

## **THE MISSION OF THE N4CSGA**

### **Section A:**

The mission of this organization shall be to provide for the general welfare of the North Carolina Community College System and to serve as the representative body for all 58 community college Student Government Associations, Student Senates, and their students.

### **Section B:**

The Purpose of the organization shall be as follows:

1. To represent the needs and concerns in issue format of the students of the North Carolina Community College System to the appropriate administrative and governing bodies.
2. To serve as the common bond for the participating local institutions, whereby the represented students and member institutions collectively present their common needs and cooperatively join to accomplish common goals.
3. To provide opportunities for the development and education of the individual student through communication, the exchange of ideas, resource development, leadership training, cultural awareness, fellowship, and the establishment of excellence in all aspects of student government and student life.

## **N4CSGA CONSTITUTION**

### **Article 1: Name of the Organization**

The name of this organization shall be the North Carolina Comprehensive Community College Student Government Association (NCCCCSGA or N4CSGA).

### **Article 2: Mission Statement and Purposes of the Organization**

**Section A:** The Mission of this organization shall be to provide for the common welfare of, and represent all student members of student government organizations within the North Carolina Community College System.

**Section B:** The Purpose of this organization is to:

1. To represent the needs and concerns in issue format of the students of the North Carolina Community College System to the appropriate administrative and governing bodies.
2. To serve the participating local institutions as a common bond, whereby the represented students and member institutions collectively may present their common needs and cooperatively join to accomplish common goals.
3. To provide opportunities for the development and education of the students through communication, the exchange of ideas, resource development, leadership training, cultural awareness, fellowship, and the establishment of excellence in all aspects of student government and student life.

### **Article 3: Institutional Membership**

**Section A:** Institutional membership in this organization is open to all community colleges within the Comprehensive Community College System of North Carolina.

**Section B:** A local community college is considered an active member upon payment of the established college membership fee.

### **Article 4: Delegate Membership**

**Section A:** All students currently eligible for membership in the student government organization of the local member institution of the Comprehensive Community College System of North Carolina at which they are enrolled are eligible for membership in this organization upon nomination by the sponsoring local institution and payment of the established conference registration fees. All student delegates must register with an advisor from the sponsoring local Institute.

**Section B:** To represent the needs and concerns of all students of the North Carolina Community College System, the N4CSGA will not discriminate against any individual or group of individuals, for any reason.

**Section C:** Each delegate shall uphold the Constitution of the N4CSGA and follow the policies and guidelines outlined in the N4CSGA Operational Guidelines.

**Section D:** Any delegation or delegates who do not adhere to Section C of this Article are subject to censure, expulsion, or any other measure that the Executive Board deems necessary.

**Article 5: This organization is empowered by the authority of the local institution membership and by student delegate membership.**

**Article 6: The Role of the Advisor is to:**

**Section A: Advisory Council Roles:** Four professional staff advisors and the N4CSGA Trustee shall serve as the N4CSGA Advisory Council. Three of the professional staff advisors shall be selected by the Advisors' Committee to represent the Eastern, Western, and Central divisions. Membership on the Advisory Council will be staggered to allow for continuity of service, with advisors serving a two-year term—or completing the unexpired term of a vacant position plus one additional year—ending during the second year, based on N4CSGA's fiscal year.

One of the four professional staff advisors on the Council shall be elected by the Advisory Committee to serve as the Senior Advisor and must be entering at least their second year of service at the time of election. Any Advisory Council member wishing to serve as Senior Advisor must submit their intent in writing to the N4CSGA and Advisory Committee before the Spring semester election cycle.

The Trustee shall serve as a continuing member of the Advisory Council, providing guidance on overall best practices for the organization and acting as the liaison between the N4CSGA, the North Carolina Community College System, and the governing bodies of the State of North Carolina. This position is permanent within the Advisory Council and is not subject to the rotational or election process of the professional staff advisor positions.

**Section A-1: Responsibilities of Co-Advisors:** Co-Advisors are Advisory Council members who are not serving as the Senior Advisor or Trustee. Each Co-Advisor shall be assigned to at least one standing committee and provide guidance, mentorship, and

continuity to student leaders. Co-Advisors shall also represent their division, communicating policies, deadlines, and supporting division-level events and initiatives. They shall attend meetings of their assigned committee, their divisional meetings, and as many N4CSGA Executive Board monthly meetings as possible. Co-Advisors shall remain aware of operational expenses, including committee and division budgets and financial considerations, and assist with finances when needed. Co-Advisors shall collaborate with the Senior Advisor and Trustee to ensure effective operations, continuity, and adherence to best practices. Co-Advisors shall assist the N4CSGA Executive Board by guiding and advising its leadership in decision-making processes, while providing support to the Senior Advisor and Trustee to ensure continuity, adherence to best practices, and alignment with the mission and purposes of the organization.

#### **Section A-2: Responsibilities of the Senior Advisor:**

The Senior Advisor shall:

- Chair the Advisory Committee and facilitate all Advisory Committee meetings during conferences.
- Chair the Advisory Council and facilitate all Advisory Council meetings at least monthly.
- Serve as an advisor to the Conference Committee, ensuring effective planning, coordination, and execution of all statewide conferences.
- Attend all N4CSGA Executive Board monthly meetings when possible, providing guidance, mentorship, and continuity in organizational decision-making.
- Plan, develop, and implement a comprehensive Executive Board retreat and training program, in collaboration with the Advisory Council, the Executive Board, and the Trustee. This includes:
  - Designing sessions that enhance leadership skills, organizational knowledge, team-building, and operational understanding of the N4CSGA.

- Working with the Trustee, who will reach out to state-level stakeholders, including representatives from the North Carolina Community College System, legislative bodies, and other relevant agencies or organizations, to invite appropriate presenters to provide insight on state-level initiatives, policies, and issues affecting the N4CSGA.
- Oversee and coordinate advisor assignments to N4CSGA standing committees, including Local Interactions, Public Information, Finance, Campus Activities, and Special Populations. In the absence of a designated committee advisor, the Senior Advisor shall assume the role to maintain continuity.
- Act as a liaison between the Advisory Council and the Executive Board, providing guidance on policies, procedures, and best practices for the organization.
- Support the Trustee as they advise on statewide initiatives or issues, ensuring alignment with the mission and purposes of the N4CSGA.
- Financial Oversight: In collaboration with the Treasurer or an N4CSGA Executive Board designee, the Senior Advisor shall ensure that any organizational purchase of \$100 or more is submitted to the Trustee for approval, maintaining proper oversight of financial decisions.

**Section A- 3: The Trustee:**

- The N4CSGA Trustee is an advising position providing information assistance, continuity, overall best practices for the organization, and a liaison between the N4CSGA and the North Carolina Community College System and the governing bodies of the State of North Carolina.
- The N4CSGA Trustee shall be informed and consulted by the N4CSGA Executive Board regarding those issues identified to be of a state-wide or legislative nature. This includes, but is not limited to, statewide surveys, conferences, town halls, communications with legislators, and any related activities. Additionally, the Trustee shall be consulted and advise on

communications with the Legislature, Presidents Association, Trustees Association, the State Board of Community Colleges, and any other state-level organization as appropriate. The Trustee's involvement may include reviewing and providing input on statewide initiatives, assisting in planning and participation in events, and ensuring consistent communication between the Executive Board and state-level stakeholders.

- Meet bi-weekly or monthly as needed with the N4CSGA President to review and advise on the N4CSGA President's State Board report, guide state-level initiatives or activities, and assist the President in navigating State Board processes as appropriate.
- The Trustee will work with the N4CSGA President to maintain correspondence and organize at least quarterly—or as needed—meetings with the N4CSGA President's Association Liaison and N4CSGA State Board of Community Colleges Liaison.
- Approve organizational purchases of \$100 or more, which shall be submitted to the Trustee by the Treasurer or Senior Advisor (or N4CSGA Executive Board designee), ensuring proper financial oversight in accordance with N4CSGA policies.
- The N4CSGA Trustee shall be appointed by the President of the North Carolina Community College System and shall serve as a member of the N4CSGA Advisory Council.

**Section B: Advisory Council Committee Assignments:** Each member of the Advisory Council shall be assigned to advise at least one of the main committees: Local Interactions, Public Information, Finance, Campus Activities, Special Populations, and the Advisors Committee. The Senior Advisor shall serve as the advisor to the Conference Committee and facilitate Advisory Committee meetings. The Advisory Council, as a group, will determine which advisor will serve as the primary advisor for each committee; this process will be facilitated by the Senior Advisor.

If a committee does not have a designated advisor, the Senior Advisor or another member of the Advisory Council shall assume that role to ensure continuity. The Trustee shall

serve as a liaison to any committee facilitating activities or addressing statewide issues, and shall help advise on any statewide initiatives or issues.

**Section C: Advisory Council Meetings, Trainings, and Retreat:** All members of the N4CSGA Advisory Council, including professional staff advisors and the Trustee, must participate in an in-person or virtual Advisors Retreat before the N4CSGA summer retreat. The retreat shall include training on topics necessary for effective service, including but not limited to:

- Financial awareness relevant to N4CSGA committees and activities
- Ethics and professional conduct
- Implicit bias and diversity awareness
- State-level processes and policies within the scope of N4CSGA
- Additional training is deemed necessary to support student leaders and fulfill advisory responsibilities

Participation in the Advisors Retreat is required to serve in any official N4CSGA advisory capacity, ensuring that all Advisory Council members are equipped with the knowledge and skills to advise student leaders effectively.

The Advisory Council shall meet at least once a month to discuss organizational operations, committee assignments, division activities, student leadership initiatives, and any other matters necessary to provide guidance and support to the N4CSGA Executive Board.

**Section D: Vacancies on the Advisory Council: Advisory Council Vacancies:** If an Advisory Council position representing a division is not filled during the Spring election, the Advisory Council shall initiate a vacancy process. The Council will post the open position and/or send an announcement email to all advisors within the corresponding division. The Advisory Council, as a collective body, will establish and implement a fair selection process to appoint a qualified advisor from that division. The appointed advisor shall serve a two-year term or complete the unexpired term of the vacant position plus

one additional year (based on N4CSGA's fiscal year), whichever ensures at least two years of service.

If the Senior Advisor position becomes vacant during a term, the advisor with the longest continuous service on the Advisory Council shall assume the role. In the event two or more advisors share the same length of service, the Advisory Council will convene and collectively attempt to determine which advisor will serve as the next Senior Advisor.

If the Advisory Council cannot reach a decision, a voting process shall be conducted. The Trustee shall oversee this process, distributing the vote to all **Advisory Committee** members whose colleges hold N4CSGA membership and determining, by majority vote, which advisor will serve as the next Senior Advisor.

If the Trustee position becomes vacant, the North Carolina Community College System President shall appoint a new Trustee once a successor has been hired into the role at the System Office. The Trustee position shall remain a continuous and permanent seat on the Advisory Council, regardless of changes among the four professional staff advisors.

#### **Article 7: The Executive Board:**

**Section A:** The N4CSGA Executive Board shall consist of twelve elected officers (President, Vice President, Secretary, Treasurer, Parliamentarian, Public Information Officer, the Local Interactions Chairperson, the Special Populations Chairperson, the Campus Activities Chairperson, and the Western, Central, and Eastern Division Representatives. Assistants shall be appointed as needed, with the consideration and notification of the advisory council, but shall not be Executive Board Members.

**Section B:** The twelve officers shall be elected at the N4CSGA Spring Conference. A quorum must be present for voting to be conducted. The N4CSGA Executive Board shall be elected by a vote in the business meeting, except for the division representatives. Each division representative shall be elected by their division's delegation.

**Section C:** All members of the Executive Board shall be administered the Oath of Office at the final business session of the annual N4CSGA Spring Conference. The term of office shall be from the new officer orientation, following Spring Conference, through

the orientation of new officers the following year.

**Section D:** The responsibilities of the Executive Board are as follows:

1. To present proposed revisions of the budget to the Finance Committee at the first committee meeting held at the annual N4CSGA Fall Conference.
2. To authorize and approve all publications of the organization.
3. To confirm the appointments by the N4CSGA President for any vacancies of the Executive Board by consent of two-thirds of the N4CSGA Executive Board membership.
4. To confirm the appointments by the N4CSGA President for any chairpersons of any ad hoc committees by consent of two-thirds of the N4CSGA Executive Board membership.
5. To conduct business meetings for the N4CSGA as necessary.
6. To submit a report of business to the head of the delegation of each institution after approval at each N4CSGA Executive Board meeting and each N4CSGA Conference.
7. To assist the newly elected board members during orientation and transition.
8. To institute such projects and programs as deemed necessary for the welfare of the organization in keeping with the mission and the purpose of the N4CSGA and the North Carolina Community College System.
9. To review and rule on charges of censure, impeachment, and expulsion in the presence of at least two members of the N4CSGA Advisory Council.
10. To approve in the presence of at least two members of the N4CSGA Advisory Council and by a three-fourths majority of the N4CSGA Executive Board membership, proposed changes in the N4CSGA Operational Guidelines.
11. To maintain the requirements for holding office as outlined in the N4CSGA Operational Guidelines and to provide written verification from the Dean or their designees at the officer's local institution to verify the status of the board member(s) during each term of enrollment and show local institutional support. All documentation regarding the status of members of the Executive Board shall be provided to the N4CSGA Senior Advisor and Parliamentarian within thirty

days of the beginning of the academic term of the institution at which he/she is enrolled.

**12.** No person shall be elected to the same office of the N4CSGA Executive Board for more than two terms.

**Section E:** No individual may hold or continue to hold a position on the Executive Board if they have an undisclosed conflict of interest. All Executive Board members shall disclose any actual, potential, or perceived conflicts of interest prior to each Executive Board meeting. Conflict-of-interest disclosures shall be formally requested by the presiding officer at the start of every Executive Board meeting and shall be entered into the official record as appropriate. Failure to disclose a conflict of interest may result in disciplinary action, including but not limited to recusal from discussion or voting on the matter, formal censure, suspension, or removal from office, in accordance with the governing documents and applicable procedures of the organization.

## **Article 8: Responsibilities of the Members of the Executive Board**

**Section A:** The N4CSGA President has the following duties and authorities:

1. To serve as the chief executive officer of the organization.
2. To preside over the annual N4CSGA Fall and Spring Conferences.
3. To preside over all meetings of the N4CSGA Executive Board in a non-voting capacity, with the sole exception of casting their vote to break a tie.
4. To call special meetings of the Executive Board upon request of the N4CSGA Advisory Council.
5. To ensure the organization coheres with the regulations of the N4CSGA as set forth by this constitution and the N4CSGA Operational Guidelines.
6. To appoint N4CSGA Executive Board members, in the event of a position vacancy, with the consent of the Executive Board and the Advisory Board. The appointment process shall be conducted through interviews hosted by the Executive Board, and the Executive Board will vote on the appointment of

interviewees.

7. To serve as an ex officio member of all committees, to receive reports from all meetings, and to have a working knowledge of all committee, division, and organizational activities.
8. To fulfill any duties as delegated by the N4CSGA Executive Board.
9. To serve and actively participate on the State Board of Community Colleges, and prepare monthly State Board Reports.
10. To assist in all other areas related to organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.

**Section B:** The Vice President of the N4CSGA has the following duties and authorities:

1. To serve as a voting member of the N4CSGA Executive Board.
2. To assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of office.
3. To preside over all meetings of the N4CSGA Executive Board in a non-voting capacity, with the sole exception of casting their vote to break a tie, in the absence of the President.
4. To fulfill any duties as delegated by the N4CSGA Executive Board.
5. To serve as Chair of the N4CSGA Conference Planning Committee, overseeing all aspects of statewide conference organization. This includes coordinating with the Host Division Representative, at least one Advisory Council member, and other appointed committee members to ensure timely planning, logistics, programming, and execution of Fall and Spring Conferences, in alignment with Article V of the Operational Guidelines.
6. To create and maintain a calendar of N4CSGA leadership events, student activities, and conference deadlines, subject to Executive Board approval. This schedule must be distributed to all member institutions and advisors no later than July 31st each year.
7. To perform the duties and responsibilities of the Vice President as indicated in

the N4CSGA Operational Guidelines.

8. To serve as an ex officio member of all standing committees.
9. To maintain the records of the history of the N4CSGA with the assistance of all N4CSGA Executive Board members.
10. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.

**Section C:** The Secretary of the N4CSGA has the following duties and authorities:

1. To assist the Vice President in maintaining the permanent records of the N4CSGA.
2. To serve as recorder for the N4CSGA Executive Board and both annually statewide Conferences, and to distribute the minutes of those meetings to the members of the Executive Board, the Advisory Council, and the local institutional members.
3. To serve as an ex officio member of the Public Information and Conference Committees.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To maintain the correspondence of the N4CSGA.
6. To perform the business functions of the office of the Secretary as indicated in the N4CSGA Operational Guidelines.
7. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.

**Section D:** The Treasurer of the N4CSGA has the following duties and authorities:

1. To maintain as a public record an accurate account of all organizational funds and to maintain all financial correspondence of the organization.
2. To prepare a semi-annual report, between January 31 and June 30, of all financial matters to be submitted to the Executive Board and the Community

College System. Said reports will be made available to any delegation upon request.

3. To serve as chairperson of the Finance Committee.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To execute all financial transactions of the organization within the budget under the guidelines of the N4CSGA Financial Procedures as established in the N4CSGA Operational Guidelines and with the signed consent of the dean or their designee.
6. To present an accurate and complete written report of the organizational budget at all business meetings of the Executive Board.
7. To perform the business functions of the office of the Treasurer as indicated in the N4CSGA Operational Guidelines.
8. To assist in all other areas related to financial matters as deemed desirable by the Executive Board and the purposes of this organization.
9. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.
10. Assistants shall be appointed as needed and are to assist in any of the duties and authorities as set forth for the Treasurer.

**Section E:** The Parliamentarian of the N4CSGA has the following duties and authorities:

1. To maintain parliamentary order at the business meetings of the N4CSGA.
2. To act as a procedural advisor to the Executive Board in the interpretation of the N4CSGA Constitution and Operational Guidelines.
3. To serve as chairperson of the N4CSGA Executive Board when hearing charges of censure, expulsion, or impeachment.
4. To preside over all meetings of the N4CSGA Executive Board in a non-voting capacity, with the sole exception of casting their vote to break a tie, in the absence of the President and Vice President.
5. To serve as a voting member of the N4CSGA Executive Board members

as established in the N4CSGA Operational Guidelines.

6. To oversee the election of the N4CSGA Executive Board members as established in the N4CSGA Operational Guidelines.
7. To conduct and report on N4CSGA surveys and research as necessary to establish the constituency, and research the concerns of the membership as deemed desirable by the N4CSGA Executive Board.
8. To establish proper parliamentary procedures in all business meetings of the N4CSGA; to assist in all other areas related to parliamentary procedures as deemed desirable by the Executive Board and the purposes of this organization.
9. To review the N4CSGA Constitution, Operational Guidelines, and Delegate Handbook in conjunction with the Secretary within the first 30 days of their term, and follow the procedure outlined in Article 15 to make any updates.
10. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.

**Section G:** The Public Information Officer of the N4CSGA has the following duties and authorities:

1. To serve as chairperson of the N4CSGA Public Information Committee.
2. To prepare and distribute official communications and publicity to appropriate media outlets under the direction of the N4CSGA Executive Board.
3. To disseminate news, updates, and relevant information to member institutions, student delegates, and advisors as directed by the Executive Board.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To serve as media liaison for the N4CSGA when appropriate, and ensure timely and accurate messaging.
6. To direct the creation, publication, and distribution of the N4CSGA's electronic communications, including newsletters, announcements, and campaigns.
7. To assist the Vice President in the maintenance of the historical records of the organization.

8. To assist in all other areas related to public information as determined by the N4CSGA Executive Board.
9. To support divisional and organizational needs in accordance with the N4CSGA Constitution and Operational Guidelines.
10. Ensure all N4CSGA communications uphold a unified brand identity that aligns with the values and standards of the organization.

**Section H:** The Central/Eastern/Western Division Representatives of the N4CSGA have the following duties and authorities:

1. Represent their division on the N4CSGA Executive Board with full voting rights and decision-making authority.
2. Serve as standing members of the Local Interactions Committee and Conference Committee when the statewide Fall or Spring Conference is within their Division.
3. Assist the Executive Board in conducting business between statewide conferences and support other organizational initiatives as outlined in the N4CSGA Constitution and Operational Guidelines.
4. Appoint a division secretary to record divisional business and distribute written minutes to division institutions and Executive Board members.
5. Submit division meeting minutes to the N4CSGA Secretary within a week after leaving each statewide conference to assist in developing accurate statewide conference minutes.
6. Facilitate positive roundtable discussions for their division at state conferences.

**Section I:** The Special Populations Chairperson has the following duties and authorities:

1. To serve as a voting member of the N4CSGA Executive Board.
2. To chair Special Population Committee meetings.
3. To collaborate with the N4CSGA Executive Board to ensure that the organization's annual initiatives are inclusive and serve the diverse populations represented within North Carolina community colleges.

4. Track and work on the implementation of motions coming out of the Special Populations Committee.
5. To work alongside the local interactions chair to track legislation that affects special populations within the Community College System
6. To assist in the planning and coordination of N4CSGA events to ensure they are accessible and inclusive for all students within member college delegations.
7. Submit Special Populations Committee meeting minutes to the N4CSGA Secretary within a week after leaving each statewide conference to assist in developing accurate statewide conference minutes.

**Section J:** The Local Interactions Committee Chairperson has the following duties and authorities:

1. To serve as a voting member of the N4CSGA Executive Board.
2. To chair Local Interactions Committee meetings.
3. To appoint a secretary to act as a recorder of committee business and to distribute written minutes of committee meetings to member institutions and the members of the N4CSGA Executive Board.
4. To assist the N4CSGA Executive Board in conducting organizational business between statewide conferences.
5. Submit Local Interactions Committee meeting minutes to the N4CSGA Secretary within a week after leaving each statewide conference to assist in developing accurate statewide conference minutes.
6. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.
7. To serve as a legislative liaison for the N4CSGA concerning issues at the federal, state, and local levels.
8. To survey delegations after bonding and transition to assist in determining issues for the incoming N4CSGA Executive Board.
9. To offer a workshop for delegations in dealing with issues that concern local institutions.

10. To have the responsibility of issue management as outlined in Article 6 of the Operational Guidelines.
11. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.

**Section K:** The Campus Activities Chairperson has the following duties and authorities:

1. To serve as the liaison for N4CSGA in promoting and coordinating extracurricular activities, including athletics, wellness initiatives, recreational programs, and intercollegiate events across the North Carolina Community College System.
2. To serve as a voting member of the N4CSGA Executive Board.
3. To chair Campus Activity Committee meetings.
4. To appoint a secretary to act as a recorder of committee business and to distribute written minutes of committee meetings to member institutions and the members of the N4CSGA Executive Board.
5. To assist the N4CSGA Executive Board in conducting organizational business between statewide conferences.
6. Submit Campus Activities Committee meeting minutes to the N4CSGA Secretary within a week after leaving each statewide conference to assist in developing accurate statewide conference minutes.
7. To assist in the creation and organization of activities for the Fall and Spring Conference as outlined by the N4CSGA Vice President..
8. To assist in all other areas related to Community College Activities/Athletics deemed desirable by the Executive Board and the purposes of this organization
9. To assist in all other areas related to divisional and organizational business as deemed desirable by the N4CSGA Executive Board, the N4CSGA Constitution, and the N4CSGA Operational Guidelines.

**Section L:** The N4CSGA Assistant has the following duties and authorities:

1. To serve as an ex officio member to the N4CSGA board, providing their perspective and suggestions during executive board meetings, but withholding their vote in the motion-making process.
2. Must serve on at least one N4CSGA committee during their year of service.
3. Must attend the Fall and Spring Divisional meetings for their respective Division. Must also attend the Fall and Spring statewide N4CSGA Conferences. These required meetings can only be missed if the reason for absence is cleared by the N4CSGA Advisory Council.
4. Must attend all N4CSGA Board meetings.
  - a. These required meetings can only be missed if the reason for absence is excused by the N4CSGA Advisory Council.
5. At the N4CSGA conferences, the assistant is responsible for assisting in setting up meetings, late-night activities, and workshops. They should also help with cleaning up as needed.
6. Be ready and willing to assist with any N4CSGA initiatives the executive board or advisory council sees a need for assistance.

## **Article 9: Divisions**

**Section A:** Within the state of North Carolina, there shall be three (3) regional divisions of the N4CSGA: the Central Division, Eastern Division, and Western Division.

**Section B:** These regional divisions shall elect Representatives at the N4CSGA Spring Conference. Each Division Representative may appoint a secretary to assist with the business functions of the division.

**Section C:** The N4CSGA Divisions shall hold division meetings once in the fall and once in the spring. All other meetings are at the discretion of the division representative.

**Section D:** The N4CSGA Divisions shall act as hosts to the annual statewide conferences on a rotation basis in the repeated cycle of Central, Eastern, and Western.

**Section E:** The Division Representatives will solicit, research, and document any issues of division-wide concern, for the purpose of presenting issues of student concern to the

N4CSGA Local Interactions Committee for action.

## **Article 10: Committees**

**Section A:** Membership, unless otherwise specified, any delegate or member institution representative may serve as a member of an N4CSGA standing or ad hoc committee. At the time of conference registration, N4CSGA delegates are asked to designate their committee membership and to participate in the activities of the committee during the conference. Alumni guests are welcome to attend all committee sessions as non-voting, ex officio members of the N4CSGA.

### **Section B:** N4CSGA Standing Committees

1. The standing committees of the N4CSGA are the Finance, Public Information, Advisor, Local Interactions, Campus Activities, Conference Planning, and Special Populations Committees.
2. The three divisions of the N4CSGA- Central, Eastern, and Western-shall function as standing committees of the organization, and the representatives of those divisions shall be voting members of the N4CSGA Executive Board.
3. The Finance Committee is chaired by the N4CSGA Treasurer. It is the responsibility of the Finance Committee to review all financial records of the organization. The Finance Committee shall propose changes in the financial procedures and policies of the organization for the approval of the Executive Board. The Finance Committee shall assist the N4CSGA Treasurer and Assistant Treasurer with the development of the proposed annual budget. The Finance Committee shall oversee the conduct of the financial business of the organization according to the N4CSGA Constitution and Operational Guidelines.
4. The Public Information Committee shall be chaired by the N4CSGA Public Information Officer and is responsible for supporting the communication and outreach efforts of the Association. This includes assisting with digital marketing, social media management, graphic design, content creation, media and public relations, branding, and the development of organizational

publications and promotional materials. The committee also plays a key role in promoting N4CSGA initiatives, recruiting membership, and ensuring consistent, accessible communication in alignment with the N4CSGA Operational Guidelines.

5. The Advisors Committee is chaired by the second-year advisor of the N4CSGA Advisory Council. Membership in the Advisors Committee is open to any individual registered as an advisor to a student delegation attending a statewide conference. The chairperson of the Advisors Committee is an Advisory Council member of the N4CSGA Executive Board; however, the Advisory Council does not have a vote on the Board. The purpose of the Advisors Committee is to provide programs and idea sharing among the advisors and to provide a vehicle for sharing advisor input with the organization.
6. The Local Interactions Committee is chaired by an individual who is elected by the active local institutional membership at the final business session of the annual Spring Conference. The purpose of the Local Interactions Committee is to manage the issue/project process.
7. The Special Populations Committee is chaired by an individual who is elected by the active local institutional membership at the final business session of the annual Spring Conference. The purpose of the Special Populations Committee is to address issues and programs of interest to the special populations enrolled in the North Carolina Comprehensive Community College System.
8. The Campus Activities Committee is chaired by the Campus Activities Chairperson. The purpose of this committee is to offer opportunities for all colleges to participate in campus activities and events across colleges, and expand competitiveness among the member colleges.
9. The Conference Planning Committee is chaired by the Vice President. Required members shall include the Host Division Representative for the upcoming conference, Secretary, Public Information Chairperson, and Campus Activities Chairperson. The purpose of this committee is to design, organize, and execute the annual Fall and Spring Conference. They must ensure that each conference reflects the Strategic Plan, advances the mission of

the organization, and provides meaningful opportunities for student leadership development, collaboration, and advocacy.

### **Section C: Ad Hoc Committees**

The N4CSGA President has the authority to appoint ad hoc committee chairpersons with the approval of the N4CSGA Executive Board. The N4CSGA President shall assign a specific charge and a reporting date for closure of the business to ad hoc committees. Ad hoc committees shall meet concurrently with standing committees at statewide conferences.

## **Article 11: Quorum**

**Section A:** A quorum for a conference of this organization is a majority of paid member colleges in attendance. Member colleges only have one vote.

**Section B:** A quorum for any business meeting of the Executive Board, standing or ad hoc committees, is a simple majority of the membership present.

**Section C:** A quorum for any divisional meeting shall be the division representative and a simple majority of the membership present.

**Section D:** The guideline for parliamentary authority for the organization is Robert's Rules of Order, Newly Revised.

## **Article 12: Meetings**

**Section A:** The N4CSGA shall conduct two full membership statewide conferences each year.

**Section B:** The divisions and committees of the N4CSGA shall meet as often as necessary to conduct the business of the organization.

## **Article 13: Ratification and Amendments**

**Section A:** The Constitution of the N4CSGA may be amended by a two-thirds majority of the institutions present and holding active membership at a Fall or Spring statewide conference of the N4CSGA. All proposed amendments must first be presented at

Division Meeting and distributed to the membership, thereby allowing adequate time for debate and research by the institutions.

**Section B:** In a like manner, this Constitution must be ratified by a two-thirds majority of the institutions present and holding active membership at the Fall or Spring statewide conference immediately following the Division Meeting at which it was first presented and distributed to the full membership.

**Section C:** Amendments to the N4CSGA Constitution shall be initiated by a member institution, approved by a division vote, and brought to the floor of a state-wide conference by the Division Representative of the sponsoring division for a vote by the membership institutions.

**Section D:** Any amendment to this Constitution successfully passed by the full membership or changes in the N4CSGA Operational Guidelines for the organization successfully enacted by the N4CSGA Executive Board must be entered into the context of the original document. The revision must be distinguished from the original body and dated as to its successful enactment.

Last Revised: