

SCC Interclub Council/SGA Constitution

Table of Contents

Article I.....	2
<i>Name of the Organization</i>	2
Article II	2
<i>Purpose of the Organization</i>	2
Article III.....	2
<i>Membership</i>	2
Article IV	2
<i>Faculty Advisor</i>	2
Article V	2
<i>The Executive Board</i>	2
Article VI.....	3
<i>Responsibilities and Duties of the Executive Office</i>	3
Article VII	4
<i>Nominations/Election of Officers</i>	4
Article VIII	4
<i>Meetings</i>	4
Article IX.....	5
<i>Committees</i>	5
Article X	6
<i>Conferences</i>	6
Article XI.....	6
<i>Amendments</i>	6
Article XII	6
<i>SGA Authority</i>	6

Article I

Name of the Organization

The name of the organization shall be the Surry Community College Interclub Council/SGA.

Article II

Purpose of the Organization

The purpose of this organization shall be to promote better student government, better academic achievement, and student activities, to better student-faculty relations, to heighten standards of contact among students and remain a member in good standing of the North Carolina Comprehensive Community College Government Association (N4CSGA).

Article III

Membership

Any student of Surry Community College may be a member of the Interclub Council/SGA. The student should register for Leadership Development to receive 3.0 credit hours per semester. Each club receiving student activity monies is required to send a representative to the Interclub Council/SGA. Those who fail to do so will lose funding, but will have a voice in school activities.

Article IV

Faculty Advisor

1. There shall be a faculty/staff advisor to be selected by the Interclub Council/SGA. Final approval shall be made by the administration.
2. The faculty advisor shall be a representative from the administration to lend to the Interclub Council/SGA the benefit of his/her knowledge and experience of the administration policies and ideas.

Article V

The Executive Board

1. The Interclub Council/SGA Executive Board shall consist of six officers (President, Vice President, Secretary, Treasurer, Parliamentarian, and Public Information Officer).
2. The responsibilities of the Executive Board shall be:
 - a. To represent the student body on college committees.
 - b. To call special meetings when needed.
 - c. To assist any member of the Interclub Council/SGA or other student with any problems or suggestions they may have.
 - d. To submit a report of any business to all members of the Interclub Council/SGA.

- e. To find a replacement for any opening on the Executive Board. This may be accomplished by either appointment or election (whichever is applicable at the time.)
 - f. To maintain a GPA of at least 2.5 on a scale of 4.0. If any officer falls below 2.5 for two consecutive semesters, they will be subject to replacement.
3. The Executive Board by quorum shall remove from office any elected club official or appointed SGA official charged with non-fulfillment of duties.

Article VI

Responsibilities and Duties of the Executive Office

1. The Interclub Council/SGA President has the following duties:
 - a. To serve as chief executive officer of the organization.
 - b. To preside over regular meetings.
 - c. To preside over meetings of the Executive Board.
 - d. To serve as an ex-officio member of all committees.
 - e. To serve as an ex-officio member of the Surry Community College Board of Trustees and the Academic Council and to report to the members business conducted by them.
 - f. To appoint the chairpersons of all standing committees as needed.
 - g. To report any news or information received from the Western Division of N4CSGA.
2. The Interclub Council/SGA Vice President has the following responsibilities and duties:
 - a. To assume the duties of the President should the President, for any reason, become unable to meet his/her duties of office.
 - b. To have knowledge of records, all monies of the organization, and all actions taken by the President affecting the organization.
 - c. To fulfill any duties as the President elects him or her to do.
 - d. To server as ex-officio member of the Surry Community College Foundation Board.
 - e. To server as the Points System Chairperson.
3. The Interclub Council/SGA Secretary has the following responsibilities and duties:
 - a. To maintain permanent records of the SGA meetings.
 - b. To server as a recorder of all the Executive Board meetings.
 - c. To provide a copy of all minutes to the President and Executive Board.
4. The Interclub Council/SGA Treasurer has the following responsibilities and duties:
 - a. To keep an accurate account of all organization funds.
 - b. To submit a report of all financial matters (previous balance, transaction, and current balance) bi-weekly to the President and all members.

- c. To handle all financial transactions of the organization with consent of the Executive Board and members.
 - d. To server as chairperson of the Budget Committee.
5. The Interclub Council/SGA Parliamentarian has the following responsibilities and duties:
 - a. To maintain parliamentary order at all meetings.
 - b. To interpret the Constitution according to Robert's Rule of Order, latest edition.
 - c. To server as the Chairperson of the Bylaws Committee.
6. The Interclub Council/SGA Public Information Officer has the following responsibilities and duties:
 - a. To notify the student body and public of campus events and activities taking place.
 - b. To record the events of SGA for historic purposes.
 - c. To server as chairperson as Public Information Committee.

Article VII

Nominations/Election of Officers

Nominations will be placed during the first meeting in March, with voting taking place during the next to last meeting. The outgoing President will contact all officers elect and they will be announced at the last meeting. The officers will server for one full year, after graduation of spring semester to the following spring semester, when the officer elects are installed.

All clubs in good standing from the previous year are eligible to nominate their Interclub Council/SGA representatives for each available office.

A simple majority of the eligible voters is needed to be elected into office. If the simple majority is not obtained, the top two vote getters will be placed on a ballot for a second vote.

Each Interclub Council/SGA member has one vote. Ambassadors have one vote. The SGA Advisor will vote only in the case of a tie.

Article VIII

Meetings

1. There shall be a meeting once every two weeks, or as two-thirds of the membership deemed necessary. The President and all five officers have the authority to call special meetings if needed.
2. All meetings shall be conducted according to the 10th revised edition of Robert's Rule of Order.

3. To pass any legislation, there must be a simple majority vote of all members present. There must be a quorum present to vote on any legislation.
4. The time and place for all meetings shall be decided by the SGA.
5. Each SGA member/club represented will receive one written ballot when voting.
6. Each member of SGA shall sign in when entering meetings with name and which club he/she is representing. A member can represent more than one club.
7. Each member must be recognized before speaking.
8. If conduct is deemed unruly, he/she will be warned by the discretion of the Parliamentarian. If behavior continues, he/she will be asked to leave the meeting and asked not to return to remaining SGA meetings for the school year. The club will be asked to send another representative.

Article IX

Committees

1. Any member may serve on any committee he or she chooses but must serve on at least one committee.
2. The Standing Committee shall include Specific Problems, Social, Environmental, Constitutional, Budget, Elections, and Points System.
3. The responsibilities of the Standing Committee shall be:
 - a. Specific Problems – To address any problems or concerns of any member of the Interclub Council/SGA or any student.
 - b. Social – To organize any social activities of the Interclub Council/SGA. This can include dances and Student Appreciation Day.
 - c. Environmental – To address any environmental concerns of the Interclub Council/SGA or students.
 - d. Constitution – To keep members informed of the guidelines contained in the Constitution. To propose any amendments to the Constitution. To provide a copy of the constitution to all members.
 - e. Budget – To review any requests for additional funds by other groups on campus or requests within Interclub Council/SGA.
 - f. Elections – To conduct elections of the Executive Board. To enforce the campaign guidelines contained in the constitution. This committee will be appointed by the President and will not contain any members with a direct interest in the elections.
 - g. Point System – The point system will be overseen by the Executive Committee. The points will be collected at each meeting and updated on the SGA board in Student Services, taking place after the Interclub Council/SGA executive closed board meeting. At the end of the school year, the club with the most points will earn an engraved plaque on the Searcy Cup.

Article X

Conferences

1. Any member who has less than 75% attendance is automatically exempt from attending any conference.
2. Any member attending an Interclub Council/SGA conference is required to attend all assigned meetings presented at the conference. Any unexcused absence of these meetings will result in the exemption of that person from attending the following SGA conference and reimbursement to SGA/sponsoring club.
3. Any member attending an Interclub Council/SGA conference who is caught with alcohol and/or illegal drugs will be asked to leave the conference immediately, reimburse sponsoring club/SGA, and will go before the College Review Board. The will also lose SGA membership.

Article XI

Amendments

1. Any member may make a motion to amend the Constitution.
2. A two-thirds majority vote is required to pass any amendment.
3. Proposed amendments are subject to be tabled to the Constitution Committee.

Article XII

SGA Authority

1. The Council shall be empowered to enact legislation and act upon all measures and motions brought before it. A simple majority vote is required for passage of legislative actions unless a quorum vote is requested.
2. The Council shall recommend policies and procedures necessary to promote the general welfare of the student body.
3. The Council shall review, amend and approve the annual SGA Budget.
4. The Council shall allot budgeted funds for all active clubs/organizations.
 - a. Use of SGA funds should first be approved by the Executive Board.
 - b. The Staff Advisor or any member of administration can not remove funds from the SGA account without prior approval by the Executive Board.
5. The Council shall require all approved student clubs and organizations to submit annually the following documents:
 - a. Annual Statement of Compliance
 - b. Club Membership List
 - c. Estimated Annual Budget
6. The funded clubs/organizations shall appoint representatives to attend meetings and report on their club's activities to the Council.
7. Condolence expenditures in the event of a currently enrolled student's passing will be approved by the advisor to the Interclub Council/SGA.