

## **N4CSGA OPERATIONAL GUIDELINES**

### **Article I: The Role of the Delegate**

Delegates can be any student of a member college as recognized by the local advisors. Their role is defined as follows:

1. To assist the N4CSGA Executive Board in the completion of the duties of office.
2. To participate in statewide conferences and division meetings.
3. To serve consistently on an N4CSGA committee throughout each statewide conference.
4. To provide input from and return information to the student body of the local institution.
5. To assist the N4CSGA Executive Board in the completion of their duties assigned or requested by the Executive Board or Advisory Council, with authorization from their local advisor.
6. To provide input from and return information to the student body of the local institution.

### **Article II: The Role of the Local Advisor**

The local advisor can be any state employee of the member college, as appointed or selected by the member college to fulfill the role of local advisor to the member college Student Government Association delegation.

#### **Section A: Other Responsibilities**

General responsibilities of the local advisor include:

1. To maintain communication with the Advisory Council of the N4CSGA and the Executive Board.
2. To take information back to their member college and disseminate it to delegates as necessary.
3. To ensure prompt payment of all dues and registration fees.
4. To turn in all forms on time.
5. To serve as a channel for communication between the local institution and the N4CSGA.

#### **Section B: Conference Responsibilities**

Conference Advisors to an N4CSGA delegation shall be state employees of the local institution as designated by the member college of the delegation. If the regular Local Advisor cannot attend Conference, they are responsible for appointing an appropriate substitute as the Conference Advisor. Any substitute Conference Advisors shall be responsible for completing all of the duties of the Advisor during Conference. Conference duties of the Advisor are as follows:

1. To attend all business meetings.
2. To be available to their delegation at all times. If an advisor must leave the hotel setting, he/she is to request that another advisor act as advisor to his/her delegation in his/her absence; the advisor shall inform the members of his/her delegation of his/her absence and of the alternative advisor contact.
3. To be present at the hotel site overnight.

4. To assist any student from their local institution that is a member of the N4CSGA Executive Board.
5. To coordinate meeting/workshop attendance of his/her local delegation at Conferences, in accordance with Article IV, Section B, Number 3, of the N4CSGA Operational Guidelines.
6. To coordinate local delegation meetings during Conference.

### **Article III: The Advisory Council**

The Advisory Council shall be comprised of three local advisors, selected by the Advisors Committee, and a Trustee, who shall be appointed by the North Carolina Community College Systems Office.

#### **Section A: Membership Participation**

The Chairperson of the Advisors Committee shall be the Senior Advisor of the Advisory Council. The members of the Advisory Council shall be selected by a vote of the N4CSGA Advisors Committee at the Spring Conference the previous year. The terms shall be as determined by the N4CSGA Constitution.

#### **Section B: Conference Participation**

The members of the Advisory Council are to be on site during the Fall/Spring Conferences. During necessary absences from the conference hotel, Advisory Council members shall advise the N4CSGA President of their absence and contact/location information.

#### **Section C: Additional Responsibilities**

1. To attend necessary meetings.
2. To assist with hotel negotiations.
3. Two (2) Advisory Council members, preferably one Advisor and the Trustee, are to sign on all financial transactions of the N4CSGA over the amount of \$100.
4. To advise in the decision-making process of the N4CSGA Executive Board.
5. One (1) Advisory Council member should be present at all meetings of the Local Interaction Committee.
6. To serve as the liaison between the N4CSGA Executive Board and local advisors.
7. To chair meetings of the Advisors Committee at Conferences.
8. To assist in recruiting new advisors for the Advisory Council and students for the Executive Board.
9. To request involvement as needed from local advisors.
10. To select two (2) hotel/conference sites for the next year's Conferences and announce sites and dates at Spring Conference with approval of the Vice-President or an Executive Board member approved by the Conference Committee.
11. At least two (2) Advisory Council members must be present at all Executive Board meetings in order for them to conduct business.
12. The Trustee will serve as the liaison between the Executive Board and the North Carolina Community College Systems Office.

## **Article IV: Meetings**

### **Section A: Executive Board Meetings**

The N4CSGA Executive Board shall conduct no more than twelve (12) scheduled meetings per year.

### **Section B: Committee Meetings**

Members of the N4CSGA Executive Board are encouraged to attend regularly scheduled divisional/committee meetings held within the division of their local institution.

### **Section C: Division Meetings**

#### 1. Scheduling

Each division shall hold two separate meetings each year, in the fall and spring. These meetings should be held no later than one month prior to each Conference. It shall be the responsibility of the Division Representative, in conjunction with the Advisory Council, to plan and execute the program for division meetings. The dates of the division meetings will be established by the Advisory Council before transition and bonding each year.

#### 2. Program

Each Division Meeting shall have a program that is designed to enhance the delegate experience and prepare delegates for Conference. The program shall include, but is not limited to, leadership workshops, officer and advisor roundtable discussions, networking opportunities, an issues management session, and a business meeting. An attempt should be made to offer delegates of each division a similar program.

#### 3. Registration

- a. The N4CSGA budget shall allocate some funds each year toward the expenses of Division Meeting.
- b. In addition to these funds, a registration fee shall be assessed for all attendees, in the amount of \$15 per delegate, advisor, and guest, in order to cover expenses related to the Division Meeting.
- c. Registration information shall be provided by the N4CSGA Senior Advisor to the local advisors no later than six weeks prior to Division Meeting.
- d. To register for Division Meeting, advisors must submit a completed registration form by the published registration date. Payment may be submitted prior to Division Meeting or upon check-in.
- e. To request a refund of prepaid Division Meeting fees, a request must be submitted in writing to the N4CSGA Treasurer and/or Advisory Council no later than five days prior to Division Meeting.

#### 4. Community Service

The Eastern and Western Division Representatives may choose to incorporate a community service project into the division meeting program. The Central Division is required, as a result of a motion passed in a previous committee meeting, to incorporate a community service project into the program for both the fall and spring division meetings. Community service projects may be completed off site in advance of the division meeting, or take place during the division meeting.

### **Article V: State Conference**

#### **Section A: Planning**

1. Two state-wide meetings shall be held annually, in the fall of the year (the N4CSGA Fall Conference) and the spring of the year (the N4CSGA Spring Conference). These Conferences shall be scheduled for a Friday through Sunday afternoon format.
2. The suggested program contents for state-wide conferences are:
  - a. At least two opportunities for the development of issues through meetings of the N4CSGA Divisions, Committees, Institutions and Business Sessions.
  - b. At least six (6) and no more than eight (8) workshop presentations, with a focus on leadership development, personal development, student government, job placement, financial literacy, etc.
  - c. At least two (2) Conference meals, one to be the Banquet held on Saturday evening.
  - d. Two (2) motivational speakers, one featured on Friday and the second featured on Saturday.
  - e. Two (2) social events, one to be held on both Friday and Saturday evenings, i.e. entertainment, dance, showcase, etc.
3. In matters of conference planning the Division Representative of the Host Division for the Conference shall assist the N4CSGA Vice President. All conference plans are subject to the approval of the N4CSGA Executive Board.
4. It shall be the responsibility of the N4CSGA Vice President and the Host Division Representative to appoint those individuals necessary to assist with successful conference planning.
5. The N4CSGA Conference Committee shall comprise of the Vice-President, Secretary, Public Information Officer, and the Host Division Representative.
6. The N4CSGA Host Division is encouraged to assist the N4CSGA Vice President with all duties of, and pertaining to, Conference planning and execution.
7. The N4CSGA Vice President shall coordinate conference dates and the specifics of conference programming with the N4CSGA Executive Board.

#### **Section B: Registration**

1. Registration per delegate or advisor for Fall or Spring Conference shall be one hundred dollars (\$100). Conference registration fees are payable to the N4CSGA. One day registration, to include all meals and participation in all conference activities for a single day, shall be forty-five (\$45)

dollars per delegate, advisor and other guest. Delegates must be currently enrolled at an N4CSGA member institution.

2. A school shall be considered registered upon the receipt of a completed registration form. All forms should be sent the designated N4CSGA representative. This must be received by the published registration deadline. Payment of conference fees may be sent in advance or paid at conference.
3. Late fees will be assessed to any school who has not submitted a registration form by the published deadline. The fee will be an additional ten dollars (\$10) per delegate, advisor, or guest.
4. Institutions registering advisor and/or student delegates for conference participation shall complete the N4CSGA Conference Registration Form.
5. Advisors are asked to assist the head of the delegation from their institution with making committee assignments and workshop assignments for the conference.
6. The N4CSGA requests that any delegate that requires specific physical, medical, dietary, or other accommodations, indicate said requirements on the N4CSGA Conference Registration Form so that adequate facilities and emergency procedures may be available.
7. In order for a local institution to receive a refund of prepaid Conference registration, notice must be given five (5) days prior to the first day of the Conference. Conference refunds must be submitted in writing.

#### **Section C: Conference Conduct**

1. Delegates to the N4CSGA Fall and Spring Conferences are to conduct themselves as adults. Delegates who are determined to be involved in any form of misconduct may be asked by the Advisory Council, with full knowledge of their local advisor, to leave the Conference immediately. The Advisor to the delegation and the Dean of Students of the local institution for that delegation will be immediately notified of the incident. Any delegate participating in actions which may be construed as contrary to local and state criminal statutes shall be answerable to the appropriate law enforcement agency.
2. Delegates registered in a specific hotel are responsible for the room and property thereof.

#### **Section D: Judicial Review**

The Advisory Council and the N4CSGA President, acting as a group, have the authority to adjudicate any charge of misconduct by participants in the Fall or Spring Conferences and to ask any delegate or delegation to leave the conference with notification of the local advisor.

#### **Section E: Emergency Action**

The Advisory Council and the N4CSGA President have the authority to take emergency action on behalf of the organization to provide for the welfare of the student participants and the organization.

#### **Article VI: Tobacco, Alcohol, and Illegal Drug Policy**

1. The N4CSGA recognizes the importance of wellness in the development of the individual. With this in mind, the N4CSGA has adopted a policy of no smoking in all meetings and business

sessions of the organization. All delegates, advisors, and guests are subject to the regulation and ordinances of the host venue, as well as applicable state and federal laws.

2. Alcoholic beverages will neither be provided, nor allowed at any function of the organization.
3. Illegal substances of any kind will not be tolerated at any function of the organization.
4. Violation of the above clauses may result in adjudication by the N4CSGA President and Advisory Council.

## **Article VII: Issue Management**

### **Section A: Procedure**

For the purpose of efficiency and accessibility in issue management, the usual flow of issue shall be from a point of origin to the Local Interactions Committee for research and/or closure.

### **Section B: Issue/Project Process**

1. The Local Interactions Committee shall survey delegate schools after the transition and bonding session in the summer.
2. The survey issues shall be shared and discussed at the Fall Division Meeting.
3. Survey results will be shared and discussed at the first Local Interactions Committee Meeting of Fall Conference.
  - a. Division committee meetings shall be held before the Local Interactions Committee meeting on Friday at Conference.
  - b. Division Representatives will discuss issues in the division meetings and then share this information with the Local Interactions Committee.
  - c. The Local Interactions Committee shall narrow the selection of issues.
  - d. The Local Interactions Committee will present the issue at the first business meeting for approval by the delegation.
  - e. An issue that originates outside of the Local Interaction Committee will follow the guidelines of Article VII, Section A.
4. After an issue is approved, it goes back to the Local Interactions Committee for focus statement, timeline, and management.
5. An issue resolution should be presented at the first business session of the Spring Conference from the Local Interactions Committee for N4CSGA action or referral to the State Board of Community Colleges or the legislature for issue closure.
6. The Local Interactions Committee is also responsible for following up on the issue outcome and reporting it to the N4CSGA delegation.
7. Action for a project follows the same guidelines as an issue with an unlimited time frame unless assigned one by the Local Interactions Committee.
8. The Local Interactions Committee shall plan and execute a visit to the North Carolina General Assembly during the spring semester to address the designated issues.

### **Section C: Follow-up**

The Local Interactions Committee shall provide the incoming Local Interactions Committee Chairperson with an updated history of all issues and projects.

### **Article XIII: Budget and Finance**

#### **Section A: Purpose**

These business procedures are established for the welfare of the organization, for the proper conduct of business, and for the edification of the incoming N4CSGA Treasurer.

#### **Section B: Budget Development**

1. The Treasurer and Advisory Council will meet not less than sixty (60) days prior to the Spring Conference to establish a proposed budget for the upcoming year. The Treasurer will include the proposed budget in the Spring Conference notification mailing. The proposed budget will be read at the first business session, revised in committee, and approved in the final business session of the Spring Conference.
2. The N4CSGA Budget Proposal must include a narrative describing each line item and a comparison with the actual budget figures from the past two fiscal years. Projected budget revenues for the upcoming year may not exceed the actual budget revenues of the current year.

#### **Section C: Budget Management**

1. The N4CSGA Budget and all records pertaining thereof are considered public records and are thereby available to any inquiry for public viewing.
2. The records must be complete and up-to-date within no more than thirty (30) days of actual transactions.
3. The N4CSGA Treasurer and Advisory Council must make all budget records available at all N4CSGA meetings and conferences. Failure to have the N4CSGA records available at all N4CSGA meetings and conferences will result in the procedures covered under Article XI, Section E, of the Operational Guidelines (Procedures for Censure and Impeachment).
4. The N4CSGA Budget and all records pertaining thereto will be maintained at the local institution of the N4CSGA Senior Advisor.
5. The N4CSGA governing bodies cannot exceed the accepted budget unless voted upon by the Executive Board in the presence of at least (2) members of the Advisory Council.
6. The N4CSGA Treasurer is responsible for revising the budget, with the knowledge and approval of the Executive Board and Advisory Council.
7. The discretionary power in deciding the appropriate or inappropriate nature of a specific use of the N4CSGA funds is limited to the guidelines established in the N4CSGA Operational Guidelines with the input of the current N4CSGA Executive Board and the Advisory Council.
8. The N4CSGA Advisory Council is responsible for advising the N4CSGA Treasurer in all matters regarding the N4CSGA Budget. One of the N4CSGA Advisors will sign all checks, will maintain a complete record of all expenditures and revenues in addition to those records maintained by the N4CSGA Treasurer, and will be jointly responsible for the integrity of the N4CSGA funds with the N4CSGA Executive Board.

9. Transfer of funds to decrease one line item and to increase one or more line items by the same amount must be approved by the N4CSGA Treasurer and the N4CSGA Executive Board in the presence of not less than two (2) member of the Advisory Council.
10. N4CSGA funds will be deposited and maintained in the North Carolina State Employees Credit Union. Any signatory of the N4CSGA account shall be bonded.

#### **Section D: Revenues**

1. The appropriate sources of revenue for budget development are N4CSGA membership and registration fees.
  - a. The N4CSGA will assess an institutional membership fee from each member institution for a term covering July 1 through June 30 in the amount as designated by the following fee structure:
    - i. Less than 1,000 FTE: \$250
    - ii. 1,001 – 3,000 FTE: \$300
    - iii. 3,001 or greater: \$350
  - b. Registration fees will be assessed in accordance with Article V, Section B, Number 1, of the N4CSGA Operational Guidelines.
2. The N4CSGA Treasurer may initiate fundraising projects with the approval of the N4CSGA Executive Board and in the presence of two members of the Advisory Council. Fundraising projects must be consistent with the purposes of the N4CSGA.
3. Whenever possible, N4CSGA funds will not be held overnight, and all funds must be deposited within two banking days of receipt. Conference funds will be receipted and deposited in the conference hotel safe for overnight keeping. Conference deposits will be made by the N4CSGA Treasurer and/or the Senior Advisor.

#### **Section E: Share (Savings)**

1. Each year 20 percent of the institutional membership fees shall be put into a share savings account. This account should hold a balance of at least \$10,000 for emergency use as determined by a vote by the Executive Board, approved by the Advisory Council and Trustee.

#### **Section F: Expenditures**

1. The following expenditures are appropriate uses of N4CSGA funds:
  - a. Conference costs to include:
    - i. Workshop development for delegation participation
    - ii. Designated conference meals for delegates
    - iii. Conference publication
    - iv. Entertainment and speakers' fees
    - v. N4CSGA awards
    - vi. Conference facility rentals
    - vii. Double occupancy lodging (only for three nights for those Executive Board members whose local institutions cannot provide these costs.)



- b. Organizational publications: N4CSGA mailings, programs, newsletters, minutes, and Conference materials.
  - c. Postage for organizational documents.
  - d. Guest lodging and meals at conference will be provided only when the guest provides a direct benefit to the membership.
  - e. Office supplies: name tags, stationery, calendars, folders, and notebooks. N4CSGA does not provide business cards.
  - f. Leadership development and officer orientation (transition and bonding). The budget may provide reasonable funds for a transition and bonding session and/or a leadership development program.
2. Those purchases specifically provided for in the Operational Guidelines must be approved at the next N4CSGA Executive Board meeting prior to disbursement in the presence of not less than two (2) members of the Advisory Council. Prior approval of the Executive Board is required for all expenditures other than those specifically cited in review by the Executive Board as exceptions in the N4CSGA Operational Guidelines. No other purchases may be made with funds designated as N4CSGA funds.
  3. No contract or authorization is valid without the signature of the Senior Advisor or another member of the Advisory Council and the explicit approval of the Executive Board.
  4. Advances will not be made for less than twenty-five dollars (\$25). The request for an advance must be submitted in writing with a specific purpose and date of use for advance funds. Advanced funds must be for expenditures as specified in the N4CSGA Operational Guidelines. Receipts and/or excess funds must be returned to the N4CSGA Treasurer or Advisory Council within fifteen calendar days of date of use.

#### **Section G: Ownership of Materials**

1. All official records, supplies and/or materials purchased with N4CSGA funds or donated for the use of the N4CSGA shall become property of the N4CSGA. A designated member of the Executive Board or Advisory Council will maintain possession of the N4CSGA computer and printer for the term of their office.
2. Each board member will sign statements verifying that he/she received notebooks and parliamentary books from the previous officer or from the purchase of said supplies.
3. Each board member will also agree to reimburse the N4CSGA for failure to return any supplies and/or materials received.

#### **Section H: Reimbursements**

1. No person receiving benefit from N4CSGA funds may receive the same benefit for the same purpose from any other source.
2. Those individuals expending personal funds for N4CSGA purposes without prior approval have no guarantee of reimbursement.
3. Request for reimbursement of individual funds spent without prior approval must submit the necessary form by the next official meeting of the Executive Board following the transaction.

Approval for the reimbursement shall be decided by the N4CSGA Treasurer or Advisor in the presence of two members of the Advisory Council.

#### **Section I: Travel**

1. Travel costs will be paid for members of the N4CSGA Executive Board only in these circumstances:
  - a. In those cases where state or institutional funds are not available, the N4CSGA may provide the costs of serving as a representative to the North Carolina State Board of Community Colleges, not to exceed round-trip mileage and no more than two meals.
  - b. In those cases where local funds are not available, N4CSGA may provide the costs for members to participate in Executive Board meetings, not to exceed twelve annual meetings. Costs per meeting, per individual, may not exceed round-trip mileage and two meals a day.
  - c. The N4CSGA may provide travel costs for incoming Executive Board members to attend an orientation meeting, not to exceed round-trip mileage and two meals a day.
  - d. The N4CSGA does not provide for the costs of separate division meeting travel for any participants.
  - e. Special travel requests not specifically addressed in the N4CSGA Operational Guidelines must have prior approval by the Executive Board in the presence of at least two Advisory Council members.
2. In circumstances when more than one individual travels from the same institution only one travel allotment for mileage will be reimbursed.
3. Whenever possible state vehicles, under proper supervision, should be utilized for N4CSGA travel. Private vehicles should be utilized as a last resort, and individuals may only be reimbursed for mileage with prior approval to travel at the established North Carolina Community College System rate.
4. Mileage will be reimbursed at road map mileage from the local institution to the meeting site [not from the home(s) of the individual participant(s)].
5. Lodging for travel must conform to state rate policies. Exceptions must be approved by the N4CSGA Executive Board in the presence of two Advisory Council members.
6. Travel advances may be provided to an authorized N4CSGA representative if authorization is received from the Executive Board at a meeting prior to the dates of travel. Within fifteen calendar days after traveling, the traveler must provide receipts and/or a refund of excess funds to the N4CSGA Treasurer. Advances will not be provided for less than twenty-five dollars.
7. Whenever possible, N4CSGA officers should use the most inexpensive means of communication and consensus gathering. Special meetings should be called only when electronic communication or a conference call will not suffice.

#### **Section J: Record-Keeping**

1. All registration fees and membership fees must be deposited into the N4CSGA account and may not be used for any other purpose. Any funds raised in the name of the N4CSGA must be

deposited in the account and documentation must be provided for each deposit and disbursement to provide a complete audit trail.

2. N4CSGA receipts must show payee, amount for each check number, an issued date, purpose, and N4CSGA Senior Advisor or designee's signature. Receipts shall be sequential and chronological and must correspond to bank account deposits, receipts, and statements. They also must be in triplicate and sent to payee and designee.
3. The N4CSGA Treasurer is charged with maintaining an articulate record of all receipts, deposit slips, and bank statements to reflect all organizational revenues.
4. Acceptable substantiation is legible business receipts (presented on cash register tape or business stationary), or a business invoice. Previously approved reimbursement requests may be granted by the decision of the N4CSGA Executive Board in the presence of two members of the Advisory Council.
5. Each transaction must be documented with substantial documentation. Substantiating documentation may not be generated by the N4CSGA Treasurer or any member of the N4CSGA.
6. The N4CSGA Advisory Council is responsible for contacting the hotel representative within five to ten working days after Fall and Spring Conference to verify whether debts have been paid.

#### **Section K: Budget Reporting and Annual Audit**

1. The N4CSGA Treasurer must publish and distribute a semi-annual report of all financial matters to the Executive Board and the North Carolina Community College System Office. Said reports will be made available to any delegation upon request.
2. The N4CSGA Treasurer must maintain an accurate account of all financial transactions for all organization expenditures and revenues. The N4CSGA Budget Transaction Record must be accurate and available to N4CSGA members and advisors at all business meetings of the N4CSGA.
3. Internal audits of the books will be conducted by the three members of the Advisory Council and by three at-large representatives, one from each division, within thirty days of the close of each Conference. A full written audit report will be provided to the N4CSGA and will be provided to any member, advisor, or institution upon request.
4. There will be an external agent selected by the Advisory Council to perform an external audit within 30 days after orientation of new officers.

#### **Section L: Tax Forms**

The N4CSGA Treasurer will be responsible for securing the proper IRS forms and filing them with the assistance of a legitimate tax professional.

#### **Article IX: Publication and Media**

##### **Section A: Philosophy**

The N4CSGA Executive Board establishes and/or approves the representation of the organizational philosophy in all publications and media relations of the N4CSGA as set forth in these Operational Guidelines.

#### **Section B: Professional Standards**

All N4CSGA publications shall follow professionally established standards of good journalism.

#### **Section C: Public Record**

All documents of the N4CSGA are considered public information and are therefore accessible to any member of the public, with the sole exception of confidential judiciary procedure documents.

#### **Section D: Media Record**

Any delegate or participant in the N4CSGA is discouraged from contacting media resources without the support of the N4CSGA Executive Board. Any one not directed by the N4CSGA Executive Board to represent the N4CSGA specifically in media matters must declare his/her comments to be of a personal, rather than of an organizational nature.

#### **Section E: Media Events**

The N4CSGA Public Information Officer shall coordinate any press event or function, any media contact, and/or any press release for the N4CSGA.

#### **Section F: N4CSGA Photographer**

The N4CSGA Public Information Officer is empowered to appoint a Conference delegate to serve as N4CSGA Photographer for the purpose of accumulating photographs and slides for use in the archives, in the orientation of new delegates, and in Fall/Spring Conference programming.

#### **Section G: Media Relations and Press Releases**

1. It is the responsibility of the N4CSGA Public Information Officer to be the primary point of contact in all N4CSGA media relations.
2. It is the exclusive authority of the N4CSGA Executive Board to publish and distribute N4CSGA Press Releases.
3. The Public Information Officer shall provide incoming members of the N4CSGA Executive Board with a fill-in-the-blank style press release to complete and forward to local media and newspapers regarding the incoming N4CSGA Executive Board members.

#### **Section H: N4CSGA Newsletter**

1. The purpose of the N4CSGA Newsletter is to provide a communications link among committees, divisions, local student governments, and the governing bodies of the N4CSGA.
2. The N4CSGA Newsletter shall be published one (1) time during each semester of the academic year.

3. The editor of the N4CSGA Newsletter is the Public Information Officer, and he/she has discretionary powers over all aspects of the newsletter.
4. The N4CSGA Newsletter may include, but is not limited to, a message from the N4CSGA President, a calendar of events, committee reports, student editorials, budget information, membership information, articles of recognition, and idea sharing.
5. Unless institutional sponsorship is available, the N4CSGA assumes the cost of publishing and distributing the newsletter, utilizing the most cost effect means.
6. The N4CSGA Newsletter shall be circulated to delegates, advisors, and deans of all N4CSGA member institutions, members of the Advisory Council, and members of the Executive Board.
7. Any N4CSGA delegate or representative from a member institution may submit articles for publication in the newsletter to the Public Information Officer. Each division is also encouraged to send information to the Public Information Officer for publication.

#### **Section I: Conference Publications**

1. Notice of Fall or Spring Conferences:
  - a. N4CSGA Fall and Spring Conferences shall be scheduled one year in advance by the previous N4CSGA Executive Board, and the dates shall be published in the N4CSGA Newsletter.
  - b. The N4CSGA Advisory Council shall e-mail the upcoming Conference packets to each local delegation no later than six (6) weeks before Conference.
  - c. The N4CSGA Advisory Council should e-mail a brief reminder of the upcoming N4CSGA Fall/Spring Conference to member institutions approximately thirty (30) days prior to the conference.
2. Conference Program:
  - a. It is the responsibility of the N4CSGA Conference Committee to establish the program format for the Fall and Spring Conferences as set forth in the Operational Guidelines.
  - b. It is the responsibility of the N4CSGA Secretary to type, duplicate, and prepare the program for insertion in the Conference registration materials.
3. Conference Registration Materials:
  - a. Conference registration materials should include a map of the hotel indicating meeting rooms, a city and/or directions map to the hotel, a list of area restaurants near the hotel, a notification citing the Conference registration fee, and a copy of the Conference schedule.
4. Conference Minutes:
  - a. The N4CSGA Secretary shall post any Conference minutes to the N4CSGA Web site within thirty (30) calendar days after each Conference.
5. Conference Programs and Name Tags:
  - a. The N4CSGA Secretary is responsible for the publication of the programs containing the agenda of the statewide Conferences, and the production of the delegates' name tags.

#### **Section J: Minutes**

The N4CSGA Secretary shall e-mail minutes of all business sessions of the N4CSGA Executive Board to the N4CSGA Executive Board and to all participants.

**Section K:** Orientation Information for the N4CSGA Secretary It is the responsibility of the N4CSGA Secretary to maintain and distribute information regarding the format for recording minutes, attendance records, committee reports and deadlines for information.

**Section L:** New Delegate Handbook

1. The New Delegate handbook should be updated annually by the N4CSGA Secretary.
2. The New Delegate Handbook shall include N4CSGA parliamentary procedures, the N4CSGA committee structure and its purpose, contact information for the members of the N4CSGA Executive Board and Advisory Council, an N4CSGA organizational chart, a history of the N4CSGA, and the issues to date.

**Section M:** Annual Calendars

The N4CSGA Executive Board shall publish a calendar of established N4CSGA Fall/Spring Conferences, Executive Council Meetings, Executive Board Meetings and N4CSGA Divisional Meetings no later than July 15 and will distribute those calendars to the advisors of the N4CSGA to share with delegates.

**Article X: Vacancy of Office**

**Section A:** Attendance

Members of the N4CSGA Executive Board may be absent from no more than two Executive Board meetings a year. Two absences from any regularly scheduled Executive Board meeting will be considered a de facto resignation, and procedures to fill the vacancy of office will be initiated at the close of the business meeting in which the second absence was accrued in accordance with Article X, Section F. The N4CSGA Executive Board may choose to consider extenuating circumstances on a case-by-case basis.

**Section B:** Maintenance

1. Voting members of the N4CSGA Executive Board must maintain a minimum grade point average of 2.50 while serving as an active member on the N4CSGA Executive Board, as certified each semester in a letter from the Registrar or Student Records Office of their local institution. Failure to maintain a 2.50 grade point average shall constitute sufficient grounds for impeachment. The N4CSGA Executive Board may choose to consider extenuating circumstances on a case-by-case basis.
2. Voting members of the N4CSGA Executive Board must be enrolled in at least six (6) curriculum hours of study per semester (summer term excluded) while serving as an active member on the N4CSGA Executive Board, as certified each semester in a letter from the Registrar or Student Records Office of their local institution. Failure to be enrolled in at least six (6) curriculum hours per semester shall constitute sufficient grounds for impeachment. The N4CSGA Executive Board may choose to consider extenuating circumstances on a case-by-case basis.

### **Section C: Constitutional Fealty**

Failure to support and enforce the Constitution and the Operational Guidelines of the N4CSGA shall constitute grounds for impeachment.

### **Section D: Duties of Office**

Failure to perform the duties of office and/or neglect of duties shall constitute sufficient grounds for impeachment.

### **Section E: Procedures for Censure and Impeachment**

1. Charges of censure may be brought from any delegation or institution against any member of the N4CSGA Executive Board.
2. Charges are heard in a closed session by the N4CSGA Executive Board, Advisory Council and with representatives of the party(s) registering the censure and the individual(s) named by the act of censure.
3. The Executive Board votes to uphold the censure by a two-thirds majority. Charges recommended for impeachment by the Executive Board are heard by the Executive Board and Advisory Council, and then censure or impeachment may be recommended as a final action.
4. Any member of the N4CSGA Executive Board cited in an act of censure or impeachment will remove him/herself from the N4CSGA Executive Board proceedings adjudicating the act of censure or impeachment and will forego the right to vote as a member of the N4CSGA Executive Board regarding the censure or impeachment action.
5. Possible outcomes of a censure proceeding are recommendations for (1) non-action, (2) censure, (3) censure and impeachment and (4) expulsion.
6. When the N4CSGA Parliamentarian calls special meetings for a hearing of censure, all participants must be advised two weeks in advance. Failure of the censure party to appear does not constitute grounds to impede the procedures, and the hearing will be held in absentia.

### **Section F: Procedures for Filling a Vacancy**

The Executive Board shall have the power to appoint qualified candidates to fill any vacant Executive Board position. Vacancies shall be advertised on the N4CSGA Web site, and e-mailed to advisors, within ten days of their occurrence. The posting shall include a description of the duties and responsibilities required of the position, and a closing date for applications. Students interested in applying for appointment shall be required to submit an information packet pursuant to Article XI, Section B, of these guidelines. Candidates meeting the requirements for office will be interviewed by the Executive Board at the next regularly scheduled Executive Board meeting.

## **Article XI: Elections and Surveys**

### **Section A: Surveys**

It is the responsibility of the N4CSGA Executive Board to survey the delegates of the Fall Conference for information regarding the demographics and issues of concern of their constituency. The N4CSGA Division Representatives will be responsible for the administration, tabulation and reporting of the survey results and report the results to the Local Interactions Chairperson .

#### **Section B: Elections**

1. The qualifications for candidacy as an officer, as provided in an election packet, are as follows:
  - a. Each candidate must possess a 2.50 cumulative grade point average as certified in a letter from the Registrar or Student Records Office of the local institution.
  - b. Each candidate must be enrolled in at least six (6) curriculum hours of study each semester (summer term excluded) as certified in a letter from the Registrar or Student Records Office of the local institution.
  - c. Each candidate must provide a letter of nomination from the Dean or his/her professional staff designee of the candidate's local institution. The letter of nomination must include an agreement by the Dean or his/her staff designee to serve as an advisor to the candidate during the term of office.
  - d. The candidate's local institution must provide financial support to attend all N4CSGA Executive Board meetings, divisional meetings, and N4CSGA Conferences.
  - e. Each candidate must provide the N4CSGA Parliamentarian with a statement of qualifications and a written platform for office.
  - f. All of these requirements must be met by the fall of the gavel at the first business meeting.
  - g. Candidates for Treasurer must be eligible and will be bonded by the N4CSGA.
2. The officers (President, Vice President, Secretary, Treasurer, Parliamentarian, Public Information Officer, Local Interactions Chairperson, Special Populations Chairperson, and Intramural/Extramural Chairperson) of the N4CSGA are elected by the active local institutional membership at the final business session of the annual Spring Conference.
3. The term of office shall be from Transition and Bonding following the Spring Conference through orientation of new officers the following year.
4. Officers will be administered the oath of office at the final business session of the annual Spring Conference.
5. The exchange of official N4CSGA files, correspondence and records shall take place at the transition phase of Transition and Bonding. Transition and bonding shall be coordinated by the Advisory Council for the incoming officers no later than June 30.
6. The N4CSGA Executive Board elections shall be conducted by the N4CSGA Parliamentarian of the outgoing Executive Board. It is the responsibility of the N4CSGA Parliamentarian to accept the candidate election packet as outlined in Article XI, Section B, Number 1, to validate the candidacy of each applicant; to prepare and distribute the ballots; and with members of the Advisory Council, to tally the ballots in the presence of the N4CSGA Spring Conference assembly.
7. Each institution shall have one vote for each office of the Executive Board. Each delegation present shall be issued a single ballot, indicate the vote of his/her institution in consultation with



the institutional delegation, and submit the ballot to the N4CSGA Parliamentarian during the last business session of the N4CSGA Spring Conference.

8. In case of a tie, the N4CSGA Parliamentarian is required to vote to break the tie.
9. In cases where the N4CSGA Parliamentarian is a candidate for office, he/she must abstain from any official role in the election of any N4CSGA Executive Board member, and it is the responsibility of the current N4CSGA Executive Board to identify one of its members who is not affiliated with the campaign of any candidate to accept these responsibilities.

### **Section C: Campaigning**

1. Posted campaign materials are to meet requirements set forth by the hotel at which Spring Conference is being held. Any materials not meeting these requirements will be reported to the Advisory Council for removal.
2. All candidates will receive a statement outlining acceptable materials and times for campaigning, upon receipt of a completed election packet as outlined in Article XI, Section B, Number 1.
3. Members of the N4CSGA Executive Board shall refrain from endorsing any candidate for office.