



Student Government Association Constitution

Article I. Name

The name of this organization shall be the Student Government Association (SGA) of Durham Technical Community College, hereinafter referred to as SGA or Durham Tech SGA.

Article II. Purpose

The purpose and goals of the Durham Tech SGA will be to:

- A. Provide any support and guidance for student participation in any Durham Tech activity.
- B. Provide a framework within which students may work to improve the college.
- C. Promote civic responsibility throughout all of Durham Tech.
- D. Encourage and support adherence to campus regulations during all student activities or Durham Tech sponsored events.
- E. Report any violations to appropriate enforcement bodies at Durham Tech.
- F. Inspire the quality, sustainability, and growth of current Durham Tech clubs, and the creation of new Durham Tech clubs.

Article III. Policies

Section 1. General Policies

The policies of the Durham Tech SGA shall be in accordance with, and not in conflict with, those of the Durham Tech Board of Trustees, the administrative policies of Durham Tech, the Durham Tech Student Code of Conduct, and the laws of the State of North Carolina or any other applicable law enforcement body.

Section 2. Records

- A. The SGA Secretary, or their designee, shall keep official written records of all general business meetings; written records of Executive Board meetings will be taken as needed and appropriate.
- B. Written reports from all committee meetings, standing and ad hoc, shall be turned into the secretary by all Committee Chair's, or the Chairs designated representative, and these shall also become part of the permanent record.
- C. The secretary will provide all documents, in the format agreed upon by the advisor and secretary, to the advisors within 1 week of a General Business meeting.
- D. A working calendar of all regularly scheduled General Business meetings, standing committee meetings, and tentative dates for yearly and recurring events shall be published and/or available in writing by the first class day of fall semester. This calendar will be subject to change, with notice to Senators, as needed according to unforeseen conflicts, space constraints, or other barriers that arise throughout the semester. No Senator or Executive Board member shall be penalized for being unable to attend a meeting or event times changed with less than two weeks notice.

Section 3. Non-Discrimination Policies

The SGA shall not discriminate in its membership against sex, race, age, religion, sexual orientation and/or gender identification, or disability. Reasonable accommodations will be made for students with disabilities, which are disclosed to SGA advisors. The SGA is committed to the policy of Durham Tech to be an equal opportunity institution. We encourage anyone who would like to participate in our program, and feel they do not qualify, to speak to an SGA advisor to further explore the issue and possible solutions.

Section 4. Ethical Policies

The purpose of Ethical Policies is to prevent conflict of interest, promote ethical and just behavior of members of the SGA, and to define the procedure for dealing with accusations of ethical violations.

Section 4.1: Code of Ethics

- A. No member of the SGA shall use, authorize the use, or condone in any way the wrongful use of SGA property or funds. To include, but not limited to, personal gain; use for interest outside of the Durham Tech campus or campus organizations; or for SGA officer campaigns.
- B. No member of the SGA shall misrepresent, offer, or attempt to distribute funds to any person, club, or department as an individual. All monetary transactions must be approved by SGA advisors, and follow the financial policies of the SGA.
- C. No member of the SGA may willfully violate the Student Code of Conduct, including but not limited to: consumption of alcohol; violation of tobacco free policy; illegal drug use, and/or sexual harassment of any individual, while on the college campus or at Durham Tech sponsored event(s) on or off campus.
- D. Every Senator and Executive Board member is responsible for representing the views, to the best of their ability, of the population they were elected/appointed to represent. If an Executive Board member serves in a club(s) leadership role(s), they must abstain from any vote relating to their club(s) and the receipt of money, awards, or other beneficial services from the SGA for said club(s).
- E. Executive Board members that are also active participants in a club must disclose their personal bias/affiliation(s) whenever said club(s) are a part of a discussion that will result in a vote of any kind, to prevent undue influence.
- F. Any other behavior deemed to be unethical as determined by the Ad-hoc Ethics Committee as defined in Article VII, Section 1 of this document.
- G. Under no circumstance may an SGA member chair their own ethics violation or dismissal hearing, and no SGA member may have a vote on such proceeding.

Violations of the ethical policies will be dealt with under Article VII on Conduct and Dismissal. Refer to Article VII for a full list of conduct items that can result in removal from office/senate seat.

Article IV. Organization

Section 1. SGA Structure

The Durham Tech SGA shall consist of an Executive Board, Senate Body, and SGA Advisor(s). Advisors serve as nonvoting members. Executive Board members will be elected, or if vacant seats are present after general elections, they will be approved or denied by a majority vote of the current Executive

Board after they have successfully completed an Executive Board application and interview. Senators shall be appointed by their sponsoring club or department.

Section 2. Organizational Membership

Section 2.1: Executive Board

The Executive Board of the Durham Tech SGA shall consist of the President, Vice President, Secretary, Treasurer, Public Information Officer, Community Outreach Committee Chairperson, Social Activities Committee Chairperson, Student Concerns Committee Chairperson, and advisor(s) to the SGA.

- A. Advisor(s) shall be nonvoting members of the Executive Board
- B. The SGA President shall vote only in the event of a tie.
- C. No individual may serve as both a Senator and Executive Board member simultaneously.
- D. Members of the Executive Board may be paid a stipend, at the end of Fall and Spring semesters, based on performance and budget availability. Amounts for stipends must be passed as part of the yearly budget, and any amendments must be voted on by Senators only. Members must adhere to criteria set forth in Operational guidelines; failure to meet specified criteria will affect compensation.

Section 2.2: Senators

The Senate shall consist of Senators from each curriculum area, chartered club or organization, and non-curriculum students. Senators may be any student taking a for credit course(s) at Durham Tech.

- A. Curriculum Senators- Each Senator shall be appointed by the respective departments Dean, or someone the Dean designates. Department representation is as follows:
 - i. Arts, Sciences, and University Transfer- 2 or more Senators
 - ii. Applied and Public Service Technologies- 2 or more Senators
 - iii. Business, Education, and Information Technologies- 2 or more Senators
 - iv. Health Technologies- 2 or more Senators
 - v. Visiting students- 1 or more Senators
- B. Clubs and organizations shall be represented by 1 Senator each.
- C. Non-Curriculum Senators- Each Senator shall be appointed by the respective departments Dean, or someone the Dean designates. Representation is as follows:
 - i. Middle College High School, Gateway to College, College and Career Promise, and any other high school equivalency program operating within Durham Tech- 1 or more Senators.
 - ii. Corporate and Continuing Education Program- 1 or more Senators
- D. Full time faculty, part time faculty, and/or individuals contracted to teach a credit course at Durham Tech are not eligible to serve as a student Senator or Executive Board member.

Section 2.3: Advisors

Durham Tech shall appoint the appropriate staff member(s) to serve as SGA Advisor(s). The advisor(s) shall work closely with the SGA, providing guidance and direction in all activities of the organization. The advisor will be responsible for attending and participating in all meetings of the SGA, monitoring academic progress of SGA members, providing leadership training, advising the SGA of college policies and procedures, and ensuring financial accountability of the association. Other duties can be added as needed.

Article V. Executive Board Qualifications and Duties of Office

Section 1. Executive Board Member Candidate Qualifications

All members of the Durham Tech SGA Executive Board must meet the following criteria:

- A. Be currently enrolled student at Durham Tech, taking a minimum of 6 credit hours during fall and spring semesters in which they serve.
- B. Maintain a cumulative 2.5 GPA while in office,
- C. May drop no more than 1 class per semester of service, OR meet with an advisor for an action plan after the 2nd dropped class to ensure they are prioritizing classwork over senate.
- D. In good faith, be able to serve for the full academic year for which they are elected.
- E. Meet one of the following:
 - i. Have a cumulative GPA of 2.5 or higher.
 - ii. Other extenuating circumstances, as approved by the SGA Advisor(s) on a case by case basis.

Section 2. President's Duties

The President shall, in good faith and to the best of their ability, be responsible for the following:

- A. Maintain order at all meetings.
- B. Notify Senators of any schedule changes within 24 hours of the change, except when access to contact information is an issue.
- C. Coordinate the Senate meeting agenda with the Senate Advisors
- D. Appoint Ad-hoc committees as needed
- E. Maintain effective communication with the Dean of Students, Board of Trustees, Executive Board members, SGA Advisors, Senators, and the campus community.
- F. Meet weekly, or as needed, with Senate Advisors.
- G. Attend Board of Trustees meetings as an Ex-officio non-voting member (must be able to attend, cannot have a schedule conflict), as well as any requested Institutional committees except in the case of class or work schedule conflict.
- H. To have knowledge of fund allocations given to student organizations by the SGA.
- I. Provide a report to the Board of Trustees, and to any advisory or administrative personnel who requests it. The report must include information obtained from all Executive Board members, and be approved by the SGA Advisor.
- J. Attend meetings with the President of the College, and other administrative personnel as requested.
- K. Assume, or delegate to another Executive Board member, the role of vacant Executive Board Chairs during committee meetings until the seat is filled.
- L. May not serve in a leadership role of any club or organization; they may be an active member.
- M. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 3. Vice President

The Vice President shall, in good faith and to the best of their ability, be responsible for the following:

- A. Assume the office of President if there is a permanent vacancy, through resignation or removal of office of the current President.
- B. Assist the President in all duties as requested and approved by SGA Advisors.
- C. Provide guidelines for Parliamentary procedures during meetings.
- D. Attend committee meetings, and fill in for absent or vacant chairs as needed and delegated by the President.
- E. Keep attendance records, and notify Advisors and SGA President when a club has missed more than one scheduled meeting.
- F. Maintain effective communication with SGA advisors, Executive Board members, Senators, and the campus community.
- G. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 4. Secretary

The Secretary shall, in good faith and to the best of their ability, be responsible for the following:

- A. Maintain a permanent record of minutes of the Senate meetings
- B. Take the minutes of every General Business and Executive Board meeting as needed.
- C. Turn the minutes into the Vice-president within 1 week of each meeting
- D. Type correspondences in a timely manner as needed for the SGA.
- E. Call roll at all General Business meetings and Executive Board meetings, and provide a copy to the Vice President within 48 hours.
- F. Maintain communications with Executive Board members, SGA advisors, and SGA Senators.
- G. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 5. Treasurer

The Treasurer shall, in good faith and to the best of their ability, be responsible for the following:

- A. Maintain a working budget and present the budget if and when the budget changes or is updated.
- B. Maintain order at all meetings which they chair.
- C. Coordinate the agenda for all committee meetings which they chair with members of the committee and SGA advisors.
- D. Liaison with the SGA advisors regarding all money requests.
- E. Using an established process, create a budget for the following academic year.
- F. Maintain communications with Executive Board members, SGA advisors, and SGA Senators.
- G. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 6. Public Information Officer

The Public Information Officer shall, in good faith and to the best of their ability, be responsible for the following:

- A. Direct the printing and publication of Student Senate materials, in conjunction with the advisors and other departments as needed.

- B. Assist in all other areas related to public information, as deemed desirable by the Executive Board and/or SGA advisors.
- C. To document SGA events through photographs, video, or other means or arrange for such documentation to occur.
- D. Coordinate Durham Tech SGA's social media presence, and the administration of any social media campaigns, as directed and guided by the Advisors and relevant faculty or staff.
- E. Maintain communications with Executive Board members, SGA advisors, and SGA Senators.
- F. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 7. Community Outreach Chair

The Community Outreach Chair shall, in good faith and to the best of their ability, be responsible for the following:

- A. Maintain order at all committee meetings which they chair
- B. Maintain accurate attendance records of all meetings they chair, to be shared with the President of SGA and SGA advisors.
- C. Ensure collaboration with the Center for College and Community Service; ensure community engagement is being promoted by Senators and Durham Tech clubs.
- D. Further the mission of the Center for College and Community Service and Student Development and Activities.
- E. Maintain communications with Executive Board members, SGA advisors, and SGA Senators.
- F. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 8. Social Activities Committee Chair

The Social Activities Committee Chair shall, in good faith and to the best of their ability, be responsible for the following:

- A. Maintain order at all committee meetings which they chair
- B. Coordinate the agenda for all committee meetings which they chair with members of the committee and SGA advisors.
- C. Maintain accurate attendance records of all meetings they chair, to be shared with the President of SGA and SGA advisors.
- D. Plan and coordinate all SGA social events including but not limited too, (Welcomania, Fall Fest and Spring Fling) through the committee with senators and advisors.
- E. Be present during all SGA social events and/or be ensure staffing at all SGA social events.
- F. Further the mission of the SGA to promote student involvement, self improvement,
- G. Maintain communication with Executive Board members, SGA advisors, SGA Senators.
- H. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities.

Section 9. Student Concerns Chair

The Social Activities Committee Chair shall, in good faith and to the best of their ability, be responsible for the following:

- A. Maintain order at all committee meetings which they chair.
- B. Coordinate the agenda for all committee meetings which they chair with members of the committee and SGA advisors.
- C. Maintain accurate attendance records of all meetings they chair, to be shared with the President of SGA and SGA advisors.
- D. Act as a liaison to any and all student concerns that are brought up during Student Concerns meetings.
- E. Maintain communication with Executive Board members, SGA advisors, SGA Senators.
- F. Other responsibilities will be added as needed by the Advisors of the SGA or anyone the Advisors designate to add responsibilities

Article VI. Senators

Section 1. Qualifications

All members of the Durham Tech SGA must meet the following criteria:

- A. Be currently enrolled student at Durham Tech, taking at least 6 credit hours OR approved on case by case basis, depending on plan of study, by SGA advisor(s).
- B. Maintain a 2.0 GPA while in office.
- C. Obtain written approval from club/department advisor, which will be submitted to SGA advisors, if a student drops credit hour(s).
- D. In good faith, be able to serve for the full academic year for which they are appointed or notify SGA advisors, and faculty advisor or sponsoring department, and get written approval to serve for a single semester.
- E. Meet one of the following:
 - i. Have a cumulative GPA of 2.0 or higher OR
 - ii. Other extenuating circumstances, as approved by the SGA Advisor(s) on a case by case basis.

Section 2. Duties

- A. To read and comply with the SGA Constitution, Operational Guidelines, and any other applicable documents signed during tenure.
- B. To participate in a manner that is respectful, in accordance with rules set forth by the chair, and in proper attire, as set forth in the Operational Guidelines. Disruptive or disrespectful behavior will not be tolerated.
- C. To attend all SGA General Business meetings, and Committee meetings as assigned. Each Senator is required to regularly attend one (1) standing committee throughout their tenure.
- D. Participate in all business proceedings, and be present for both discussions and voting.
- E. If a Senator is unable to attend any of these meetings, then an acceptable excuse must be given to the SGA Advisor(s) prior to the meeting. SGA Advisor(s) and the SGA President should be notified if an alternate Senator will be in attendance.
- F. To keep alternate Senators up to date on all Senate business, including but not limited to informing them of parliamentary procedure.
- G. To assist regularly in SGA activities per the standards set forth in the Operational Guidelines.
- H. To maintain and record volunteer and SGA activity hours, as directed in the Operational Guidelines.

- I. To follow attendance policy as stated in the Operational Guidelines, and keep club advisors/departments informed of any penalties incurred from Senator absences.
- J. Encouraged to take advantage of opportunities to participate in additional panels, boards, volunteering, and leadership opportunities etc., both within and outside of Durham Tech SGA.
- K. To work collaboratively with the Student Activities staff, SGA Advisor(s), Durham Tech students, other Durham Tech faculty and staff, and any other bodies interacting with the SGA.

Article VII Committees:

The purpose of standing committees is to address specific broad issues, and bring a summary of events to the full Senate; to include relevant motions. The Purpose of Ad-Hoc committees is to address special issues or projects; chairs shall be appointed, either by the SGA President or SGA advisors. Committees business should be documented in minutes and regular updates should be delivered to the Executive Board and or SGA.

Section 1. Finance Committee

This committee shall be responsible for the following:

- A. Discuss and address special financial issues, as they arise, including those involving ethical concerns.
- B. Inform Senators of the money request process, and maintain an accessible and streamlined process for such requests.
- C. Distributing additional club funding, through the following actions:
 - i. Approving motions for club funds up to the amount allotted to them in the budget
 - ii. Reviewing club requests for additional funding, if they have exhausted their allotted monies for the year, and making a recommendation to Senate.
 - iii. As deemed appropriate, with 2 weeks notice or more, the committee can vote on the distribution of additional funds. This session must be open to all active Senators, who may participate in the debate. If less than 5 finance committee members are present to vote, the vote will then be opened to all Senators in attendance, with the exception of the representative and/or Senator requesting funds.
 - iv. Allocating and/or redistributing unused funds for student clubs/organizations, per the Operational Guidelines. No club/organization in good standing will have money removed from their line item prior to April 1st of each year. After which, all funds not previously requested, will be transferred to other line items per SGA needs. Clubs may still request funding after April 1st, through the additional club funds money request process.
- D. Per the Operational guidelines, maintaining an accurate record of funds available to clubs for both the current fiscal year, and any funds or percentages of funds that have been deducted from the following fiscal year due to absence or inactivity of a club/organization.
- E. Reviewing the updated budget, as presented by the Treasurer every meeting; reporting any discrepancies or concerns to the SGA President and SGA advisor(s).
- F. Keeping any relevant Operational Guidelines up to date, and when needed bringing amendments to the full Senate for a vote.
- G. In Spring semester, submitting a budget for the following fiscal year by the deadline set by the SGA President and/or SGA advisor(s)

- H. To collaborate with other Committees to fulfill this committee's objectives, as well as help other committees fulfill their objectives.
- I. Other responsibilities may be added, as needed, by SGA Advisor(s).

Section 2. Community Outreach Committee

This committee shall be responsible for the following:

- A. Meet with the Center for College and Community Service volunteer coordinator to help develop student awareness of community related issues.
- B. Recruit student volunteers for community service activities.
- C. To educate students on issues that affect the student body and the community.
- D. To encourage and enhance, healthy, positive values and a sense of service to the community.
- E. Create projects that develop character and builds interpersonal skills through service and reflections.
- F. Communicate with volunteer coordinator to keep track of student club volunteer log.
- G. To collaborate with other Committees to fulfill this committee's objectives, as well as help other committees fulfill their objectives.
- H. Other responsibilities may be added, as needed, by SGA Advisor(s).

Section 3. Social Activities Committee

This committee shall be responsible for the following:

- A. Organizing events that serve the full student body, to include all campuses. Events should be directed at engaging the student body, and may provide entertainment, enrichment, education and/or build morale.
- B. Provide the full senate with a detailed motion for all monies to be spent on activities.
- C. To ensure activities are culturally sensitive, inclusive, and provide the maximum exposure and benefit to the student body as a whole.
- D. To assist in bringing awareness to clubs and organizations available to the student body.
- E. To collaborate with other Committees to fulfill this committee's objectives, as well as help other committees fulfill their objectives.
- F. Other responsibilities may be added, as needed, by SGA Advisor(s).

Section 4. Student Concerns Committee

This committee shall be responsible for the following:

- A. Create a centralized place for various areas of concern, as related to students, to be presented; concerns can presented by Senators, SGA Advisors, or other members of the Durham Tech community as deemed appropriate by the chair.
- B. Educate students on the importance of personal, physical, and emotional well-being.
- C. Create a safe atmosphere for student discussion and participation in relation to diverse concerns.
- D. Represent concerns of students to the full Senate, including consulting SGA advisors.
- E. Use resources available to gather information, advocate for, and act on behalf of students concerns under the supervision of SGA advisors.
- F. Advocate topics that aim to educate and improve student success and campus experience.

- G. To collaborate with other Committees to fulfill this committee's objectives, as well as help other committees fulfill their objectives.
- H. Other responsibilities may be added, as needed, by SGA Advisor(s).

Article VIII. Election of Executive Board

Section 1. Election Committee

- A. Primary members of the Election Committee will consist of any outgoing SGA Executive Board officers who are not running for an SGA Executive Board office that election year.
- B. The Election Committee shall have at least 5 members and an Advisor. Senators from all campuses are encouraged to join this committee. Additional members of the Election Committee will be appointed by the outgoing Executive Board officers.
- C. Additional Election Committee members shall be determined no later than the March General Business meeting.
- D. The Chair of the Election Committee will be elected by a simple majority within the Election Committee.
- E. The Election Committee will be considered a neutral party and may not publicly promote or endorse a candidate.

Section 2. Duties

- A. To announce the dates, time, and open positions for the election.
- B. To post and publicize a list of approved candidates.
- C. To be responsible for providing an accurate ballot to the appropriate administrator responsible for web and/or paper voting.
- D. To be responsible for announcing the official results.
- E. Shall call a mandatory candidate meeting prior to elections.
- F. Shall obtain the signatures of each candidate as a demonstration of their commitment to govern their campaign according to rules and regulations of the act.
- G. Shall obtain a budget from each candidate.
- H. Shall be the only people to have access to election results prior to the public release of those results.
- I. To investigate or review any violation of the publicity act.
- J. Shall communicate any other relevant designations to candidates or voters regarding the election.

Section 3. Nomination

- A. Applications must be completed and signed by the potential candidates.
- B. A Faculty Recommendation Form must be completed by a current faculty member who is currently, or has previously, instructed the candidate.
- C. These completed forms shall be verified by the SGA Advisor and candidates notified within (3) business days after nominations have been closed.
- D. Security of Nominations: After the potential candidates have completed and returned their application, the information shall be secured in a designated area.
- E. Posting Nominations: A list of approved candidates must be published and readily available to voters within (5) business days after nominations have been closed.

- F. Reopening Nominations: if at the end of nomination period a candidate's nomination is ruled invalid, and/or if the number of qualified candidates does not exceed the number of challenged seats then the nominations for that seat must be reopened for an additional period determined by the Election Committee.

Section 4. Candidates Meeting

- A. All approved candidates must attend a mandatory meeting, which will be held at a designated time, determined by the Election Committee. The time and the place of this meeting will be stated on the nomination form.
- B. Individuals with a class or other conflict with the meeting time must notify, in writing, at the time of application. They shall state the conflict, alternate times available, and reason conflict cannot be resolved if other than attendance for class.
- C. The purpose of this meeting is to discuss regulations, campaigning, and obtain the signatures of each candidate as a demonstration of their commitment to govern their campaign according to rules and regulations of the act.
- D. Campaigning: All eligible candidates may begin officially campaigning immediately after the candidates meeting. All candidates are responsible for the behavior of their campaign workers.

Section 5. Election Dates

- A. Online and/or paper voting dates will be the week prior to the week of the last General Assembly of Spring semester, starting Monday 12:01 am to Sunday 11:59pm.
- B. The nomination period shall be determined by the Election Committee and will be designated on the application.

Section 6. Voting Rules and Policies

- A. The general student body SGA election is one in which any Durham Tech student, excluding adjunct and full time faculty, may vote.
- B. To ensure proper voting, each student's eligibility will be verified against the computer records, as needed.
- C. Each student shall vote only once.
- D. Voting may occur from any web connection on or off campus provided a verified student login has taken place.
- E. Voting may occur on campus, via paper ballots, as determined by the Election Committee.

Section 7. Ballot Counting

- A. Official ballot counting shall be completed by the computer and Election Committee Chair (paper ballots only), overseen by the Election Committee, computer administrator, and one of the SGA Advisors.
- B. All SGA Executive Officers will be elected according to a majority of votes.
- C. In case of a tie, run-off elections will take place within (5) business days.
- D. The Election Committee at the April General Assembly meeting will notify all newly elected officers of their appointment.

Section 8. Publicity

Violators of the following standards are subjected to review and sanctions by the Election Committee

- A. All candidates running for office, and their campaign supporters, must conduct themselves in a positive manner and shall refrain from negative campaigning.
- B. The Election Committee must approve and monitor all publicity, including planned social media usage.
- C. Candidates can post their publicity on campuses by using approved flyers, posters, etc. in approved locations.
- D. All physical publicity may be posted only on Durham Tech campuses and College property.
- E. No candidate shall post-election publicity outside of approved areas, as defined at Candidate Meeting.
- F. No publicity is allowed on departmental bulletin boards without permission of the department.
- G. No publicity should be submitted through mass electronic mail messages.
- H. SGA will publicize the elections.
- I. Each candidate must remove his/her publicity by 6:00 p.m. on the first class day following the close of election.
- J. Publicity material shall not deface Durham Tech property. Any damages resulting from publicity materials will be charged to the violator.

Section 9. Violation Procedures

Any violation of the publicity rules may be reported to the Election Committee. The violator, the candidate and/or the campaign staff involved must be notified by the Election Committee within seventy-two (72) hours after notification has been received.

Section 10. Penalties

- A. Any damage of Durham Tech property (i.e. trees, buildings, etc.) by candidate or staff will be charged to that candidate at cost.
- B. The Election Committee may sanction any candidate that is found guilty of violating the Elections & Publicity Act by the Election Committee.
- C. A fine may also be charged to violators, and the amount of the fine will be determined by the Election Committee based on each violation, when it is found a campaign willfully and negligently violated election policies. Fines will be added to the SGA budget for the following academic year, and will be used for Senator awards.

Section 11. Spending Cap

- A. Each candidate shall spend no more than a total spending cap set by the Election Committee for campaign expenses.
- B. Each candidate must submit a budget of the projected costs and the receipts of what they have spent to the Election Committee.
- C. Budgets should accurately reflect how funds would be spent.
- D. If a candidate exceeds the spending cap, the Election Committee will impose sanctions, which may include a candidate's forfeiture of the race.
- E. The Election Committee will review election issues and questions regarding the spending cap and make decisions accordingly.
- F. Any kind of donation is strictly prohibited.

- G. If a candidate has a question about a spending proposal and is unable to contact the Election Committee, they must assume that their spending proposal will not be accepted until told otherwise by the Election Committee or SGA Advisor.

Section 12. Term of Office

- A. The term of office begins on the day they are sworn in, following the election, and ends the last day of the following spring semester.
- B. Appointment or election to office for two (2) or more semesters is considered a full term.
- C. Officers may run for one (1) re-election.
- D. No officer may serve on the Executive Board for more than two (2) terms.

Section 13. Oath of Office

At the last General Business Meeting prior to the new Officers' term of office, the Oath of Office shall be read and signed. The SGA Advisor and current SGA President shall be witnesses to the signing of the Oath of Office.

Article IX. Conduct and Dismissal from Office

Section 1. Conduct

All members of the SGA are expected to comply with the Student Code of Conduct both on campus and while participating in SGA functions off campus. Members of the SGA are also expected to comply with the recommendations of the SGA Advisors regarding conduct and standards of behavior. Failure to meet these standards may result in disciplinary action initiated by the SGA Executive Board, fellow Senators, any Durham Tech faculty or staff member, and/or the SGA Advisor(s).

The SGA Executive Board may appoint an ad hoc ethics committee to address issues not covered by the Student Code of Conduct or Article III of this document. The ethics committee will make recommendations to the Executive Board and SGA Advisor(s), which will take appropriate action, including dismissal from office, if necessary.

Section 2. Dismissal from Office

Participating in SGA is a learning experience for students, and exists in a collaborative environment and cooperative relationship with the SGA Executive Board, Senate, and Advisors; and in a manner consistent with Durham Tech's Code of Conduct and Policies and Procedures. However, in the case of dismissing a member of SGA the following procedures for dismissal will be used.

- A. Any dismissal from office must be approved by the SGA Advisor(s). If the member in question fails to abide by the Student Code of Conduct and/or there is a situation that occurs that is considered inexcusable and unredeemable, then an immediate letter of dismissal will be sent and the officer will not have the option to resign.
- B. Executive Board, SGA Advisors and other administrative personnel deemed relevant, shall conduct a hearing with the student in question. The purpose of the hearing will be to discuss the actions of the student in question, and allow the student to provide context for their actions. Written documentation that states the specific reason for concern will also be presented to the student. After the hearing a vote will be taken and one of the following will happen:

1. If the violation is ruled unredeemable, by unanimous vote of those Executive Board members present and approved by SGA advisor(s) present, the member will be given the option to resign. If a member resigns, they may not appeal.
 2. If Executive Board members cannot unanimously agree to dismiss, or decide by majority vote dismissal is not warranted at the time of the meeting, the student will be provided an action plan as described below, in subsection C.
- C. Action Plans:
- i. Will be developed with an SGA advisor(s) within 5 school days of the dismissal hearing.
 - ii. This action plan will remain confidential between advisors and student, except when sharing is needed to meet action plan goals or required by law or administration personnel.
 - iii. No member of the Executive Board, or those present at the dismissal hearing, may share items on an action plan and/or discussions leading to the development of the action plan with others; unless such discussion(s) relate to meeting the action plan goals, administrative proceedings, student code of conduct investigations, or with written permission from the student.
 - iv. This plan will be specific, measurable, attainable, realistic, and time bound (SMART).
- D. If the SGA Advisor determines that the action plan has not been met during the agreed upon timeframe, a meeting with the Executive Board (if appropriate), and/or the SGA Advisor(s) and the Assistant Dean of Student Development and Communications or his/her designee must discuss the member in question's dismissal from office. If it is determined that the member in question is to be dismissed from office, a letter of dismissal will then be sent to the member. The letter will explain the decision to remove from office. This letter must also state that if the officer chooses to resign, a letter of resignation must be sent within 1 school day to the SGA Advisor(s).
- E. An appeal of dismissal from office must be submitted in writing within five (5) school days to the SGA advisor(s), who will determine whether a re-consideration is in order.

Article X Voting:

Voting shall abide by the following guidelines:

- A. A Senator and Executive Board shall have one vote (with the exception of the SGA President).
- B. General Business Meetings
 - i. A quorum of Senators shall be considered one fourth of the total active Senators serving at the time of the vote.
 - ii. If a quorum is not present, and a vote must be taken before the next General Business meeting, an emergency meeting may be called within ten business days. Senators will be informed of the meeting via standard communication channels as used for all SGA updates and information. The SGA President has the power to allow absentee voting via electronic or written means at the emergency meeting, in order to meet the quorum.
 - iii. Motions pass by a majority vote
 - iv. A majority vote of Senators present, who are on record as standing members of said committee, shall pass a motion unless otherwise stated in this document.
 - v. Any motion passed with less than five total votes, must also pass with a majority Executive Board vote or in a General Business meeting.

Article XI Robert's Rules of Order:

The rules contained in **Robert's' Rules of Order** (current edition) shall govern the SGA and any committees in all cases and situations to which they are applicable and in which they are consistent with this Constitution.

Article XII Operational Guidelines:

The SGA shall have the power to adopt and enforce such operational guidelines as shall not violate this Constitution. Proposed operational guidelines must be approved by the Dean of Student Development and Support, and the Vice President for Student Learning, Development, and Support. The aforementioned must state, in writing, exactly what sections (if any) are not agreeable and submit this for SGA amendment of such sections. Operational Guidelines may then be adopted by a majority vote of the Senate.

Article XIII Amendments:

The Constitution may be amended by a majority vote of the SGA. A proposed amendment must be submitted in writing to senators two weeks prior to vote. Proposed amendments will then be sent to the Dean of Student Development and Support, and be subject to the process outlined in Article XII.

Article XIV Ratification:

This constitution shall be adopted, by a quorum vote of the Senate, if approved by the Dean of Student Development and Support and Vice President for Student Learning, Development, and Support. If disapproved, the Dean of Student Development and Support must state in writing what sections are not agreeable and submit this for Senate amendment of such sections. This process will be repeated, as needed, until a consensus between Senate and the Dean of Student Development and Support is reached.