



## Haywood Community College Student Government Association (SGA) BY-LAWS Adopted March 2024

### **Article 1- Purpose of the By-Laws of SGA:**

The by-laws shall be the working rules of the SGA and are subject to change by the Coordinator of Student Life with the approval of the Executive Vice President of Instruction and Student Services. The by-laws must not conflict with the Constitution of the SGA.

### **Article 2 – SGA Positions & Responsibilities:**

#### Section A - Officers & Ambassadors:

The SGA shall be composed of three officers and a Haywood Early College ambassador. The officer positions include President, Vice President, and Secretary. All three officers must be enrolled at HCC. These officers shall be students who have shown the characteristics of scholarship, leadership, stability, honesty, initiative, and responsibility. The student body will elect the officers by the end of the Spring semester. The Coordinator of Student Life will set exact election dates. Candidates chosen must receive the highest percentage of votes cast for their office.

The Haywood Early College ambassador must be an HEC student and will be selected by the Haywood Early College Liaison. If deemed necessary, the Coordinator of Student Life, with the approval of the Executive Vice President of Instruction and Student Services, may decide to add or remove ambassador positions.

Officers may serve in a particular elected office for one term. The officers shall assume their positions upon the start of the Fall semester. However, the Coordinator of Student Life maintains the right to schedule meetings that the newly elected officers must attend for training purposes before the start of the Fall semester.



The term of office will be two full semesters, Fall and Spring. The officers and ambassador(s) will be sworn into their roles at the end of the Spring semester and begin their duties at the beginning of the following Fall semester. The officers will be sworn in at a place and time selected by the Coordinator of Student Life and the Executive Vice President of Instruction and Student Services.

#### Section B - In the Event of a Failed Election:

Suppose an SGA election fails to produce three officers because of lack of student participation. In that case, the Coordinator of Student Life, with the approval of the Executive Vice President of Instruction and Student Services, may appoint qualified students who are interested in the officer positions.

#### Section C - Procedure for Becoming an Officer:

Any student interested in becoming an SGA officer must submit an application to the Coordinator of Student Life by the predetermined deadline for the current academic year. Anyone interested in joining the Student Government Association must meet the following criteria:

- Demonstrated characteristics of scholarship, leadership, stability, honesty, initiative, and responsibility.
- Minimum 2.5 cumulative GPA or higher.
- Ability to commit to a minimum of five hours weekly for SGA duties.
- With administrative approval, SGA officers are encouraged to consider the opportunity to attend N4CSGA-related conferences, without obligation.
- Commitment to attend campus meetings and to assume the responsibility of the office.
- Loyalty and commitment to core values of Haywood Community College.
- Ability to take direction from SGA Advisor and HCC Student Government members.
- All officers must be registered students of Haywood Community College and have at least two consecutive semesters (Fall and Spring) remaining before graduation.



## Section D - Responsibilities of SGA Officers & Ambassadors:

The President shall:

- Serve as chief executive officer of the SGA club.
- Preside over all SGA meetings.
- Serve as a liaison between the SGA, students, faculty, and administration
- Represent HCC's student body by attending all Board of Trustees meetings.
- Call special meetings of the SGA upon request of the SGA Advisor or College President.
- Serve as a non-voting member of the Technology, Education, and Student Affairs (TESA) Committee and other committees as deemed necessary by the Coordinator of Student Life.
- Contribute at least five hours a week to SGA-related activities.

The Vice President shall:

- Assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of office.
- Serve as a voting member in SGA.
- Assist the President as needed.
- Attend all regular meetings.
- Serve on committees if deemed necessary by the Coordinator of Student Life.
- Contribute at least five hours a week to SGA-related activities.
- Serve as an advocate for under-represented communities on campus and as a liaison between said communities and the Coordinator of Student Life.

The Secretary shall:

- Attend all regular meetings.
- Keep the minutes and records of each meeting of the SGA and forward the minutes to the Coordinator of Student Life and the Student Life & Wellness Specialist within 1 week following the meeting.
- Inform all Club Representatives of any upcoming meeting.
- Serve as a voting member of the SGA.



- Be responsible for the advertisement of all SGA-sponsored events, as well as communicate other information as requested by the SGA president.
- Follow the Vice President in succession of the office of President.
- Contribute at least five hours a week to SGA-related activities.

The Ambassadors shall:

- Act as the liaison between SGA and the curriculum they are representing.
- Attend all SGA meetings and events.
- Assist the SGA President, Vice President, and Secretary.
- Contribute at least three hours a week to SGA-related activities.

Section E – Dismissal:

Officers will receive automatic dismissal if they miss three or more meetings, events, and/or posted office hours without good reason. Suppose an officer or ambassador cannot complete their term of office. In that case, the Coordinator of Student Life, with the approval of the Executive Vice President of Instruction and Student Services, may select a student who is interested and qualified to fill the vacant role, whether the student is already a part of SGA or not.

Section F - Fall and Spring Conferences:

Anyone attending a conference must be an active member of SGA, be 18 years of age, and have met the attendance requirements above. The Officers who are eligible will receive first priority.

Section G - State Officers:

Any member of the SGA who would like to run for state office must follow all guidelines and regulations set forth by the N4CSGA.

If and when the person is elected to state office, they must give a report to SGA once a month.

### **Article 3 - Election Requirements:**

Section A:



- Potential officers must submit a completed application to the Coordinator of Student Life.
- Submit a letter of recommendation from an HCC instructor.
- All potential officers must participate in a formal interview with the Director of Student Wellness, Coordinator of Student Life, and Student Life & Wellness Specialist. The staff roles mentioned reserve the right to deny any application for candidacy.
- After being selected to run for SGA office, participate in an informational session facilitated by the Coordinator of Student Life.
- Gain approval from the Coordinator of Student Life before publicizing any campaign materials. No more than \$50.00 can be spent on giveaways, including tax. All receipts must be turned in to the Coordinator of Student Life.

Candidates will receive automatic dismissal if guidelines are not followed, or the HCC Code of Conduct is broken.

#### **Article 4- Club Representatives & Grant Allocation**

##### **Section A - Clubs Choose their SGA Representative:**

Each club at HCC is responsible for selecting its SGA representative. It can be an individual role or the responsibility of an already established Club Officer. That decision can be made at the discretion of the Club Advisor. An SGA representative is not a requirement for Clubs. However, a Club must have an SGA representative to potentially receive grant money.

##### **Section B – Grant Allocation:**

Each registered club on campus is entitled to an annual grant from SGA. Clubs must register with the Coordinator of Student Life annually. To receive the annual grant, each club must participate in at least 3 SGA events determined by the Coordinator of Student Life and be present at the majority of SGA meetings. Also, the Club Advisor, Club Officers, or SGA Representative must communicate often with the Coordinator of Student Life about club happenings. If the club meets the standard for receiving the grant, it will be awarded at the end of the year. The



Coordinator of Student Life will determine the deadline for the request for grant money and the annual award amount.

**Article 5- Advisors:**

The advisor to the SGA shall be the Coordinator of Student Life.

**Article 6- Oath of Office:**

The SGA Officers and Representatives shall take the following oath of office at a ceremony arranged by the Coordinator of Student Life:

“Do you solemnly swear to carry out the responsibilities of the office to which you have been elected and now accept. Do agree to abide by and execute the provisions of the office as stated in the Student Government Association Constitution and By-Laws and to abide by all the published policies and regulations of Haywood Community College.” If so indicate by stating ‘I do.’”

**Article 7 – Code of Ethics:**

All Haywood Community College Student Government Association members shall adhere to the Code of Ethics. Members agree to exercise their authority honestly and fairly, to remain free from impropriety, threats, favoritism, and undue influence, and to follow standards for ethical conduct and conflicts of interest.

SGA members shall make known, as necessary, any personal ethics or associations that create a conflict or potential conflict with matters coming before the SGA for consideration and then refrain from any undue participation in the said matters.