



STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION & BYLAWS

Martin Community College
1161 Kehukee Park Road
Williamston, N.C. 27892

Duly Elected Officer Statement of Receipt

By requirement of the MCC Administration, all duly elected officers must have on file in the SGA office, within seven (7) academic calendar days of appointment, the following signed acknowledgement of receipt of the SGA *Constitution and Bylaws*.

I, _____, hereby declare that I have received a copy of the *Constitution and Bylaws* of the Student Government Association of Martin Community College.

I will, in good faith, become familiar with the *Constitution and Bylaws* and adhere to its policies and procedures.

Signed and witnessed this day of _____ 20____.

Signature of Student: _____

Students Elected Position: _____

Witnessed By: _____

Title of Witness: _____

Original shall be retained by the SGA Advisor

Copy to: Student

Constitution and Bylaws

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Section One
Martin Community College
Student Government Association
Constitution

Constitution

Preamble

We, the members of the Student Body of Martin Community College, are committed to building better futures by preserving the spirit of cooperation among students, faculty, staff, the President, and the Board of Trustees. Our goals are to provide democratic action in college activities, uphold high standards of personal conduct, promote leadership, encourage good citizenship, and provide activities that are in the best interest of the College. We, therefore, do hereby establish this *Constitution* for the Student Government Association of Martin Community College for these purposes.

Article I: Name, Colors and Mascot

Name

The Student Government Association shall be the name of the association herein established at Martin Community College (MCC), representing the students of MCC, and herein referred to as the SGA.

Colors and Mascot

The SGA shall adhere to official colors and mascot adopted by MCC.

Article II: Purpose

The purpose of the organization shall be to further the best interest of the College through representing the Student Body in matters affecting student life and student affairs, through promoting and supervising student organizations and activities, and through upholding and interpreting this *Constitution*.

The SGA will foster personal responsibility among the members, using the following guiding principles:

1. Serving as the official student body organization of the College.
2. Maintaining the reputation of MCC by upholding the student Code of Ethical Conduct.
3. Fostering an engaging and cooperative environment that promotes high scholarship, character, morals, and service.
4. Acting as the coordinating body for all student clubs and organizations, college-wide programs, and events.
5. Promoting fiscal accountability within the SGA and committees and/or organizations that receive funding from student activity fees.
6. Proposing the budget which details the expenses of activities to the Board of Trustees for approval.
7. Passing the initial approval of all newly formed student groups and/or organizations.
8. Serving as a forum for:
 - A. The sharing of student ideas,
 - B. Discussing and voting on official business, and
 - C. Proposing student clubs and/or organizations.

Article III: Policies

The policies of the SGA shall be consistent with the *Martin Community College Catalog* and the *MCC Institutional Policies and Procedures Manual*, local, federal, and state laws.

1. Non-Discrimination

The SGA adheres to a policy of non-discrimination on the basis of race, color, national origin, religion, sex, pregnancy, disability, age, and veteran status. In order to represent the needs and concerns of the student body of MCC, the SGA shall not discriminate, for any reason, in club membership, and in supporting and/or funding clubs and organizations.

2. Student Activity Fees

All curriculum students as defined by the North Carolina Community College System (NCCCS) and/or the Legislature shall pay an activity fee each semester. High school students are not required to pay student activity fees.

3. Membership Dues and Fees

With the exception of the legislative mandated student activity fee, there shall be no membership dues or fees associated with membership in the SGA.

4. Local Fee Receipts

The SGA shall use authorized funds only for the purposes which are authorized by the NCCCS 1E SBCCC 700.2 and the Board of Trustees's approved SGA Annual Budget.

5. MCC Authority

A. The President of MCC delegates to the Executive Vice President the responsibility for the supervision and administration of all SGA activities.

B. The President of MCC through authority of the Board of Trustees shall have veto power over the SGA and its *Constitution and/or Bylaws*.

Article IV: Membership and Officers

Membership

1. Membership in the SGA is open to all curriculum students currently enrolled at MCC; this body shall comprise the SGA Legislative Body.
2. All curriculum students are allowed to vote in SGA elections.
3. Career and College Promise students are entitled to participate in activities of the SGA.

Officers

The official officers of the SGA, herein referred to as the Executive Committee, consists of a President, Vice President, Secretary, Treasurer, Publicity Officer, and Historian/Parliamentarian.

Article V: Code of Ethical Conduct

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity which characterize the behavior of mature individuals (*Martin Community College Catalog*).

1. The purpose of the Code of Ethical Conduct is to establish a standard of conduct for members of the SGA.
2. The Code of Ethical Conduct will encourage an ethical future for the members of SGA during their academic career and upon graduation.
3. All members of the Executive Committee shall abide by the Code of Ethical Conduct and always be prepared to give account of their actions and words. This will instill trust and confidence in elected officers by demonstrating their commitment of the Core Values and standing by the Code of Ethical Conduct.
4. Core Values
 - A. All elected officers shall be committed to helping MCC students reach their full potential in order to build a better future for MCC students.
 - B. Elected officers shall be aware that their decisions and actions affect MCC, and therefore elected officers shall hold each other accountable for the discipline and management of behavior becoming of an SGA elected officer.
 - C. Elected officers shall strive to be consistent, honest, and transparent in their communications and interactions with one another.
 - D. All elected officers will be required to execute their given tasks in a diligent manner, which will lead to sustainable and long-term performance.
5. Code of Ethical Conduct
 - A. Each elected officer must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability.
 - B. Each elected officer must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.
 - C. Each elected officer shall vote with only his/her constituents in mind.
 - D. Each elected officer must represent both MCC and the SGA in a dignified manner.
 - E. Each elected officer must actively seek to be informed of as well as attempt to remedy campus problems and controversies.
 - F. Each elected officer shall at all times represent the student body by maintaining a professional demeanor.
 - G. No elected officer shall knowingly misrepresent the truth while acting in his/her capacity as an officer of the MCC SGA.
 - H. No elected officer of the SGA shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.
 - I. No elected officer of the SGA shall misuse, mismanage, or misappropriate their position and/or equipment, facilities, or funds.
 - J. Each elected officer must be able to give a thorough account of all funds allocated by student fees spent by him/her and a thorough inventory of all goods and/or services received.

6. Accountability

A. Members of the SGA should encourage their colleagues to adhere to the Code of Ethical Conduct while striving to be examples themselves.

B. Members should ensure enforcement, while at the same time showing their commitment to the Code of Ethical Conduct and Core Values to the rest of the Student Body.

7. The result of adhering to the Code of Ethical Conduct will be an effective, efficient, and respected SGA.

Section Two
Martin Community College
Student Government Association
Bylaws

Bylaws

Purpose

The *Bylaws* will be the working rules and standard operating procedures of the MCC SGA.

Officers and Officer Duties

The qualifications, experience, and competence of the SGA Executive Committee shall be a wholesome and constructive influence upon each other, the students, and the College.

Officer Qualifications

Executive Officers must:

1. Be an active curriculum student in good standing at MCC.
2. Be continuously enrolled in a minimum of nine (9) credit hours per semester in a curriculum program (summer semesters excluded), as evidenced by full payment of tuition.
3. Have and maintain a minimum GPA of 2.5.
4. Have completed at least one full-term semester at MCC prior to taking office.
5. The President must have completed twenty-four (24) degree program hours at the hundredth (100) course level or above and not be a graduate of MCC or any other higher education institution.
6. All Executive Officers must be fully registered, and all registration requirements met as evidenced by the Registrars and Business Offices by the first week of each respected semester.

Executive Officers

President

The President shall:

1. Be a traditionally enrolled student.
2. Serve as ex-officio, non-voting member of the MCC Board of Trustees in accordance with G.S. § 115D-12 (a).
3. Preside at Legislative Body and Executive Committee meetings.
4. Serve as Chair of the Executive Committee.
5. Serve as ex-officio, non-voting member of all standing and ad hoc committees.
6. In consultation and approval of the Advisor, schedule times, dates, and place of meetings, and cancel meetings.
7. In consultation and approval of the Advisor, prepare an agenda for all meetings of the Legislative Body and Executive Committee.
8. Participate in conferences as budget constraints allow.
9. Attend special events of clubs whenever possible.
10. Attend President's Cabinet meetings to provide SGA updates.
11. Attend all meetings of the SGA and the MCC Board of Trustees.

Vice President

The Vice President shall:

1. Preside at all meetings in the absence of the President.
2. Serve as a member of the Executive Committee.
3. Serve as an advisor to the Executive Committee.

4. Serve as Chair of the Election Committee.
5. Serve as Chair of the Activities and Events Committee.
6. Fulfill those duties and responsibilities that may be assigned by the SGA President.
7. Replace the SGA President and serve the remainder of the term if the president cannot perform his or her duties or becomes ineligible to serve.
8. Attend all SGA meetings.

Treasurer

The Treasurer shall:

1. Serve as a member of the Executive Committee.
2. Serve as Chair of the Finance Committee.
3. Receive all written requests for funds from recognized clubs/organizations and present such requests to the Legislative Body for approval. The request must include the purpose of funds and purposes requested.
4. Compile budgets for committees each semester. The Treasurer, in consultation and approval of the Advisor, shall prepare annual budget proposals for presentation to the Senate.
5. Present regular reports of all financial transactions to the Senate.
6. Maintain a permanent record of all financial transactions.
7. Attend all SGA meetings.

Secretary

The Secretary shall:

1. Serve as the Recording Secretary to the Legislative Body (inclusive of the Senate and Executive Committee)
2. Serve as the Corresponding Secretary.
3. Keep record of attendance for all meetings.
4. Prepare and distribute minutes of all meetings prior to the next meeting.
5. Maintain voting status as a member of the Senate.
6. Attend all SGA meetings.

Publicity Officer

The Publicity Officer shall:

1. Serve as Chair for the Publicity Committee.
2. Serve as a member of the Executive Committee.
3. Post the election results on the SGA bulletin boards.
4. Assist the Secretary in distributing correspondence.
5. Maintain the SGA Calendar of Events.
6. Maintain the SGA bulletin boards.
7. Organize information booths at SGA sponsored events.
8. Maintain voting status as a member of the Senate.
9. Assist other student organizations with publicity as needed.
10. Attend all SGA meetings.

Historian/Parliamentarian

The Historian/Parliamentarian shall:

1. Serve as a member of the Executive Committee.
2. Be consulted on all matters parliamentary.
3. Conduct impeachment proceedings using parliamentary procedure.
4. Maintain records of all agendas, minutes, activity summary sheets, constitutions, committee descriptions, treasurer reports, paperwork, and publicity.
5. Upon request, provide members with a copy of the *Constitution and Bylaws*.
6. Maintain voting status as a member of the Senate.
7. Attend all SGA meetings.

Advisor(s)

SGA Administrative Advisor

The Executive Vice President or his/her designee shall act as the SGA Administrative Advisor (Advisor). The Advisor shall have no voting power in SGA legislative matters. The Advisor shall not have membership in any student organization. In consultation with the Executive Vice President, the Advisor retains the right to exercise authority to maintain the functionality of the SGA.

Duties of the Advisor

The Advisor shall work closely with the SGA and provide guidance and direction in all activities by:

1. Advising the SGA of MCC's policies and procedures.
2. Acting as a liaison between the SGA and the College Administration.
3. Acting as an advisor in matters concerning school policy.
4. Serving as SGA facilitator at the various campuses and sites.
5. Providing leadership training to executive officers, senators, faculty, and club advisors, as needed.
6. Assisting with the elections in an advisory capacity.
7. Monitoring the academic progress of members.
8. Submitting requisition forms with receipts for supplies, travel, and activities to the College's Business Office.
9. Ensuring fiscal accountability.
10. Attending any SGA-related conferences.
11. Attending and participating in meetings.

Senator Qualifications, Duties and Responsibilities

Senator Qualifications

A Senator shall:

1. Be an active curriculum student of good standing at MCC.
2. Be currently enrolled in a curriculum program of study.
3. Maintain a GPA of 2.0 or better.

Senator Duties and Responsibilities

A Senator shall:

1. Serve as a liaison between his/her curriculum program or club and the Executive Committee.
2. Inform students in their curriculum program or club of all activities in the Senate and SGA.
3. Assemble and give a report for his/her curriculum program or club at Executive Committee meetings and any other meetings as necessary. If a Senator is unable to attend, he/she will appoint another student from his/her curriculum program or club.
4. Assist in the planning and implementation of campus activities.
5. Read, understand, and comply with the *Constitution* and *Bylaws*.
6. Attend all Legislative Body meetings.

Committees

Executive Committee

The Executive Committee shall be a standing committee comprised of the President, Vice President, Secretary, Treasurer, Publicity Officer, and Historian/Parliamentarian.

Responsibilities of the Executive Committee

Officers of the Executive Committee shall:

1. Read and become familiar with the *Constitution and Bylaws* and assure that all policies are followed.
2. Serve as the Election Committee.
3. Serve as the Finance Committee.
4. Plan and develop collaborative activities for the MCC calendar of activities/events prior to the first day of fall semester classes.
5. Support activities, initiatives, and members of campus groups.
6. Provide direction to committees and student clubs/organizations.
7. Consider funding and activity requests from clubs/organizations under the guidance of the Club President and SGA Advisor.
8. Collaborate with the SGA President and Advisor in establishing meeting agenda, with final approval by the Advisor.
9. Perform such other duties applicable to the Committee.
10. Attend all Executive Committee, Legislative Body, and other relevant meetings and events.

Committee Chairs

1. The President, with the approval of the Executive Committee, shall appoint the chairs of the standing committees from the Senators to perform specific functions of the *Constitution* and the SGA.
2. The chair of each committee appoints the committee members from the student body.
3. The chair of the committee will preside over committee meetings.
4. Committee chairs and committee members shall be appointed after the elections, as deemed necessary.
5. It is the responsibility of the individual committee chairs to schedule meetings outside of regular meetings in a timely manner.

Standing Committees

Election Committee

The Election Committee shall:

- A. Be chaired by the Vice President.
- B. Be consisted of the Executive Committee.
- C. Supervise campaigns, prepare official ballots, supervise the polls, and determine the eligibility of candidates according to the *Constitution and the Bylaws*.
- D. Be responsible for staffing the elections table should the voting not be electronic.
- E. Serve as a nominating body should the need arise, for vacant Executive Officers. Individuals shall be nominated from within the Senate and approved by the Legislative Body.

Finance Committee

The Finance Committee shall:

- A. Be chaired by the Treasurer.
- B. Be consisted of the Executive Committee.
- C. Have the duty of preparing the annual budget to be submitted to the Board of Trustees through the MCC President following approval of the Advisor.
- D. Consider the requests from the Senate and student clubs/organizations when preparing the annual budget by developing priorities of expenses, setting aside money for specific purposes, and monitoring the spending of designated funds.
- E. Recommend any necessary appropriations of funds.
- F. Have the power of review over proposed budgets of any committee.

Activities and Events Committee

The Activities and Events Committee shall:

- A. Be chaired by the Vice President.
- B. Plan, organize, and carry out activities for students throughout the academic year.
- C. Present all plans for student activities to the Executive Committee and to the Advisor for approval before the events are held.

Publicity Committee

The Publicity Committee shall:

- A. Be chaired by the Publicity Officer.
- B. Be responsible for the preparation and postings of all announcements and posters for SGA events.
- C. Upon approval by the SGA Advisor, coordinate the functions of the committee with the College's Public Information Officer and the Advisor.

Special Committees (Ad hoc)

- A. Upon the approval of the SGA Advisor, special ad hoc committees shall be appointed by the President for short-term special assignments and shall be disbanded upon completion of the assignment(s).
- B. Chairs of ad hoc committees shall appoint the members of their committee from among the student body.

Elections, Voting, and Inductions

Election of Executive Officers

1. To become a candidate for an office, an active curriculum student must be nominated by the Executive Committee or an officer's candidacy form must be submitted to the Advisor's office no later than the last Monday of the month of March of the spring semester.
2. The Executive Officers shall be elected through a general election to be held during spring semester in the month of April.
3. Newly elected officers shall be inducted into office during the Spring Fling.
4. Officers are elected for one (1) academic year.
5. The president shall not be a graduate of MCC or any higher education institution.

Senate Appointments

1. Senators may be appointed by faculty or club advisors upon review for the one (1) academic calendar year.
2. Senators shall be appointed early in the fall semester by the academic program director or the club advisor.
3. Club/organization representatives shall be appointed as soon as a club/organization becomes active.
4. The Advisor shall verify that all Senators who have been appointed to the Senate are eligible for the position on the Senate.

Election Procedures

1. The candidate's names shall be posted on the SGA bulletin board and the College's website two weeks prior to the date of the election.
2. No one shall assist or advise the voters in filling out the ballot except member of the Election Committee, who may only explain the rules of the election.
3. The candidate for each office who receives a majority of the votes cast shall be declared the winner of the election.
4. In the event of a numerical tie for any office, a "run-off" election will be held.
5. After 15 business days have expired, which is the period of time for challenging election results, ballots will be destroyed.

Voting

1. All curriculum students shall be entitled to vote in any student body election.
2. Voting shall be by secret (Australian) ballot, through a ballot box, BlackBoard, the College's website, or an administratively approved electronic survey.
3. The ballots are counted in the SGA office by the Election Committee Chair in the presence of the Advisor.
4. The candidate for each office who receives a majority (the greater number) of the votes cast shall be declared the winner of the election.
5. No one other than the Election Committee Chair, Executive Vice President, and SGA Advisor(s) may be present at the counting of the ballots, and a written tally will be recorded.
6. The SGA Advisor will notify all candidates of the final tally. The results will be posted on the SGA bulletin board and College's website.

Induction of Officers and Senate Members

1. Newly-elected officers shall be inducted into office during the Spring Fling.
2. Senate Members shall be inducted the next meeting after the appointment.

Appointment and Impeachment

Appointment to an office for two or more semesters is considered a full term.

Executive Officer Terms

1. The President shall not serve for more than one full term.
2. All other executive officers shall serve as an officer for more than two terms.
3. The term for each executive officer shall begin the first day of the summer semester and end at midnight the day of spring graduation the following academic year.
4. The President shall be entering his or her second year of college.
5. The President shall not be a graduate of MCC or any other higher education institution (certificates excluded).

Senator Terms

1. A Senator's term will be for one (1) academic calendar year.
2. No Senator may serve in the Senate for more than two (2) terms.

Election Committee Terms

The Election Committee's functions begin each spring semester in accordance with constitutional requirements.

Removal and Impeachment

1. The Executive Vice President and President of MCC (College Administration) may, at any time, remove an officer or senator for the following reason(s):
 - A. Failure to maintain GPA;
 - B. Failure to maintain appropriate minimum enrollment credit hours;
 - C. Incidents of failure to perform duty, violations(s) of the Student Code of Conduct, or documented offenses that the College Administration deems unacceptable conduct of an SGA Officer or Senator;
 - D. Any situation that occurs that is considered inexcusable and unredeemable, then an immediate letter of dismissal will be sent, and the Officer or Senator will not have the option to resign.
 - E. The Senate may call for an impeachment of any Officer by a simple majority vote.
 - F. Grounds for removal and/or impeachment are, but not limited to academic probation, suspension, dismissal, negligence, dereliction of duty, and other infractions deemed inappropriate by an MCC student.
2. The impeachment process shall be:
 - A. Charges are brought forth to the Advisor.
 - B. The Advisor in conjunction with the College Administration, shall conduct a hearing with the student in question. The purpose of the hearing will be to discuss the actions of the student and allow the student to provide context for their actions. Written documentation that states the specific reason for concern will be presented to the

student. After the hearing, a call for vote will be presented to the Senate and one of the following will transpire:

- i. If the violation is ruled unredeemable, by two-thirds vote of the Senate members present and approved by the SGA Advisor, the Officer will be given the option to resign or will be removed. If the Officer resigns, they may not appeal.
- ii. If Senate members cannot agree by two-thirds vote to dismiss, the student will be provided an action plan as described below, in subsection 3.

3. Action Plans:

- A. Will be developed with an SGA advisor within five (5) school days of the dismissal hearing.
- B. The action plan will remain confidential between the advisor and student, except when sharing is needed to meet action plan goals or required by law or administration.
- C. No member of the Executive Committee, or those present at the dismissal hearing, may share items on the action plan and/or discussions leading to the development of the action plan with others; unless such discussion(s) relate to meeting the action plan goals, administrative proceedings, student code of conduct investigations, or with written permission from the student.
- D. The plan will be specific measurable, attainable, realistic, and time-bound (SMART).
- E. If the SGA Advisor determines that the action plan has not been met during the agreed upon timeframe, a meeting with the Executive Committee (if appropriate), and/or the SGA Advisor and College Administration will be held to discuss the member in questions' dismissal from office. If it is determined that the member in question is to be dismissed from office, a letter of dismissal will then be sent to the member. The letter will explain the decision to remove the member from office. The letter must also state that if the officer chooses to resign, a letter of resignation must be sent within one (1) school day to the SGA Advisor.
- F. An appeal of dismissal from office must be submitted in writing within five (5) school days to the Executive Vice President of MCC; who will determine whether a re-consideration is in order.

Meetings, Quorums, Parliamentary Procedure, Record Keeping, and Minutes

Meetings

Legislative Body Meetings

1. The purpose of Legislative Body meetings is to discuss and vote on official business.
2. The SGA will have at least seven (7) Legislative Body meeting per academic year; to be held during the fall and spring semesters.
3. Legislative Body meetings shall be open to all students, faculty, and staff.
4. If an Executive Officer is unable to attend any of these meetings, notice must be given to the Advisor prior to the meeting.

Executive Committee Meetings

1. The purpose of the Executive Committee is to set agendas and discuss sensitive matters.
2. The Executive Committee shall meet at least once a month, but only when a majority of members are present, and the Advisor is in attendance.

Special Call Meetings

Special "Call" meetings will be held at the request of three (3) Legislative Body members with a forty-eight (48) hour notice with the purpose stated.

Quorum

1. The quorum necessary for the Executive Committee to conduct business is two-thirds of currently seated officers.
2. The quorum necessary for the Finance Committee, when voting for funds requests, is two-thirds of the currently seated members.
3. For all other meetings, the quorum necessary to conduct business is a majority fifty-one (51%) percent of the number of students present at a duly called meeting.

Parliamentary Procedure

The SGA shall adhere to the current edition of *Robert's Rules of Order* for all parliamentary procedures.

Record Keeping

1. The Secretary shall be the Recording Secretary to the Legislative Body and Executive Committee.
2. Committee chairs shall appoint a Recording Secretary prior to the first committee meeting.

Minutes

1. The Recording Secretary for the Legislative Body, the Executive Committee, standing, and ad hoc committees shall maintain and record the minutes of meetings.
2. Minutes from each meeting shall be approved at the next Legislative Body or committee meeting.
3. Approval will require a majority vote of the members present.
4. The President/Committee Chair and the Recording Secretary shall sign the official minutes.
5. Signed and original minutes shall be retained in the Official Minutes Book.
6. Copies of official minutes shall be submitted to the President, Advisor, the Executive Vice President, and the President of the College.

Formation of New Clubs and Organizations

1. Students are encouraged to establish new clubs/organizations and/or chapters of national organizations that work in harmony with the mission of MCC.
2. Membership of new clubs/organizations/chapters shall consist of curriculum students only.

3. To charter a group as a new club/organization/chapter, the following must be filed with the SGA Advisor:
 - A. Names and signatures of a minimum of ten (10) currently enrolled curriculum students.
 - B. Name of Advisor.
 - C. A constitution or written statement which includes the following:
 - D. Name of club/organization/chapter,
 - E. Purpose of club/organization/chapter, the Officers, and the Officer's duties.
4. The Executive Vice President shall present the proposed new club/organization/chapter request to the Board of Trustees for approval.
5. All clubs/organizations/chapters become official immediately upon the approval by the Board of Trustees.
6. All clubs/organizations/chapters must submit their calendar of events to the Secretary.
7. All clubs/organizations/chapters must announce their meetings and activities through any approved means of communication.
8. College Administration reserves the right to disband any clubs/organizations/chapters found guilty of violating any MCC, local, state, or federal policies, procedures, and/or laws.

Compensation and Reimbursement

SGA officers and members shall receive no compensation for their services, but shall receive per diem reimbursement, according to the regulations adopted by the State Board of Community Colleges, while exercising their official duties.

Martin Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person(s) has/ve been designated to handle inquiries regarding the non-discrimination policies: Vanessa Tripp, building 1, Office 22A, 252-789-0293, Title II-Disability Counselor and Dr. Brian Busch, Building 1, Office 34B, 252-789-0244.