

Wake Technical
Community College
Student Government Association

Constitution

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Preamble

We, the Student Government Association of Wake Technical Community College (WTCC), will preserve the College's atmosphere of civil discourse, inquiry, and self-expression. We will promote the interests expressed by the students of this institution; therefore, recognizing this document as the foundation to fulfill our commitment to the students. We recognize that Wake Technical Community College is evolving as a multi-campus institution, and acknowledge the need, when necessary, to modify and enhance this constitution to reflect these advances.

Article I. Name

The name of this organization shall be the Wake Technical Community College (WTCC) Student Government Association (SGA).

Article II. Purpose, Functions, and Policies

Section 1. Purpose

The purpose of the SGA shall be to coordinate and regulate student activities; to provide a framework within which students may work to improve the College; represent the interests of students to the Collaborative Council and Board of Trustees; and recommend matters of interest and value for the College to students.

Section 2. Functions of the SGA

- A. To represent the student body to the college-wide community and to take into consideration the needs and desires of students, and their relationships with student organizations.
- B. To promote college-wide programs and events.
- C. To serve as a forum where students, faculty, and administrators can discuss mutual issues and to stimulate communication and understanding among these groups.
- D. To develop priorities of expenditure, make appropriations, and monitor spending of SGA designated funds.
- E. To work with the Assistant Director of the Student Government Association & Student Leadership, who is responsible for all expenditures from the Student Activity Fee and to assist the Dean of Student Activities & Athletics in preparing a recommended budget for each fiscal year.
- F. To identify students to serve on WTCC committees, task forces, and work groups.

Section 3. Policies

- A. The policies of the SGA will align with those of the Board of Trustees, the administrative policies of Wake Technical Community College, and the laws of the State of North Carolina.
- B. The SGA, and any student club or organization that is recognized by the SGA, shall not discriminate in its membership based on race, color, religion, gender, gender expression, age,

national origin, disability, marital status, sexual orientation, or military status. We are committed to the policy of Wake Technical Community College to be an equal opportunity institution.

Article III. SGA Funding and Distributions

Section 1. Resources

The SGA is funded from the Student Activity Fee paid at the time of registration by students of Wake Technical Community College.

Section 2. Budget

At the beginning of each fiscal year, the Assistant Director of the Student Government Association & Student Leadership, in consultation with the SGA Treasurer, will establish the allotted budget.

Section 3. Student Organizations

- A. At the beginning of each Fall semester, the Student Activities Department shall approve distribution of funds to all active student organizations.
- B. For additional funding, a student organization must submit a completed Funds Request form to an SGA Advisor at least three (3) weeks prior to a General Assembly meeting. The Student Activities Department and SGA will review the request. Student organization officers and/or advisors are required to attend the General Assembly meeting at which the request is discussed and considered. Failure to be present at the General Assembly meeting where the funds request is to be considered, will result in a rejection of the funds request. The SGA Advisor will work with the Student Activities Department to distribute funds to student organizations for which additional funds requests have been approved.
- C. Clubs shall maintain an on-campus financial account through which all SGA allocations will be distributed. The Club Advisor will serve as account manager for the on-campus account. Withdrawal from the account will require approval from the Student Activities Department and WTCC Administration.

Article IV. Organization

Section 1. Student Government Authority

Authority is vested in the Student Government Association by the trustees, administration, faculty, and the student body.

Section 2. Membership

Every student enrolled at Wake Technical Community College and who pays the Student Activity Fee shall be a non-voting member of the SGA and shall be governed by its rules and regulations. Any curriculum student in good standing shall be eligible for voting membership if he/she has been elected as an Executive Board Officer or appointed as a Senator. The Assistant Director of the Student Government Association & Student Leadership and his/her designee(s) shall serve as SGA Advisors.

Section 3. Organizational Structure

- A. The SGA is composed of the following groups: Executive Board and Senators.
- B. The Executive Board is composed of the President, Vice-President, Secretary, Public Information Officer, and Treasurer.
- C. The number of Senator positions for each campus shall be determined in April for the next school year based on the number of curriculum students enrolled on that campus. The formula follows:

Number of Curriculum Students	Number of Senators
0-999	5
1,000-1,999	6
2,000-3,499	7
3,500-4,999	8
5,000-6,499	9
6,500-7,999	10
8,000+	13

- D. The Senators in their respective campus elect one Senate Chair.
- E. The Joint Council is composed of all members of the Executive Board, Senate Chairs, and SGA Advisors.
- F. Campus Senates are composed of a Senate Chair and other Senators appointed for that campus.

Section 4: Advisors

The Assistant Director of the Student Government Association & Student Leadership, his/her designee(s) shall serve as SGA Advisors. SGA Advisors shall work closely with the SGA, providing guidance and direction in all activities of the organization by: attending and participating in all meetings of the SGA, reviewing Executive Board recommendations regarding SGA travel, providing leadership training, advising the SGA of College policies and procedures, serving as a liaison to upper Administration as necessary, and ensuring financial accountability of the Association. All point cards and scholarships for SGA members must be approved by an SGA Advisor.

Section 5. Rules of Order

At any given time, the most recent edition of Robert's Rules of Order shall be the parliamentary authority for all matters of procedures not specifically covered by this Constitution or by special rules of procedure adopted by the SGA.

Article V. Executive Board

Section 1. Election of the Executive Board

- A. Candidate Qualifications

- i. All candidates must be currently enrolled and have a cumulative 3.0 grade point average (GPA) at Wake Tech, which will be verified by an SGA Advisor. If too few applications are received, the Assistant Director of the Student Government Association & Student Leadership may lower the GPA requirement for all positions no lower than a cumulative 2.5 GPA, excluding the President, who must have a 3.0 GPA, for the immediate election cycle. If lowered during their term, all Executive Board Officers, excluding the President, who must maintain a 3.0 GPA, must maintain the lowered GPA.
- ii. Candidates must have completed a minimum of six (6) credit hours at Wake Technical Community College prior to submitting an application to serve.
- iii. Each candidate must enroll in and maintain a minimum of six (6) credit hours each Fall and Spring semester of his/her office.
- iv. No student who is on active probationary status with WTCC or is in violation of the Student Code of Conduct is eligible to hold an Executive position.
- v. Candidates who desire to serve a second term must submit a completed online application by the deadline.
- vi. No person may run for more than one Executive Board position.
- vii. No Executive Board Officer may hold office concurrently in any other Wake Tech student organization.
- viii. Each candidate must complete the Election Packet, which contains: the Application for Office; a Letter of Intent; twenty (20) signatures of support and Student ID numbers from students; and one (1) signature of support from a faculty member.
- ix. All candidates must be able to serve the entire academic year.
- x. All election packets shall be reviewed by the Student Activities Department to verify that all qualifications are met.
- xi. Approved applicants shall be contacted immediately by the Student Activities Department to be informed of their approval status and be granted permission to commence campaigning during the scheduled campaigning dates after a campaign contract has been signed.

B. Election Format

- i. The electoral process shall take place during the Spring semester, in which applications and information regarding the election of the upcoming officers shall be presented at the General Assembly.
- ii. Candidates deemed to be engaged in unethical and/or slanderous campaign tactics or in violation of the Campaigning Contract shall be disqualified.
- iii. Students will vote for one week in the Spring semester.
- iv. Each student will have one ballot submission through Wake Tech's student website.

- v. Candidate's Letters of Intent will be available for viewing on Wake Tech's student website.
- vi. The candidates receiving the majority of the votes from the student body shall be the elected officers.
- vii. In the event of a tie, the incoming Executive Board, who will cast the deciding vote, will interview each candidate. If the Executive Board cannot reach a decision, the President must cast a deciding vote.
- viii. Candidates may not receive endorsements from any current Executive Board member. Candidates who use such an endorsement will be disqualified.

C. Term of Office

- i. The term of office begins on the first day of the Summer semester following the election and ends the last day of the following Spring semester.
- ii. Appointment to an office for two (2) semesters is considered a full term.
- iii. Executive Board Officers may run for one (1) re-election.
- iv. No Officer may serve on the Executive Board for more than two (2) terms.

D. SGA Commitment Contract

- i. Prior to the new Officers' term, the SGA Commitment Contract must be reviewed and signed. An SGA Advisor is required to be the witness to the signing of the SGA Commitment Contract.

Section 2. Powers and Duties of the Executive Board Officers

A. Duties of the SGA Executive Board Officers

- i. To read and become familiar with the SGA Constitution, the Executive Board Commitment Contract, Robert's Rules of Order.
- ii. To attend all Executive Board, Joint Council, General Assembly, and Special Session meetings per the requirements of the attendance policy and vote as necessary.
- iii. To maintain and record office hours, weekly meetings, and events at his/her campus through the use of a point card, to be approved by an SGA Advisor. A minimum of three (3) working hours per week is required for all Executive Board Officers.
- iv. To serve on SGA Standing Committees as appointed.
- v. To attend parliamentary procedure and leadership development seminars hosted by SGA and the Student Activities Department.
- vi. To coordinate and assist regularly in SGA activities.

- vii. To maintain relations with multiple student organizations on campus.
- viii. To maintain professional relationships and proper communication with SGA Advisors and fellow Executive Board members.
- ix. To conduct Senator interviews for Senator applicants.
- x. To create committees as necessary and keep current record of these standing committees in the “Standing Committee Sheet”.

B. Powers and Duties of the President

- i. To serve as Chief Executive Officer of the SGA.
- ii. To serve as a non-voting, ex-officio member of the Wake Technical Community College Board of Trustees. Attendance at all meetings is required.
- iii. To represent the SGA in all authorized relationships with faculty, administration, official guests, and students of other schools.
- iv. To preside over all Executive Board, Joint Council, General Assembly, and Special Session meetings.
- v. To maintain parliamentary procedure in all meetings using this Constitution and Robert's Rules of Order.
- vi. To serve as an ex-officio member of all standing committees.
- vii. To initiate SGA driven projects for students, with the consent of the Executive Board and in alignment with this Constitution.
- viii. To represent the SGA or appoint a representative in all other functions not assigned to other Executive Board Officers; such a representative must be an Officer or Senator.
- ix. To call special meetings of the Executive Board at his/her discretion, allowing a two (2) day notice with purpose stated.
- x. To delegate other duties which are not specifically assigned to any other persons under this Constitution.
- xi. To maintain correspondence with the Assistant Director of the Student Government Association & Student Leadership.
- xii. To chair the Constitution Committee, responsible for the duties described in the “Standing Committee Sheet.”
- xiii. To cast the deciding vote in the case of a tie in all required meetings.
- xiv. To write all letters of dismissal for Senators, if not done by the Senate Chair of that campus.

C. Powers and Duties of the Vice President

- i. To exercise the powers and duties of the President in the absence of the President.
- ii. To replace the President and serve the remainder of the term if the President cannot perform his/her duties.
- iii. To serve as the Parliamentarian to the Executive Board in alignment with Robert's Rules of Order and this Constitution.
- iv. To be responsible for Senator applications and arrange interview times that are convenient for the applicant and Executive Board.

D. Powers and Duties of the Secretary

- i. To maintain permanent records of the SGA.
- ii. To serve as recorder to the Executive Board, Joint Council, General Assembly, and Special Session meetings.
- iii. To prepare and distribute copies of the minutes and the agendas of all Executive Board, Joint Council, General Assembly, and special meetings to attendees prior to the meetings.
- iv. To assist the President in any other areas which are related to secretarial responsibilities.
- v. To keep a record of attendance of all members present at all Executive Board, Joint Council, General Assembly, and Special Session meetings.
- vi. To keep track of all motion cards by Campus Senates and the General Assembly.
- vii. To post the General Assembly minutes on Wake Tech's Student Activities portal.

E. Powers and Duties of the Public Information Officer

- i. To prepare and coordinate the production of advertising media related to SGA events and activities.
- ii. To prepare and release publicity to the clubs as directed by the Executive Board and SGA Advisors.
- iii. To be the spokesperson for the SGA to the WTCC media.

F. Powers and Duties of the Treasurer

- i. To receive copies of all Funds Request forms from the Assistant Director of the Student Government Association & Student Leadership.
- ii. To analyze funds requests from student clubs and organizations funds, and provide fiscally responsible advice.
- iii. To facilitate the hearings of funds requests from student clubs and organizations.

- iv. To assist with budgets for SGA each semester based on requests. The Executive Board and SGA Advisors shall approve these requests.
- v. To keep track of the SGA financial status.
- vi. To provide advice and guidance to any Executive Board member or Senator planning to create a motion that involves SGA funds.

Section 3. Scholarship for the Executive Board Officers

At the end of each Fall and Spring semester, Executive Board Officers will be reimbursed for full in-state tuition and fees for all courses satisfactorily completed, provided that all duties of the office as described in the SGA Commitment Contract and the SGA Constitution are satisfied. At the end of the semester, after final grades are posted, each Executive Board Officer must submit their point card to an SGA Advisor. Full scholarships are contingent on hours of active SGA participation, which must be recorded on the Officer's point card adding up to 48 hours and 5 event hours. All point cards must be approved by an SGA Advisor. At the Assistant Director of the Student Government Association & Student Leadership or his/her designees' discretion, scholarships may be reduced in proportion to missing participation in office hours or events. If an Executive Board Officer does not have enough office hours, but they have enough event hours to the Advisor's discretion, the student will still get the full payment.

Article VI. Senators

Section 1. Election of the Senators

- A. All candidates must be currently enrolled as a curriculum student.
- B. Candidates must have and maintain a minimum cumulative grade point average (GPA) of 2.7, which will be confirmed by an SGA Advisor. If too few applications are received, the Assistant Director of the Student Government Association & Student Leadership may lower the GPA requirement to no lower than a cumulative 2.5 GPA for all applicants for the immediate election cycle. If lowered during their term, all appointed Senators must maintain the lowered GPA.
- C. All candidates must submit a completed online application by the posted deadline. An SGA Advisor will review the application packet, then submit them to the incoming SGA Vice-President.
- D. The incoming Executive Board and the Senate Chair of the respective campus, if applicable, must interview all candidates. The candidate must be voted in by a simple majority.
- E. No student who is on active probationary status with WTCC or is in violation of the Student Code of Conduct is eligible to hold a position in the Senate.
- F. All candidates must review and sign the SGA Commitment Contract and be prepared to meet the contract conditions if appointed to office.
- G. No candidate may hold a faculty, administrative, or full-time position with WTCC.
- H. The Executive Board may appoint vacant Senator positions during the Fall semester until the end of September.

- I. The official term of office for all Senators will be one (1) academic year beginning no earlier than the first day of the Summer semester and ending on the last day of the following Spring semester. Senators may be re-appointed upon review of a new application for the next academic year.
- J. Appointment to an office for two (2) semesters is considered a full term.
- K. No Senator may serve in the Senate for more than two (2) terms.

Section 2. Powers and Duties of the Senators

- A. To read and become familiar with the SGA Constitution and Senator Commitment Contract.
- B. To attend all General Assembly meetings and Campus Senate meetings on his/her campus, participate in all business proceedings, and vote as needed. If a Senator is unable to attend the General Assembly meeting, then an acceptable excuse must be given to their Senate Chair and an SGA Advisor prior to the meeting. Please reference your Commitment Contract for further details.
- C. To assist in SGA activities and events at each campus.
- D. To maintain and record office hours at his/her campus through the use of a point card that must be approved by an SGA Advisor. A minimum of one (1) working hour per week is required for each Senator.
- E. To serve on standing committees as appointed.
- F. To attend parliamentary procedure and leadership development seminars hosted by SGA and the Student Activities Department.

Section 3. Election of Senate Chair

- A. All Senate Chairs must meet the Senate candidate qualifications. Each Campus Senate will select a Senate Chair based on a plurality vote taken by all Senators.
- B. If the selection of a Senate Chair is not reached in a reasonable manner or in the case of a tie, the Executive Board will vote on the Senate Chair.
- C. Senate Chairs must be selected on or before the second General Assembly meeting of the academic year.
- D. In case a Senate Chair position becomes vacant during the year, then the Senate of the respective campus shall elect another Senate Chair based on a plurality vote.
- E. In the event of a tie, each candidate will be interviewed by the SGA Executive Board who will cast the deciding vote.
- F. In order to have a Senate Chair for a campus, the Campus Senate must have at least three (3) or more Senators.

Section 4. Powers and Duties of the Senate Chair

- A. To follow all of the duties and responsibilities of Senators.
- B. To assemble and give a report for his/her campus at all Joint Council meetings. If a Senate Chair is unable to attend, he or she will then appoint another Senator from his/her campus to give this report.
- C. To conduct Campus Senate meetings on his/her campus.
- D. To submit approved motions to the Joint Council for final approval.
- E. To keep records of attendance for all Campus Senate meetings. If a Senator misses more than three (3) meetings without an acceptable excuse, proper notification must be given to their Senate Chair and an SGA Advisor.
- F. To maintain parliamentary procedure in all meetings using this Constitution and Robert's Rules of Order.
- G. To appoint committee chairs on his/her campus.
- H. To delegate all other duties on their respective campus which are not specifically assigned to other persons under this Constitution.
- I. In case the Senate Chair is unable to attend a Campus Senate meeting, then the Senate Chair shall appoint another Senator to preside over that meeting

Section 4. Scholarship for the Senators

After each Fall and Spring Semester, Senators will receive a scholarship, provided that all duties of the office as described in the SGA Commitment Contract and the SGA Constitution are satisfied. At the end of the semester, after final grades are posted, each Senator must submit their point card to an SGA Advisor. Scholarships are contingent on active SGA participation which must be recorded on the Senator's point card. All point cards must be approved by an SGA Advisor. The scholarship for part-time students will be \$300, and the scholarship for full-time students will be \$400, each Fall and Spring semester. At the Advisors' discretion, scholarships may be reduced in proportion to missing SGA participation.

Article VII. Resignation and Dismissal from Office

Section 1. Resignation of the Executive Board

- A. If any Executive Board member, with the exception of the President, should resign, then the position will be made open to all Senators.
- B. All Senators interested in the position shall be interviewed by the Executive Board.
- C. If no Senators are interested in the position, then it will be made open to the student body.
- D. Executive Board members will vote on the replacement.

- E. The candidate receiving a plurality of votes from the Executive Board shall be a duly elected officer. In the event of a tie, the President will cast a deciding vote.

Section 1. Resignation of the Senate Chair

- A. If any Senate Chair should resign, then the position shall be opened up to all Senators.
- B. All Senators interested in the position shall be interviewed by the Advisors.
- C. If no Senators are interested in the position, then it will be made open to the student body
- D. Senators will vote on the replacement.
- E. The candidate receiving a plurality of the votes from the Student Government Association shall be elected chair. In the event of a tie, the President will cast a deciding vote.

Section 4. Dismissal from Office

The SGA has the right to dismiss any member who fails to abide by this Constitution or the Student Code of Conduct. The Assistant Director of the Student Government Association & Student Leadership and the Dean of Student Activities & Athletics must approve any dismissal from office. The following process must be followed to dismiss any SGA Executive Board Officer or Senator from office.

- A. A verbal means of communication must be conveyed to the Executive Board Officer or Senator in question that states the specific reason for concern. The Officer or Senator will be notified that without change in action or behavior, the process of dismissal from office will be initiated.
- B. If no improvement occurs after verbal communication, a letter of warning will be sent one (1) week after the verbal communication has been conveyed to the Officer or Senator in question. This letter must state that adequate improvement in SGA participation and/or behavior must be demonstrated. This letter must outline the procedures for dismissal from office as stated in this Constitution.
- C. If no improvement occurs one week after sending a letter of warning, a meeting of the Executive Board, Senate Chair (if appropriate), Assistant Director of the Student Government Association & Student Leadership or his/her designee(s), and Dean of Student Activities & Athletics must meet to discuss the Officer or Senator in question's dismissal from office. The Officer or Senator in question may not be present at this meeting. If there is a majority vote that the Officer or Senator in question is to be dismissed from office, a letter should then be sent to this member that explains why this decision was reached. This letter must also state that if the Officer or Senator in question chooses to resign, a letter of resignation must be sent within two (2) weeks of this meeting.
- D. A letter of dismissal will be sent to the Officer or Senator if a letter of resignation has not been received within two (2) weeks of the dismissal from office meeting. A copy of this letter will be sent to the Dean of Student Activities & Athletics.
- E. An appeal of dismissal from office must be submitted in writing within two (2) weeks of the dismissal letter to the Dean of Student Activities & Athletics, who will determine whether a re-consideration is in order.

- F. If the member in question fails to abide by the Student Code of Conduct and/or a situation occurs that is considered inexcusable by the Dean of Student Activities & Athletics, then an immediate letter of dismissal will be sent and the Officer or Senator will not have the option to resign.

The SGA President and/or the Senate Chair of the Senator's respective campus will write all letters for Senators. All letters written for Executive Board Officers and Senate Chairs will be written by the Dean of Student Activities & Athletics.

Article VIII. Meetings, Rules, and Quorums

Section 1. Meetings

- A. The Executive Board shall meet on the first Wednesday of each month.
- B. Campus Senates shall meet on the second Wednesday of each month on their respective campuses.
- C. The Joint Council shall meet on the third Wednesday of each month.
- D. The SGA shall conduct one General Assembly Meeting on the fourth Wednesday of each month. The General Assembly is an open meeting for all students, faculty, and staff.
- E. Special meetings of the SGA shall be held the fifth Wednesday of every month, when possible, also at the request of three (3) Joint Council members, notice to be given at least two (2) days in advance with purpose stated.

Section 2. Rules

Attendance at SGA meetings is vital to the success of the organization. In the event that a member of the Joint Council or a Campus Senate must miss a meeting, he/she is expected to contact the President or Senate Chair respectively, and an SGA Advisor prior to the meeting to discuss the reason. Any Joint Council member or Senator who misses three (3) meetings during a semester without an acceptable excuse may be dismissed from office.

Section 3. Quorums

Quorums for the branches of the SGA are as follows:

- A. Executive Board: two-thirds (2/3) of currently seated officers.
- B. Campus Senate: a majority of the Senators.
- C. For all other meetings, a quorum shall be those present at a duly called meeting; the number required to pass motions shall be in accordance with Robert's Rules of Order.

Section 4. Voting

- A. Each Executive Board Officer shall have one (1) vote in all official business in which a vote is taken at Executive Board meetings.

- B. Each Executive Board Officer and Senate Chair shall have one (1) vote in all official business in which a vote is taken at Joint Council meetings.
- C. Each Executive Board Officer and Senator shall have one (1) vote in all official business at General Assembly meetings.
- D. No Executive Board Officer, Senate Chair, or Senator may vote on a fund request that has submitted by a student organization in which he/she is a member.
- E. Each Executive Board Officer and Senate Chair of the Senator applicant's respective campus shall have one (1) vote when appointing Senators to office. A candidate for Senator is voted in by a simple majority.
- F. Absentee voting will be available only in the instance that a student is accepted into the SGA and cannot attend meetings due to being enrolled in a program where the schedule is predetermined by the program director and cannot be changed by the student, or in the case of graduating student, who must enroll for certain classes in order to graduate.
- G. A SGA member in attendance must present the absentee vote in writing at the General Assembly meeting. The absentee vote may not be presented after a meeting has adjourned.

Article IX. Amendment and Revision Process

A motion to consider an amendment or revision of the Constitution shall require a majority vote at a General Assembly meeting. Such an affirmative vote shall send the amendment under consideration to the Constitution Committee. The motion must be presented by a member of the Committee. This Committee shall study the motion and formulate a recommendation to present at a General Assembly meeting.

Section 1. Presentation of the Motion to Amend or Revise

- A. The Committee shall present the amendment or revision recommendation in writing to all Campus Senates for discussion, and will distribute copies of the proposal to all members of the SGA, with due notice, that a vote will be taken at the next General Assembly meeting.
- B. At the General Assembly meeting where the proposed amendment is presented, a motion to accept the proposed amendment shall require a two-thirds ($2/3$) majority vote of the Executive Board and Senators.

Section 2. Post-Voting

- A. Following SGA approval, the proposed amendment shall be presented for approval through College Administration by way of a memo written by the Coordinator of Student Activities.