elected by the

active local institutional membership at the final business session of the annual Spring Conference, in accordance with the N4CSGA Constitution.

3. The term of office shall be from Transition and Bonding following the Spring Conference through orientation of new officers the following year.

4. Officers will be administered the oath of office at the final business session of the annual Spring Conference.

5. The exchange of official N4CSGA files, correspondence, and records shall take

place at the transition phase of Transition and Bonding. Transition and bonding shall be coordinated by the Advisory Council for the incoming officers no later than June fifteenth following the close of the Spring Conference.

6. The N4CSGA Executive Board elections shall be conducted by the outgoing N4CSGA Parliamentarian. It is the responsibility of the N4CSGA

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N4CSGA Operational Guidelines (revised) July 17, 2004 – First Reading Parliamentarian to accept letters of recommendation, institutional financial support verification, grade point average, and enrollment verification, platform information, and the statement of responsibility to validate the candidacy of each applicant, to prepare and distribute the ballots, and, with members of the Advisory

Council, to tally the ballots in the presence of the N4CSGA Spring Conference assembly.

7. Each institution shall have one (1) vote for each office of the N4CSGA Executive

Board. The head of the delegation as declared on the conference registration form

shall be issued the ballot. He/she indicates the vote of his/her institution in consultation with the institutional delegation and submits the ballot to the N4CSGA Parliamentarian during the last business session of the N4CSGA Spring Conference.

8. In case of a tie, the N4CSGA Parliamentarian is required to vote to break the tie.

9. In cases where the N4CSGA Parliamentarian is a candidate for office, he/she must

abstain from any official role in the election of any N4CSGA Executive Board member. It is the responsibility of the current N4CSGA Executive Board to identify one (1) of its members who is not affiliated with the campaign of any candidate to accept these responsibilities.

Section C: Campaigning

1. Posting of campaign materials are to meet the requirements set forth by the

hotel/conference site at which the Spring Conference is being held. Any materials not meeting these requirements will be reported to the Advisory Council for removal.

2. All candidates will be required to attend a meeting with the Advisory Council prior to the opening session of the Spring Conference. The Advisory Council will outline acceptable times for campaigning.

3. Members of the N4CSGA Executive Board shall refrain from endorsing any candidate for office.

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