



Student Government Association Association Bylaws

ARTICLE I *PURPOSE OF THE BYLAWS*

The Bylaws will be the working rules of the Cape Fear Community College Student Government Association. Neither these Bylaws nor any subsequent amendments or additions shall be in conflict with the Student Government Association constitution. The Executive Council and Student Senate are empowered to rule on this and all other issues of constitutionality.

ARTICLE II *EXECUTIVE COUNCIL*

SECTION I Composition

The Executive Council of the Student Government Association shall be President, Vice President, Secretary, and Public Information Officer.

SECTION II Purpose

1. The Executive Council shall serve all executive functions of the Student Government Association. These functions shall include, but not limited to: directing meetings of the Student Government Association and the student body; acting in behalf of the student body as necessary between meetings of that body; represent the student body at local, regional, and state, meetings; making such appointments as necessary; making such appointments as necessary to conduct the business for which the Student Government Association is responsible; performing all such transactions as may come before the Student Government Association.
2. The Executive Council shall act as a liaison between the Student Government Association, the student body, administration, and all elements of the college community.

SECTION III

Executive Qualifications

1. Membership to the Executive Council is open to all students who qualify and use the election process described in ARTICLE IV of these Bylaws.
2. Each member of the Executive Council must maintain a 2.0 grade point average, both semester and cumulative throughout their term in office.
3. Each member of the Executive Council must have completed at least one full- time semester at CFCC prior to taking office (12 credit hours for Fall/Spring or 6 credit hours during Summer Session).

SECTION IV

The Duties of the Executive Council

1. To plan an agenda for the upcoming year prior to the beginning of the fall semester and proposed at the first yearly (fall) meeting of the Student Government Association for approval.
2. To formulate and submit a budget for the upcoming year in accordance with the allocated funds to the Director of Athletics and Activities for approval.
3. To hold Executive Council meetings at least once a month. At this meeting the Executive Council will prepare the agenda for the next General Assembly Meeting.
4. To assist the newly elected officers during the transition period after elections.
5. To appoint the chairperson of any Ad Hoc Committee
6. To notify the Student Government Association as a whole of any Executive Council vacancy, and start proceedings for the replacement as stated on ARTICLE V or ARTICLE VI.
7. At all times keep an updated account of Senators and Alternates.
8. To recommend changes in the rules and regulations that governs the students of the college to the Student Senate.
9. To organize and execute activities for the Student Government Association.
10. To consider all requests from the faculty, staff, and administration prior to an Executive Council meeting and inform such parties of any action taken by the Executive Council.

SECTION IV

Code of Conduct

Because Executive Board members are in a leadership capacity they should conduct themselves in a proper manner at all times. Any action or behavior that would bring discredit to the student body, faculty, staff, or Cape Fear Community College, whether they are serving in an official capacity or not, may result in an impeachment action (see ARTICLE V).

ARTICLE III
GENERAL ASSEMBLY

SECTION I
Organization

1. The General Assembly shall be comprised of the Executive Council and the Student Senate.
2. The General Assembly shall meet no less than once a month or as necessary to discharge duties assigned to it.
3. The General Assembly will hold session for the duration of the academic school year. The General Assembly will not meet during the summer.
4. The Student Senate:
 - a. Shall be comprised of Senators appointed by the Executive Council using the online application process.
 - b. Shall consist of one Senator and one Alternate from each curriculum/club/organization.
 - c. One Senator with senior standing within the Student Senate may be elected Chief of Staff, for the specific purpose of maintaining senate cohesion and overseeing administrative duties pertaining thereto.
5. Clubs and Organizations:
 - a. An active club/organization/curriculum is one who has completed the annual Club Renewal Form or the New Club/Organization Packet online and submitted it to the Assistant Director of Athletics and Activities.
 - b. One Senate seat in the General Assembly will be reserved for each properly chartered student club, organization or curriculum, granting one vote on all items put before the student senate.
 - c. Club appropriations that are approved and disbursed to Cape Fear Community College clubs and organization are at the discretion of the Student Activity Fee Allocation Committee (SAFAC).
 - d. To maintain a Senate seat and charter, a club/organization/curriculum must be in good standing. Good standing is defined as any active club who sends a senator or alternate to 75% of the SGA General Assembly meetings each semester.

SECTION II
Senate Membership

1. All activity fee-paying students shall be eligible to run for Student Senate.
2. Each club/organization/curriculum will elect one member to serve as senator representing their group, unless otherwise specified by the Director of Athletics and Activities.
3. Each Senator is granted authority to appoint an alternate, subject to the approval of the General Assembly.

4. The President of the Student Government Association shall be charged with filling any vacancies in the Student Senate. All appointments to the Student Senate must be approved by the General Assembly.
5. One representative shall represent each active club and organization in good standing as recognized by the Student Government Association.
6. Each member of the Student Senate must maintain a 2.0 grade point average, both semester and cumulative.

SECTION III

Duties of Senators

1. To attend all meetings of the Student Government Association or notify the Alternate if unable to attend.
2. Report the results of Student Government Association meetings to their club/organization/curriculum within two school days of the meeting.
3. To serve faithfully on all committees to which appointed by the President of the Student Government Association.
4. To participate in all activities sponsored by the Student Government Association.

SECTION IV

Duties of Alternates

1. To attend all necessary meetings of the Student Government Association in the absence of the Senator and report the results of the meeting to the respective curriculum, club, or organization within two school days of the meeting.
2. To assist the Senator in the performance of their duties.
3. To assume the position of Senator for curriculum, club, or organization if such position is vacated.
4. To participate in all activities sponsored by the Student Government Association.

SECTION VI

Powers

1. To make all resolutions necessary to promote the general welfare of the student body.
2. To establish procedures for the execution of its business.
3. To override the Student Government Association Presidential veto by a two-thirds majority vote of the entire Student Senate.
4. To approve or reject all appointments made by the Student Government Association Executive Council by a simple majority vote.
5. To impeach and remove from office an elected official of the Student Government Association by the procedures stated in ARTICLE V of these Bylaws.

6. To establish any committee deemed necessary to improve the performance of the Student Government Association.
7. To require a written yearly agenda from all organizations chartered by the Student Government (one copy for S.G.A and the other to Student Activities).

ARTICLE IV EXECUTIVE COUNCIL ELECTIONS

SECTION I Offices

Candidates for the Executive Council should be elected at the CFCC Annual Spring Fling, which should occur in April, but takes place no earlier than March of each academic year. The following offices will be available each year:

1. President
2. Vice President
3. Secretary
4. Public Information Officer

SECTION II Executive Qualifications

1. All executive candidates must be in attendance, have paid a student activity fee, and must be enrolled in at least 12 credit hours (Full-Time) at Cape Fear Community College for candidacy.
2. All Executive Candidates must have a grade point average of 2.0 cumulatively and semesterly, computed upon credits earned at Cape Fear Community College.
3. Candidates for all executive offices must have (2) semesters remaining with a minimal enrollment of 12 credit hours in their curricula after elections. Those offices not filled, Interim positions will be created as approved by the Director of Athletics and Activities.
4. Candidates must be registered in a minimum of 12 credit hours at Cape Fear Community College to run for any Executive office.
5. Each executive position is subject to a two-term limit and must be re-elected in order to begin a second term. Each office is subject to the democratic process.

SECTION III Student Senate Qualifications

1. All student Senators and Alternates must be enrolled in a minimal of nine credit hours.
2. All Senators must maintain a grade point average of 2.0 starting from the end of the semester in which they are elected and continuing through their entire term of office.

3. The advisor for each curricula, club, or organization will be given a ballot and see that an appropriate representative is elected.
4. It is the newly elected Senator and Alternates responsibility to file their name with the Student Government Association by the first week following their selection into office.

SECTION IV Election Committee

1. It is the duty of the Election Committee to allow candidates for executive offices two calendar week prior to the campaign, to prepare campaign material.
2. Allow five consecutive school days for the campaign of candidates, with the sixth day to be the first day of elections.
3. The elections are to run for two consecutive days during the school week.
4. A compulsory meeting of all candidates for the executive offices should be called and conducted by the Election Committee Chairperson at least two weeks prior to the first day of campaigning to explain all rules and regulations outlined in ARTICLE IV,
5. An official starting date for the campaign will be announced at this meeting.
6. All candidates must be present or represented at this meeting, any candidate that is not present or represented will not be recognized as an official candidate for Student Government Association.
7. All campaigning information must be approved by Student Government Association. The election committee will not recognized the candidate, if the above standards are not met.

SECTION V Campaigning

All candidates for executive offices shall conduct their campaigning according to the rules and regulations established by the Election Committee.

1. The candidates or their supporters prior to the date established by the Election Committee will not put up campaign posters or literature.
2. Campaign material will not be used or exhibited in such a way as to obstruct the free flow of students, deface or damage the buildings or equipment, or interfere with normal class activities. Materials must be placed on existing student bulletin boards around campus.
3. Rules governing use of campaign material:
 - A. No profanity, lewd drawings, pictures or inappropriate word usage.
 - B. No defacing, covering, or otherwise tampering with another candidate's material.
 - C. Campaign material should be hung on bulletin boards only. The obstruction of hall doors, windows, or elevators will not be allowed. There will be no delays in cleaning up campaign material. Each candidate will be responsible to clean up and remove from campus their campaign material by five o'clock the day of the elections.

SECTION VI

Voting

1. Voting for all executive offices shall be by secret ballot. Such voting is limited to members of the Student Government Association.
2. The Student Government Association Advisor, Director of Athletics and Activities, or their representative will verify the ballot the next school day following the closing of the poles.
3. The candidate for office who receives a simple majority vote shall be declared the new officer.

SECTION VII

Oath of Office

1. The Oath of Office for executive officers elected in the spring, should be given at the first General Assembly meeting of the year.
2. The Oath of Office for senators and alternates should be given at the first meeting of the General Assembly following their appointment.
3. The President of Cape Fear Community College or his/her representative should swear in the President of the Student Government Association.
4. The President of the Student Government Association will swear all other members voted into office.
5. All Student Government Association officers should take the following Oath of Office:

The Oath for Executive Council Office:

"I (name) do solemnly affirm that I will execute to the best of my ability the office of (Office name) and I shall keep the ideals of the Student Government Association in heart and do my best to better serve my fellow students and further the standards of my college."

The Oath for Senators and Alternates:

"I (name) do swear to uphold the ideals of the Association, to make the interests of the student body foremost in my mind and to, at all times, represent those interests to the best of my ability for the entirety of my term of service as a Senator or Alternate in the Student Government Association of Cape Fear Community College."

ARTICLE V IMPEACHMENT

SECTION I

Cause

An Executive Officer, Senator, or Alternate may be impeached for the following reasons:

1. Misconduct in office.
2. Failure to perform official duties.

SECTION II

Charge

Upon presentation of charges to the Senate by a Senator, or upon presentation of a petition signed by a simple majority of the members of the Student Government Association, the Senate shall convene within five school days to consider the matter, with the most senior uninvolved member of the Executive Council presiding. The Senate shall hear evidence presented by both sides, after which all involved parties will be excused. After all discussion is completed, the Senate will then vote on impeachment, censure, or reprimand. Any action taken will require a two-thirds majority vote of the Student Senate.

Upon presentation of charges to the Director of Athletics and Activities it will be his or her responsibility to meet with all parties involved to receive an accurate analysis of the accused member's conduct of failure in the performance of his or her duties. The Director of Athletics and Activities will then announce a decision as to whether the accused should be impeached, censured, and/or removed from office. An opportunity of 72 hours or 3 business days will be provided to allow the accused the chance to resign if found guilty. This decision can be appealed by a conciliatory vote of at least 2 officers of the SGA Executive Council. The decision will then be made by the Vice President of Student Services and Enrollment Management, whose decision will be final.

SECTION III

Reprimand

Upon ratification, a verbal reprimand shall be delivered.

SECTION IV

Censure

Upon ratification, a written censure in the name of the Executive Council will be delivered.

SECTION V

Impeachment

1. Upon ratification, the member will immediately vacate all positions and titles held and promptly return all properties and records belonging to the Student Government Association of Cape Fear Community College.
2. The most senior uninvolved member of the Executive Council shall appoint someone to fill the vacated position, under the conditions and requirements set forth elsewhere herein and subject to approval by a two-third-majority vote of the Student Senate.
3. The vacated position shall be filled within thirty days of the vacancy occurring.

SECTION VI

Review

All the above must be reviewed by the Director of Athletics and Activities and the Vice President of Student Services and Enrollment Management.

ARTICLE VI VACANCIES IN OFFICE

Vacancies occurring in various Student Government offices and positions between normal election periods will be filled, in each case, in the manner specified below.

In the event that situations not covered herein should arise, the Student Senate will decide an appropriate procedure and incorporate it into the Bylaws in the manner specified under ARTICLE IX. In the event of an elapsed senate, this power would revert to the Executive Council.

SECTION I

Executive Council

1. If the office of the President becomes vacant; the Vice President will assume the duties of this office until the next presidential election.
2. If any other Executive Council office becomes vacant, the president will appoint a replacement to fill the unexpired term. It is subject to ratification by a two-thirds (2/3) vote, of the Student Senate who are present at the next General Assembly meeting.
3. Any Executive Officer may be granted a leave of absence by the Student Government Association after showing just cause. This leave of absence may extend to one month without penalty. Should the officer's absence extend over one month, the office will become vacant.

SECTION II

Student Senate

Appointments of the Executive Council, subject to the following stipulations will fill any vacancy in the Student Senate:

1. Clubs/organizations/curriculum will appointment a replacement for their group if necessary.
2. The appointee must have a 2.0 grade point average or better, and paid the student activity fee.

SECTION III

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 resignation.
5. Student not in good standing.

SECTION IV

All vacancies shall be filled within thirty days (30), of the announcement of the vacancy or at the next regularly scheduled Student Government Meeting.

ARTICLE VII MEETINGS

Meetings of the Student Government Association shall hereby be known as General Assembly meetings. The General Assembly should meet at least once per month during the academic school year. A quorum of four Senators and at least one member of the Executive Council will be required to conduct business.

1. Each Senator, or their alternate, will be allowed one vote on all matters that require a vote.
2. Members of the Executive Council are not allowed to vote on matters before the Student Senate, except the presiding officer and then only in the event of an equally divided vote.

SECTION I Absences

1. Members of the Executive Council who miss two (2) consecutive General Assembly meetings or functions sponsored by the Student Government Association (unexcused) or three (3) overall meeting of functions (unexcused) will be automatically removed from their office.
2. Members of the Student Senate who miss two (2) consecutive General Assembly meetings or functions sponsored by the Student Government Association (unexcused) or three (3) overall meetings or functions (unexcused) will be automatically removed from their office.
3. Clubs and Organizations who miss more than two (2) consecutive General Assembly meetings (unexcused) will automatically be placed on probation. Any further absence will result in suspension of charter and forfeiture of any and all appropriations for the school year.

ARTICLE VIII COMMITTEES

Chairperson to the standing committees shall be appointed by the President of the Student Government Association to perform functions of this Constitution and Bylaws of the Student Government. Any member of the Student Government Association is eligible to be a member of any committee. Committee secretaries should keep an updated list of member's names and addresses, along with the minutes of all meetings in a notebook. The notebook is to be turned over to each incoming committee chairperson. Minutes of each respective meeting must be forwarded to the Executive Secretary before being introduced to the floor for debate.

SECTION I Election Committee

1. The Election Committee should be made up of the Executive Council.

2. The Election Committee shall establish procedures consistent with ARTICLE IV of these Bylaws to aid in the election process.
3. The Election Committee is responsible to see that rules and regulations stated in ARTICLE IV are carried out.

ARTICLE IX AMENDMENTS

SECTION I

The Bylaws may be amended in either of the following ways:

1. Unanimous vote of the Executive Council under the special circumstance that the Senate is elapsed, and;
2. Simple majority vote of the Student Senate.

ARTICLE X RATIFICATION

SECTION I

A motion to amend the Bylaws shall require a second, and then two-third (2/3) vote from a quorum of the representing senators. This affirmative vote shall send the standing By-Laws to the Executive Council for amendment proposals, which are to be brought before the General Assembly for approval.

SECTION II

The By-Laws and Amendments shall be adopted upon approval by two-thirds vote of the entire General Assembly subject to the approval of the Director of Athletics and Activities and the Vice President of Student Services and Enrollment Management ; or, under the special circumstance that the Senate is elapsed, the Bylaws and Amendments shall be adopted upon unanimous approval from the Executive Council, subject to the approval of the Director of Athletics and Activities and the Vice President of Student Services and Enrollment Management .

****Revised and Approved by the Cape Fear Community College Student Government Association Executive Council in February 2017.***