

GUILFORD COLLEGE CENTER FOR CONTINUING EDUCATION STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION

ARTICLE I. NAME

The official name, until changed by constitutional amendment, shall be:

Guilford College Center for Continuing Education Student Government Association

...And shall hereafter be referred to as the “CCE SGA.” The CCE SGA derives its authority from the President of the college and is responsible for the allocation of student activity fees.

ARTICLE II. STATEMENT OF PURPOSE

The Center for Continuing Education of Guilford College Student Government Association (CCE SGA) serves as the voice for a diverse population of adult students, and it is in their interest and welfare that the CCE SGA directs its activities and services. While promoting the Core Values of the college—stewardship, community, diversity, equality, excellence, integrity and justice—CCE SGA seeks to create a community atmosphere at Guilford College that is conducive to continuing adult education and that provides social and cultural activities that consider and accommodate the varied and complex schedules of adult students.

ARTICLE III. MEMBERSHIP

The membership of the CCE SGA shall consist of all students registered at the Center for Continuing Education of Guilford College for college credit work.

ARTICLE IV. ORGANIZATION OF THE CCE SGA & ELIGIBILITY

Section 1. Constituted Officers

The elected officers of the CCE SGA shall be a President, a Vice-President, a Treasurer, a Secretary, a Publicity/Public Relations Officer, a Student Activities Officer, and five (5) Elected Student Representatives. These eleven (11) officers constitute the “Board.” All officers shall be elected annually by secret ballot. Incoming members shall be inaugurated at the last called meeting of the spring semester, during which, the outgoing SGA President will give each newly elected officer a copy of the CCE SGA Constitution. Each officer shall assume responsibility of his/her office immediately upon inauguration. The term of office shall be for one (1) year

beginning on the date of inauguration. Vacancies in the eleven (11) constituted offices, occurring for any reason, shall be filled for the unexpired term by the Board.

Each elected and/or appointed officer shall sign a dedication of office statement, affirming their commitment to fulfill their responsibilities with integrity and serve in ways that foster community.

A GPA of at least 2.5 or higher is required to serve as an elected SGA board member.

Section 2. Duties of Constituted Officers

A. President. The President of the CCE SGA shall have the following duties and authority:

1. To open each meeting with the Board at the appointed time by calling the members to order with a moment of silence; to announce the business of the Board in the order in which it is to be acted upon; to state and to reach consensus (or act upon) questions which are regularly moved or necessarily arise in the course of the proceedings; to maintain order in conducting and running meetings; to assist in the expeditious treatment of all business brought before the Board
2. To exercise general supervision and control of all offices and operations of the CCE SGA, including the removal of an officer, as set forth in Article IX, or delegating that responsibility
3. To execute in an official capacity all conveyance contracts and other written instruments when necessary and approved by the Board and to countersign disbursements in the absence of the Treasurer
4. To call any meetings for the Board deemed necessary
5. To act as liaison between CCE SGA and the college administration
6. To inform the administration of the decisions of the Board
7. To authenticate, by signature when necessary, all acts, orders, and proceedings of the Board declaring its will, and in all things obeying its commands
8. To represent the CCE SGA Board on the Administrative Council and SLRP or

appoint an appropriate representative

9. To make appointments to college committees as needed including committee replacements for Board members whose elected office requires specific committee assignments

B. Vice President. The Vice President of the CCE/SGA shall have the following duties and responsibilities:

1. To preside over all meetings of the Board in the absence of the President
2. To assume the duties of the President should a vacancy in the office of President occur or to assume specific duties as delegated by the President
3. To assist the President in planning or conducting any meeting
4. To perform any duties deemed necessary by the President
5. To shadow and serve in the absence of the Treasurer and to represent the Board on college or trustee Budget Committees in the Treasurer's absence

C. Treasurer. The Treasurer of the CCE/SGA shall have the following duties and responsibilities:

1. To maintain an accurate, open account of revenues and expenses of the CCE/SGA in close coordination with the Administration and Faculty Advisors
2. To report the financial status of CCE/SGA accounts to the Board during monthly meetings and as requested by the President
3. To act as liaison between the CCE/SGA and the Guilford College Business Office and Purchasing and keep the Board informed of current business procedures
4. To deposit to the CCE/SGA account any revenue generated in addition to the student activity fee
5. To countersign all disbursement authorizations from the CCE/SGA account

6. To maintain a satisfactory credit rating for the CCE/SGA in the community by ensuring timely payment to all creditors
7. To represent the Board on the Budget Committee.
8. To submit an end-of-year budget report no later than June 30th of each year.

D. Secretary. The Secretary of the CCE/SGA shall have the following duties and responsibilities:

1. To record the proceedings of each Board meeting. This record shall be called the Minutes.
2. To be prepared at each Board meeting to present the minutes of the previous meeting for approval
3. To maintain custody and order of the minutes, correspondence, reports and other information in the CCE/SGA office
4. To serve proper notice of all meetings to every member of the Board
5. To represent the CCE/SGA Board on the Alumni Board

E. Publicity/Public Relations Officer. The Publicity/Public Relations Officer of the CCE/SGA shall have the following duties and responsibilities:

1. To plan and coordinate CCE/SGA publications, announcements, posters, and newsletters
2. To act as liaison between the CCE/SGA and the several other publications of the college community
3. To compile, prepare and present information to the Board for consideration as material for the newsletters
4. To set and post deadlines for each publication
5. To report to the Board the status of each newsletter, publication and publicity

6. To consult with the CCE/SGA Administration and Faculty Advisors before publications are printed for distribution

F. Student Activities Officer. The Student Activities Officer of the CCE/SGA shall have the following duties and responsibilities:

1. To plan, organize and implement annual social activities and projects for the CCE student body as approved by the Board.
2. As needed, to appoint and oversee committees of 3-5 CCE students to plan, organize, and conduct specific events
3. To consult with the CCE/SGA Administration and Faculty Advisors and to report to the Board on the status of such planned activities
4. To prepare an annual budget and maintain a record of all expenses for such activities, in collaboration with the Treasurer, for presentation to the Board

G. Student Representatives. Each of the five (5) Student Representatives of the CCE/SGA shall have the following duties and responsibilities:

1. To provide general representation of student membership to the CCE/SGA
2. To make the Board aware of problems encountered by CCE students
3. To promote the CCE/SGA, its activities, and its decisions and to solicit actively the participation of the membership in the operation of the CCE/SGA
4. To perform any duties deemed necessary by the President and the Board
5. To be available for appointment to campus committees and internal SGA committees as deemed necessary by official representatives of the President

Section 3. The Board

The eleven officers set forth in Section 1 of this article shall constitute the Board of the CCE SGA and have the following duties and responsibilities:

- A. To represent the individual and collective rights of students attending CCE through representation on college communities
- B. To effect a positive community life through various activities and programs
- C. To orient newly elected officers
- D. To appoint major committees necessary to fulfill the duties of the student government
- E. To appoint representatives to established college committees
- F. To appoint advisors to the Board as set forth in Section 4
- G. To initiate and act upon changes in student government policy, regulations, procedures, and the constitution
- H. To provide a mechanism for making nominations for the annual student government elections
- I. To carry out the approved annual activities, projects, publications, and business that may arise for the CCE student body in a fiscally responsible manner
- J. To attend scheduled Board meetings or to give the President advanced notice in the event of any anticipated absence
- K. To promote the college's goal of community by cultivating positive relationships between, and common experiences among SGA members, students, faculty and staff.
- L. In cadence with Guilford College's anti-racism initiative and given the diverse composition of the CCE SGA student body, members of the SGA Board should participate in anti-racism training sponsored by the Guilford College Anti-Racism Team.

Section 4. Advisors

There shall be a faculty advisor to the CCE SGA Board, in addition to the **Dean for Continuing Education** or the dean's designated representative. The Board shall appoint a member of the full-time Guilford College faculty, **who** has demonstrated advocacy and support for CCE students.

Section 5. Other Officers

The Board may implement additional positions as it deems desirable and may establish or abolish any committees or positions on the CCE SGA as the need arises, at any time during the year.

Section 6. Student Representative to College Committees

The college encourages student representation on established standing committees. Students appointed as representatives shall have the following duties and responsibilities:

- A. To notify the Chairperson of their representative committee of their availability for meetings, including the most effective procedure for receiving notification of meeting dates and times
- B. To meet monthly, or as needed, to carry out responsibilities of the committee and to report to the SGA Board during scheduled monthly SGA meetings
- C. To represent the collective needs of the CCE student body in committee discussions
- D. To notify the Board and/or the President of the CCE SGA of matters before their committee which have impact on the CCE or its students

ARTICLE V. MEETINGS

Section 1. Schedule of Meetings

The CCE/SGA shall hold meetings at least once each month as specified by the President. Special meetings shall be held upon the call of the President or Vice President or upon written request of three (3) members of the Board.

- A. All regular and specially called CCE/SGA meetings are open to the CCE student body as set forth in Article III. Special meetings may be closed upon agreement of the board.
- B. Public notice will be made of all meetings at least one full week prior to the designated meeting date.
- C. Only a Board member may petition the President for motion or inquiry. At the President's discretion, any interested party may offer proposals, studies, surveys, or other relevant data on any subject pertinent to the CCE student body. In such cases, the individual should notify the President in writing prior to the opening of a meeting of their desire to address the Board.
- D. A Board meeting shall be opened and closed by a moment of silence.

Section 2. Quorum

A quorum of the Board is the number of members that must be present in order to legally transact business. A simple majority of officers comprising the Board shall constitute a quorum. Unanimous consent cannot be given unless a quorum is present.

Section 3. Order of Business

The President shall have an agenda of the order of business that will show everything that is to be discussed during the meeting. As soon as a matter is disposed of, the President should announce the next order of business. A consensus is required to transact business out of its normal order.

The Board shall conduct business in the following order:

- A. Reading/approval of minutes from the previous meeting.
- B. Treasurer's Report
- C. Standing Committee Reports,
- D. Special Committee Reports,
- E. Old Business,
- F. New Business

Section 4. Motions and Procedures

Before any subject is open to debate, it is necessary that a motion be made by a member of the Board. Once a motion has been made, the following procedure will be followed during discussion and resolution on the motion:

- A. The President shall restate the motion.
- B. The President is the only one who may present the pending question to the Board for consideration and action.
- C. The debate must be limited to the merits of the immediately pending question.
- D. When the debate and discussion appear to have closed, the President shall say, "Let me restate the issue." And then, "Are we agreed on this issue?"

Section 5. Minutes

The Secretary shall be responsible for preparing the Minutes, which should be a full and accurate accounting of discussions and resolutions achieved during a meeting. Minutes shall be submitted to the Board members and advisors no later than one week prior to the next scheduled meeting. The following information shall be included in the Minutes:

- A. All motions presented and the name of members presenting each motion

- B. The outcome or disposition of all motions
- C. All Board and Committee reports
- D. All other communications that were submitted to the CCE/SGA

ARTICLE VI. ELECTIONS

Section 1: Nominating Committee

It is the responsibility of the Nominating Committee to see that elections for the coming academic year are completed no later than the 10th day of April.

The Nominating Committee shall be comprised of three (3) SGA Board members not up for election and shall have the following duties and responsibilities (In the event that all board members run for re-election, the Dean of CCE shall appoint a nominating committee):

- A. To oversee the entire election process, working in cooperation with college administrators and staff to utilize the college's electronic resources, which may include but is not limited to:
 - 1. Determining how and when the election will be conducted
 - 2. Listing position/office duties and responsibilities on-line
 - 3. Posting on-line candidate statements and photographs.
 - 4. Organizing candidate information sessions as needed
 - 5. Implementing security and other procedures for actual elections
 - 6. To conduct elections in such a manner that all students shall have an opportunity to vote at a time convenient to their regular class attendance
- B. To publicize the CCE SGA elections and dates each spring semester, ensuring that proper notification of elections is made no later than the first week after Spring Break. Election dates and procedures shall be published before the close of nominations each spring.
- C. To solicit board representation from the CCE student body for every office being contested
- D. To ensure that all properly nominated individuals appear in alphabetical order, by office, on the ballot; no member whose name appears on the ballot may oversee the election process
- E. A simple majority of the votes cast for each office is required for election. In case of a tie for any office, there shall be a runoff election for that office within two (2) school days.

ARTICLE VII. FEES

The CCE/SGA fee, designated as the “Student Activity Fee”, is payable at the close of registration each semester. This fee shall not be prorated by the college nor financed over the term of the semester.

ARTICLE VIII. REMOVAL OF AN OFFICER

Section 1. Grounds for Removal

A member of the CCE SGA Board may be removed from office in the event of any of the following conditions:

- A. Violation of the Honor Code
- B. Failure to meet membership requirements as noted in Article IV, Section 1.
- C. Failure to fulfill duties of the elected or volunteered positions, continuously and consistently, for more than two consecutive scheduled SGA events without proper notification of absence to the President or Vice-President.
- D. Lack of regular attendance at scheduled Board meetings as per Article V.

Section 2. Procedure

In the event of such conditions and in consideration of removal of a CCE SGA Board member, the following procedure shall be followed:

- A. President or Vice President shall inform the Board of the violations as set forth in Section 1 above
- B. President or Vice President shall notify the officer in question of these violations, and invite the said member to discuss the matter at an executive session (closed) of the next called meeting.
- C. The Board will act on the question of removal at an executive session (closed) of the subsequent Board meeting and the President will notify the officer in question of the Board’s action thereof.

ARTICLE IX. RATIFICATION AND AMENDMENTS

This constitution shall be ratified by two-thirds (2/3) of the elected CCE SGA Board members. Proposed amendments to this constitution may originate from the CCE/SGA membership or within the Board and are to be submitted to the Board at a regular scheduled meeting in the form of a written petition signed by either twenty-five (25) students or three (3) Board members. Proposed amendments are to be approved by two-thirds (2/3) of the elected Board members. Approved amendments will be publicized in all approved media and printed copies will be available in the CCE SGA office.

Approved by the CCE/SGA

Date

Accepted by the President of Guilford College

Date

Affirmed by the CCE Student Referendum

Date

Revision Date 3-12-99 Effective 5-12-99

Revision May 2007, June 2007

2007 BOARD MEMBERS

Cephas Williams

President

Cheryl Davis

Vice President

Natalie Bowkes

Treasurer

Sharna Dixon

Secretary

Nicole Cornett

Activities Chair

Jennifer Whitlock-Co-Chair

Publicity/Public Relations Chair

Student Representatives

Martha Boyd

Eva Griffin

Aishia Kirkland

Devina Reeves

Dianne Huffman

PROPOSED ADDITION TO THE CONSITUTION:

Blank for future addendums