

The North Carolina Comprehensive
Community College Student Government
Association (N4CSGA)



New Delegates Handbook

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2025-26 N4CSGA Executive Board Contact Information

Position	Name	Email Address	Location
President	Bannock Scott	brscott17084@mymail.gaston.edu	Gaston College
Vice President	Alexis Odell	ajodell@mymail.gaston.edu	Gaston College
Secretary	Janay Maldonado	jamaldonado391@my.pittcc.edu	Pitt Community College
Treasurer	Hayley Ale-Beltran	hdale36@students.piedmontcc.edu	Piedmont Community College
Parliamentarian	Nyla White	nwhi6233@student.spcc.edu	South Piedmont Community College
Public Information Officer	Stephanie Pano	s_panogomez@mail.johnstoncc.edu	Johnston Community College
Local Interactions Chair	Jeremy Hidalgo	hidalgoj4439@student.faytechcc.edu	Fayetteville Technical Community College
Special Populations Chair	Paxton Sutton	nsut6274@student.spcc.edu	South Piedmont Community College
Intramural/ Extramural Chair	Micajah Hanna	mchanna@mymail.gaston.edu	Gaston College
Western Division Representative	Vacant		
Central Division Representative	Katherine Hackney	khhackney560@access.alamancecc.edu	Alamance Community College
Eastern Division Representative	Jermail Rodgers	jlroddgers0709@mymail.bladencc.edu	Bladen Community College
Assistant	Nicholas Watts	wattsnt431@mail.sandhills.edu	Sandhills Community College

Assistant	Leon Matthew Williams	lmwilliams000@my.pittcc.edu	Pitt Community College
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N4CSGA Advisory Council Contact Information

Position	Name	Email Address	Location
Senior Advisor	Vacant		
Co-Advisor	Sarah Jaynes	sjjaynes96@go.mcdowelltech.edu	McDowell Technical Community College
Co-Advisor	Meagan Lingerfelt	lingerfelt.meagan@gaston.edu	Gaston College
Trustee	Tiffany Skouby	skoubyt@nccommunitycolleges.edu	North Carolina Community College System Office

Contact Us:

Website: www.n4csga.org

Email: n4csga@gmail.com

N4CSGA Regional Divisions

Western	Central	Eastern
● Asheville-Buncombe Technical Community College ● Blue Ridge Community College ● Caldwell Community College and Technical Institute ● Catawba Valley Community College ● Cleveland Community College ● Forsyth Technical Community College ● Gaston College ● Haywood Community College ● Isothermal Community College ● Mayland Community College ● McDowell Technical Community College ● Mitchell Community College ● Southwestern Community College ● Surry Community College ● Tri-County Community College ● Western Piedmont Community College ● Wilkes Community College	● Alamance Community College ● Central Carolina Community College ● Central Piedmont Community College ● Davidson-Davie Community College ● Durham Technical Community College ● Guilford Technical Community College ● Montgomery Community College ● Piedmont Community College ● Randolph Community College ● Richmond Community College ● Rockingham Community College ● Rowan-Cabarrus Community College ● Sandhills Community College ● South Piedmont Community College ● Stanly Community College ● Vance-Granville Community College ● Wake Technical Community College	● Beaufort County Community College ● Bladen Community College ● Brunswick Community College ● Cape Fear Community College ● Carteret Community College ● Coastal Carolina Community College ● College of The Albemarle ● Craven Community College ● Edgecombe Community College ● Fayetteville Technical Community College ● Halifax Community College ● James Sprunt Community College ● Johnston Community College ● Lenoir Community College ● Martin Community College ● Nash Community College ● Pamlico Community College ● Pitt Community College ● Roanoke-Chowan Community College ● Robeson Community College

		College • Sampson Community College • Southeastern Community College • Wayne Community College • Wilson Community College
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The History of the N4CSGA

When and how did it all begin?

During the later part of the summer of 1969, Mr. Woodell sent out announcements to the SGA Presidents of the 13 community colleges existing at that time regarding a proposed meeting on October 25, 1969. Six community colleges sent representatives to the first meeting. Discussions centered on the feasibility of a statewide organization and its purpose.

It was agreed that such an organization was feasible and was desired by the colleges at the meeting. After lengthy discussion, the purpose of the organization, as stated in the minutes, would be:

“...to serve the participating colleges as a “commonorgbond”* whereby the colleges as a unit could present their common problems and work together for practical solutions, to promote fellowship, and to exchange ideas for the achievement of your educational institutes.”

The organization has maintained and built upon this purpose throughout its more than 40 years of existence.

At the first meeting, on October 25, 1969, a major motion was made to accept only the 13 community colleges, in existence at that time, into the organization. Consideration for technical institute memberships would be discussed after more definite decisions are made on the organization structure and organizational finances. The motion passed.

The second meeting was held at Sandhills Community College in February 1970. At this meeting, the colleges present decided on the official name of the organization to be The North Carolina Community College Student Government Association. Ray Jefferies spoke to the group on the purpose of the organization and pressed for admission of technical institute membership.

The third meeting was held at the Holiday Inn of Elizabeth City, NC. College of the Albemarle was the host school and Mr. Woodell presided over the meeting. Some matters of the discussion were regular meeting times, membership fees, establishing financial procedures, election of the first officers of the association, and adding the word “comprehensive” to the name of the association. After this meeting, the name was officially changed to The North Carolina Comprehensive Community College Student Government Association or N4CSGA.

At the fourth meeting, the following officers were elected as the first officers of the N4CSGA:

- Bryan Pugh, President
- Jim Kneas, Vice President
- Anestine Wyte, Secretary
- Albert Yoder, Treasurer

The organization now had a name, a purpose, officers, and the support of the North Carolina community colleges.

The First Meetings

As stated in the Preamble of the North Carolina Comprehensive Community College Student Government Association Constitution: “...in order to promote better student government; to promote better academic achievement; to serve the participating institutions as a common bond, whereby the institutions, in unity, present their common problems and practical solutions; to promote fellowship and the exchange of ideas for the advancement of our educational institutions; and to provide leadership training in the environment which permits the evaluation of wide range of problems and activities; we do ordain and establish this Constitution for the North Carolina Comprehensive Community College Student Government Association.”

The History of the N4CSGA Spirit Stick

The N4CSGA Spirit Stick has become a coveted and prestigious recognition. The first Spirit Stick was just that, a very large stick and it was presented to the delegation showing the most college spirit. In the early years of the N4CSGA there was no formal competition for the Spirit Stick. The recognition was awarded to colleges based on several factors:

- Showing unity at the conferences
- Participating as a group and not divisions among the delegation
- Appropriateness of attire
- Professional behavior at conference
- Wearing school shirts/colors
- Attending meetings and workshops
- Volunteering to help with conference and
- Chants and cheers during roll call at business meetings
- Participating in the contests

The process chants and cheers during business meetings became unproductive and disruptive to the business agenda. In an effort to formalize the process a designate time for competition was created.

The current system allows for colleges can earn points in a variety of ways. Colleges can earn points toward winning the Spirit Stick by participating in Intramural/Extramural Events and by participating in events during the fall and spring conferences. During each conference delegations have the opportunity to participate in contests such as scrapbooks, food drives, t-shirt design, skits, table tent decoration and scavenger hunts just to name a few. Contests are determined each year by the N4CSGA Executive Board.

The Intramural/Extramural Committee Chair maintains the points during the year for the athletic events and the Public Information Officer maintains the points for contests. The college who earns the most combined points is the winner of the Spirit Stick.

THE MISSION OF THE N4CSGA

Section A:

The mission of this organization shall be to provide for the common welfare and represent all student government organizations within the North Carolina Community College System.

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: In order 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 set forth in the N4CSGA Operational Guidelines.

Section D: Any delegation or delegates who do not adhere to Section C of this Article is 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: Role of the Advisor is to:

Section A: Each institution registered as an active institutional member shall send professional faculty and/or staff member(s) to serve as advisors to student delegates attending the state-wide conferences of the organization. An advisor is registered as an active advisor member of the organization upon payment of the established registration fee. Payment of the registration fee entitles advisors to attend workshops, business sessions, committee meetings, social and all other functions of the N4CSGA and to all rights privileges of the N4CSGA with exception of the right to vote on issues brought to the floor as official business.

Section B: An advisor or advisors shall be encouraged to serve on various

committees within the organization.

Section C: Three advisors shall be selected by the Advisors' Committee to serve as an Advisory Council to the NC4SGA. Membership on the Advisory Council will be staggered to allow for the retirement of one advisor each even year and two advisors each odd year and the installation of the new advisor(s) for that year.

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, and the Intramural/Extramural 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. Term of office shall be from new officer orientation, following Spring Conference, through 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 notify each local institution student government of any vacancy of office of the Executive Board within ten days of official notification of the vacancy. **5.** 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.

6. To conduct business meetings for the N4CSGA as necessary.
7. 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.
8. To assist the newly elected board members during orientation and transition.
9. 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.
10. To review and rule on charges of censure, impeachment and expulsion in the presence of at least two members of the N4CSGA Advisory Council.
11. 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.
12. To maintain the requirements for holding office as set forth in the N4CSGA Operational Guidelines and to provide written verification from the Dean or his/her 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.
13. No person shall be elected to the same office of the N4CSGA Executive Board for more than two terms.

Article 8: Responsibilities of the Members of the Executive Boards

Section A: The N4CSGA President has the following duties and

- authorities:
1. To serve as 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 his/her vote to break a tie.
4. To call special meetings of the Executive Board upon request of the N4CSGA Advisory Council.
5. To perform the business functions of the office of the President as indicated in the N4CSGA Constitution and Operational Guidelines.
6. To notify local student governments within ten days when a vacancy occurs within the Executive Board; and to appoint, with consent of the N4CSGA Executive Board, all persons to fill the un-expired terms of elected officers and committee/division chairpersons should vacancies occur.
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 on the State Board of Community Colleges, prepare monthly State Board Reports, and actively participate.
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 B: The Vice President of the N4CSGA has the following duties and authorities: 1. To assume the responsibilities of the President should the President, for any reason, be unable to meet the duties of office.

2. To fulfill any duties as delegated by the N4CSGA Executive Board. 3. To serve as chairperson of the N4CSGA Conference Committee, with the assistance of the host division representative and a member of the advisory council, with responsibilities referenced to Article 1 of the Operational Guidelines.
4. To serve as a voting member of the N4CSGA Executive Board.
5. To develop an active schedule of the N4CSGA leadership and student activity

programs for the approval of the N4CSGA Executive Board.

6. To perform the business functions of the office of the Vice President as indicated in the N4CSGA Operational Guidelines.
7. To maintain the records of the history of the N4CSGA with the assistance of the N4CSGA Public Information Officer and the N4CSGA Secretary.
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 of the permanent records of the N4CSGA.

2. To serve as recorder for the N4CSGA Executive Board and both annual 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 Relations Committee.
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 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 his/her 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 an 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 serve as a voting member of the N4CSGA Executive Board members as established in the N4CSGA Operational Guidelines.
5. To oversee the election of the N4CSGA Executive Board members as established in the N4CSGA Operational Guidelines.
6. 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.

7. 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.

8. 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 Relations Committee. 2. To prepare and release publicity to the appropriate media under the direction of the N4CSGA Executive Board.

3. To release public information to membership institutions, 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 coordinator for the N4CSGA when necessary, and with the approval of the Executive Board.

6. To direct the printing and publication of the N4CSGA electronic communication.

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 deemed desirable by the N4CSGA Executive Board and the purpose of the 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 H: The Central/Eastern/Western Division Representatives of the N4CSGA have the following duties and authorities:

1. To represent their geographic areas and act as a liaison on the executive board.

Division Representatives will have full voting power and executive board responsibility.

2. To chair the respective division meetings and facilitate positive “round table” discussion for each division at state conferences.
3. To appoint a secretary to act as a recorder of divisional business and to distribute written minutes of division meetings to divisional 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. To assist the N4CSGA Secretary in the development of the statewide conference minutes by providing him/her with a copy of division minutes prior to leaving the conference site.
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 standing members of the Local Interactions Committee. 8. 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.
9. Each Division Representative is to serve on the N4CSGA Executive Board as a voting member.

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

1. To serve as a voting member of the N4CSGA Executive Board.
2. To chair Special Population 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. To assist the N4CSGA Secretary in the development of statewide conference minutes by providing him/her with a copy of committee minutes prior to leaving the conference site.
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.

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 meeting to member institutions and the members of the N4CSGA Executive Board.
4. To assist the N4CSGA Executive Board in conduction organizational business between statewide conferences.
5. To assist the N4CSGA secretary in the development of statewide conference minutes by providing him/her with a copy of committee minutes prior to leaving the conference site.
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 Intramural/Extramural Committee Chairperson has the following duties and authorities:

1. To act as a liaison for the N4CSGA concerning the promotion of athletics in the North Carolina Community College System and relevant athletic conferences. 2. To serve as a voting member of the N4CSGA Executive Board. 3. To chair Athletics 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. To assist the N4CSGA Secretary in the development of statewide conference minutes by providing him/her with a copy of committee minutes prior to leaving the conference site.
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.

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 are encouraged to meet regularly.

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 state-wide concern according to the guidelines established in the N4CSGA Operational Guidelines 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 Relations, Advisors, Local Interactions, Intramural/Extramural Committee 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 proposed annual budget. The Finance Committee shall oversee conduct of the financial business of the organization according to the N4CSGA Constitution and Operational Guidelines.
4. The Public Relations Committee is chaired by the N4CSGA Public Information Officer and has the responsibility of assisting the Public Information Officer in recruiting membership, marketing, media relations, scrapbook production,

organizational publications and other duties that relate to the office of the N4CSGA Public Information Officer and 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 that 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 that 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 Intramural Extramural Committee is chaired by the Intramural/Extramural Chairperson. The purpose of this committee is to offer Opportunities for all colleges to participate in Extramural activities across colleges, and expand competitiveness among the member colleges.

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 conference.

Article 11: The Advisory Council

Section A: The N4CSGA Advisory Council shall consist of three professional staff

advisors from local institutions chosen from the Advisors' Committee to serve staggered terms of two years in rotation as advisors to the N4CSGA as defined in Article 6 Section C.

Section B: The N4CSGA Advisory Council is responsible for attending all the meetings of the N4CSGA Executive Board and for advising the leadership of the organization in all decision making processes.

Section C: The senior advisor will have the responsibility of working with the Local Interactions Committee to assist in facilitating the issue/project process.

Article 12: The Trustee

Section A: The N4CSGA Trustee is an advising position providing information assistance, continuity, and a liaison between the N4CSGA and the North Carolina Community College System and the governing bodies of the State of North Carolina.

Section B: The N4CSGA Trustee shall be informed and consulted by the N4CSGA Executive Board regarding those issues identified to be of state-wide or legislative nature.

Section C: The N4CSGA Trustee shall be appointed by the President of the North Carolina Community College System.

Article 13: 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 14: 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 15: 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. Proposed amendments must be printed, distributed, and proposed at a previous statewide conference to provide for adequate debate and research by the member institutions.

Section B: In a like manner, this Constitution must be ratified by a two-thirds majority of the institutions present at Fall or Spring Conference following the conference at which it was first proposed 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: April 1, 2011

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 Conferences.

Article III: The Advisory Council

The Advisory Council shall be composed 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 \$35 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.
 8. The N4CSGA Executive Board is required to plan a service project to take place at the spring conference of each year. The project will be announced at each spring division meeting.

Section B: Registration

1. Registration per delegate or advisor for Fall or Spring Conference shall be one hundred fifty dollars (\$150). 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 one hundred twenty-five dollars (\$125) 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 twenty-five dollars (\$25) per delegate, advisor, or guest. (Change made June 2024, motion passed by Executive Board)
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: \$350
 - ii. 1,001 – 3,000 FTE: \$400
 - iii. 3,001 or greater: \$450
 - 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 effective 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.

Last Updated: September 24, 2024

Robert's Rules of Order Motions Chart

Action	What to Say	Can you interrupt the speaker?	Need a Second ?	Can be Debated ?	Can be Amended ?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by... (add or strike words or both)"	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3

Enforce the rules or point out incorrect procedure	“Point of order.”	Yes	No	No	No	No vote
Table a motion	“I move to table...”	No	Yes	No	No	Majority
Verify voice vote with count	“I call for a division.”	No	No	No	No	No vote
Object to considering some undiplomatic matter	“I object to consideration of this matter...”	Yes	No	No	No	2/3
Take up a previously tabled item	“I move to take from the table...”	No	Yes	No	No	Majority
Reconsider something already disposed of	“I move to reconsider our action to...”	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	“I move to suspend the rules and consider...”	No	Yes	No	No	2/3
Close the meeting for executive session	“I move to go into executive session.”	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	“Point of privilege”	Yes	No	No	No	No vote

Sample Authorization for Student Travel in Personal Vehicles

I, _____, agree to adhere to all the below listed conditions, regarding my attendance at the N4CSGA functions designated below:

- I agree to perform all pre-conference, on-site, and post-conference delegation duties as deemed by my advisor, advisor designee, or institution to be necessary to my participation.
- I will attend the function with my delegation and utilize only the transportation and travel times approved by my institution and advisor for this trip.
- I will adhere to all school policies regarding travel, conduct, and disciplinary procedures. I will attend and participation in all those aspects of the conference or workshop that are required by my school.
- I understand that I have been chosen by my organization to represent it and its interests. As such a representative, I understand that any actions I take at any of the above listed meetings, conferences or workshops will affect people's opinions about me and my sponsoring institution.
- As a delegate, I will act responsible and mature. Intoxication, use of illegal substances, and abusive or inappropriate behavior may result in breaking of conference, hotel, or institution rules and may result in dismissal from the delegation and conference. If I am asked to leave, I agree to reimburse the organization and my organization or institution for any expenses they incurred for my participation in the conference.
- I will submit a conference evaluation to all organizations expressing my views on the conference and suggestions.
- I agree to appear before my SGA and students to explain my participation in the conference and to share the information I obtained.
- I certify that I am a student in good academic standing and I release my cumulative grade point average to the office of student activities for verification of academic standing.

Delegate Signature: _____

Printed Name: _____

Date: _____

SGA Advisor Signature: _____

Date: _____

N4CSGA Officer's Training, Conference & Division Meetings

Our seminars, workshops, meetings, and sessions focus on the needs of the students in the community college system. We offer networking opportunities to meet and exchange ideas with fellow community college SGA officers from your division and across the state of North Carolina.

Dress Code

All societies have dress codes, most of which are unwritten but understood by most members of the society. The dress code has built in rules or signals indicating the message being given by a person's clothing and how it is worn. The dress for all conference sessions is professional business casual.

Please, no t-shirts or shorts during the daytime activities. Nametags must be worn visibly at all times for admittance into all gatherings associated with the N4CSGA.

The N4CSGA's objective in establishing a business casual dress code is to allow our delegates to be comfortable yet, still project a professional image for our community, colleges, and community visitors. Business casual dress is the standard for this dress code.

Because not all-casual clothing is suitable for the meetings, sessions, or workshops, these guidelines will help you determine what is appropriate to wear to N4CSGA functions. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at N4CSGA functions.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for an N4CSGA gathering, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other delegates is unacceptable. Clothing that has your Community College's logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Disclaimer:

This policy is provided for guidance only by the N4CSGA. The provided information, while authoritative, can be adjusted at the discretion of your local delegation's SGA advisor or designee.

N4CSGA Committees

Advisory Committee

The Advisory Committee is chaired by the second year advisor of the N4CSGA Advisory Council. Membership in the Advisory Committee is open to any individual registered as an advisor to a student delegation attending a statewide conference. The purpose of the Advisory Committee is to provide programs and idea sharing among the advisors and to provide a vehicle for sharing advisor input with the organization.

Finance Committee

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 proposes changes in the financial procedures and policies of the organization for the approval of the Executive Board. The Finance Committee assists the N4CSGA Treasurer and Assistant Treasurer with the development of the proposed annual budget. The Finance Committee oversees conduct of the financial business of the organization according to the N4CSGA Constitution and Operational Guidelines.

Intramural/Extramural Committee

The Intramural/Extramural Committee is chaired by an individual that is elected by the active local institutional membership at the final business session of the annual Spring Conference. The purpose of this committee is to address issues concerning athletics in the North Carolina Community College System, and to promote athletics using any means deemed necessary by the N4CSGA.

Local Interactions Committee

The Local Interactions Committee is chaired by an individual that 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.

Public Relations Committee

The Public Relations Committee is chaired by the N4CSGA Public Information Officer and has the responsibility of assisting the Public Information Officer in recruiting membership, marketing, media relations, scrapbook production, organizational publications and other duties that relate to the office of the N4CSGA Public Information Officer and the N4CSGA Operational Guidelines.

Special Populations Committee

The Special Populations Committee is chaired by an individual that 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 Community College System.



N4CSGA Motion Form

I _____, from _____ move that

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Signed, _____

Seconded, _____

School, _____

School, _____

Date: _____

Time: _____

Vote:

In Favor: _____

Against: _____

Abstained: _____