

# Student Life

At Richmond Community College (RCC) each student is a person, not a number. Counselors are always available to help with problems or to share an experience. Faculty are available before and after class or during scheduled office hours to answer any questions students might have.

All students enrolled in curriculum off-campus courses are afforded comprehensive Student Development Services. These services consist of registration, advising, and placement and are offered on an as-needed basis. Off-campus classes are classes taught at locations not owned by the College. The James Building, the Purcell Building, and the F. Diane Honeycutt Center are considered on-campus locations. Students enrolled in off-campus programs may use the on-campus services at any time.

Classes at RCC are usually small. Students are encouraged to ask questions and to participate rather than just sit and listen to a lecture. If a student encounters academic difficulties, tutors are usually available to assist. Because many RCC students work in addition to attending school, a major effort is made to schedule classes during hours convenient to students.

Student opinion is sought and respected. Richmond Community College is one of the few colleges where the students decide how most of the student activity funds are utilized. Students serve on College committees and the SGA President is a nonvoting member of the College's Board of Trustees.

The student activities program at Richmond Community College is sponsored by the Student Government Association (SGA). Members of the SGA provide students social, recreational, and service-oriented activities. The SGA also supports various clubs which students are encouraged to join. A complete listing of the clubs and more information about the SGA can be obtained from the SGA advisor. All students enrolled in curriculum programs are members of the SGA.

## STUDENT ACTIVITIES

Student activities offer every student an opportunity to make new friends and to help the academic community at large. All student activities are assisted and supported by the Student Government Association (SGA).

A number of clubs have been organized with faculty and staff serving as advisors. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, disability, or national origin.

Special activities are sponsored periodically by the SGA for the enjoyment of all RCC students. Students interested in forming new organizations should consult the SGA President for assistance.

## STUDENT GOVERNMENT ASSOCIATION

The SGA was organized and chartered in 1967 and is responsible for governing students, assisting in the execution of institutional policies, and maintaining an appropriate image of RCC in the community. Every student is a member of the SGA, which controls and allocates most of the student activity funds under the guidance of the SGA advisor. SGA officers are elected each May by the student body and serve during the next academic year. The SGA president is an ex officio (nonvoting) member of the RCC Board of Trustees. The SGA Legislative Council is composed of two representatives from each curriculum. These representatives must be elected by September 30.

## STUDENT ORGANIZATIONS

The African-American Club was organized in 1973. The purpose of the club is to improve race relations and to create greater awareness of Afro-American heritage. Membership is open to all RCC students.

The Criminal Justice Club is designed for students in the Criminal Justice curriculum who are interested in professionalism in related careers.

The Human Services Club is open to students enrolled in the Human Services curriculum.

The Native American Club was organized in the fall of 1986. The purpose of the club is to create a greater awareness of American Indian culture, emphasize American Indian heritage and stress the need and importance of education. Membership is open to all RCC students.

The Student Nurses Association is open to students enrolled in the Associate Degree Nursing curriculum.

The Phi Theta Kappa Honor Society is open to all students who meet the academic requirements.

The Mechanical Engineering Club is open to all students interested in this field of study.

The RCC Business Students' Association provides a medium for all students registered in any of the Business Administration Division curricula to network with leaders within the community. In addition, the association advocates seminars for personal and professional development.

Campus Crusade for Christ provides regular opportunities to study and discuss the Bible, worship, and pray, all in a group setting, which provides opportunities for fellowship, encouragement, and spiritual development among members. In addition the organization seeks to be a resource to the student body by offering opportunities to discuss spiritual matters and provide materials in the form of outside speakers, videos, books and articles, all for their benefit and consideration.

The Drama Club of RCC is open to all members of the RCC community who are interested in developing their skills in every area of theater production. It will provide an outlet for creative impulses with the goal of building school spirit and campus community.

The Social Diversity Club's purpose is to increase awareness of diversity. This is done by focusing on the characteristics that make each person unique, so that these unique characteristics can be celebrated.

### **AMBASSADORS**

RCC Ambassadors represent the College at different functions and help with recruiting efforts. They receive a \$500 scholarship each semester. To become an ambassador, students must have a 2.5 grade point average and be nominated by a faculty or staff member. Nominees complete an application and are interviewed for final selection.

### **TELEPHONE CALLS**

Only emergency telephone messages will be given to students during classes. Two pay telephones are available for student use. Students may use a designated telephone in the Student Development Office at no cost. There is a three minute limit on calls placed from this telephone. Other official telephones of the College may not be used by students for outgoing calls.

### **CARD PLAYING**

Card playing is not allowed on the RCC campus.

### **FOOD/BEVERAGES**

Food and beverages are permitted only in the Student Center and outside patio areas. Students are expected to help keep the campus clean by using trash and recycling containers located throughout the campus.

### **STUDENT HEALTH**

Any faculty or professional staff member may recommend a student be referred for professional evaluation of physical and/or mental health. Physical health is defined as being free of communicable disease, being able to perform motor skills required in the curriculum the student has chosen, and having no limitations to participate fully in all required learning activities without directly or indirectly endangering the safety of self and/or others. Mental health is defined as being able to function in all learning environments using appropriate defense mechanisms to deal with stressful situations without directly or indirectly endangering the safety of self and/or others.

The recommendation of the faculty or professional staff should be made to the Vice President for Student Development. The recommendation must be accompanied by documentation to show that the behavior may adversely affect the student's continuation in a program of study or may preclude employment upon completion of the program of study.

If the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, finds that such evaluation is warranted, the student will be required to seek evaluation and treatment as recommended or be subject to dismissal from the College. The Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, will decide if the student may continue to participate in class and other learning experiences during evaluation and treatment.

Upon recommendation of the medical and/or mental health professional in charge of the student's case, the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student

is enrolled, may readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the institution whose decision is final.

### **COMMUNICABLE DISEASES**

1. RCC has established a Student Health Committee to provide educational information concerning issues related to student health and communicable diseases (C.D.).
2. Educational programs about health and C.D. will be available to all RCC students and employees.
3. No person with a communicable disease will be denied admission to RCC on that factor alone. The College will analyze and respond to each case as required by its own particular facts. Persons with C.D. who represent no threat for C.D. transmission in the classroom, lab, or clinic should be provided an education in the usual manner.
4. Students will be encouraged to inform the Vice President for Student Development and appropriate Department Chairman if they have a C.D. and/or positive C.D. test. Strict confidentiality will be maintained on any information and will only be used by the College to provide education and protection of other students, faculty, and staff.
5. When there is concern for the health of others, the Student Health Policy shall be invoked.

## **THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION**

### **Preamble:**

We, the students at Richmond Community College, in order to establish justice, maintain high standards of conduct, protect the good names and liberties of all, and to promote unity among the community, faculty, and ourselves, do hereby establish this Constitution. From this day forward, we shall uphold this Constitution by use of the Student Government Association of Richmond Community College.

### **ARTICLE I**

#### **Membership:**

The Student Government Association shall be composed of all registered students of Richmond Community College. Any student attending classes at Richmond Community College shall be a part of the Richmond Community College Student Government Association.

### **ARTICLE II**

#### **Elections and Procedures:**

Any curriculum student registered at Richmond Community College shall be entitled to vote in any student body election. The Elections Committee shall have sole power to administer rules, verify all candidates' eligibility, and supervise all campus elections.

The annual Student Government elections shall be in May. At this time, all officers of the Executive Council shall be elected. Eligible students may become candidates for an office by submitting in writing a letter of intent with the SGA advisor. Prior to the nominee being accepted as a candidate, the Elections Committee shall obtain, from the director of Student Development, certification of academic eligibility.

Nominations shall be posted, on the student bulletin board, at least one week prior to the election. A polling place, time, and date shall be posted for each election. Voting will be by secret ballot. The Elections Committee will be custodians of the ballot box. The Elections Committee will hold an alphabetical list of all eligible voters and may explain only the rules of the election.

The Election Committee will count the ballots. Each candidate may have one representative present at the ballot count. The candidate receiving the simple majority of votes is declared the winner. In the event of a tie, the Elections Committee shall conduct another election for that office. Newly elected officers shall take office at the opening of the next semester following the election.

### ARTICLE III

#### Qualifications of Officers:

In order for a student to hold the office of Student Government President, he/she must be a second semester student enrolled at least 3/4 time in a two-year curriculum.

All other officers must be second semester students enrolled at least halftime in two-year curricula.

All officers must maintain at least a 2.5 GPA and be approved by the Elections Committee.

### ARTICLE IV

#### Officers and Duties:

The board of officers of the Student Government Association shall be comprised of the President, Day Vice President, Evening Vice President, Secretary, Treasurer, and Public Information Officer. The duties of all officers shall be to promote cooperation and unity among each other and the greater Richmond Community College student body, participate in all day and evening registration activities, ensure that the student body is represented professionally, aid in creation and performance of committees for elections and SGA sponsored activities.

#### Duties:

##### Section I. SGA President:

1. Preside over all meetings of officers and Legislative Council.
2. Nominate committees necessary to SGA.
3. Appoint chairpersons to all SGA committees.
4. Promote cooperation among officers, Legislative Council, and student body.
5. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
6. Participate in assigned day and evening registration activities.
7. Participate in assigned graduation activities (ex., rehearsal dinner, ushering).
8. Attend Board of Trustees meetings. Take notes and share pertinent information with other officers.
9. Represent the SGA by participating in activities as requested by the President or other administrators at Richmond Community College.
10. Plan and organize events for student participation.
11. Attend and participate in all SGA sponsored functions. (ex., community and school projects, and recreational activities.)
12. Attend weekly meetings of the SGA Executive Council.
13. Assist the Secretary in organizing, planning, and publishing the SGA newsletter.
14. Other duties as deemed necessary by the SGA Advisor.

##### Section II. SGA Vice-President (DAY)

1. Preside over all meetings of officers and Legislative Council in the absence of the president.
2. Assist the president in nominating committees necessary to SGA.
3. Assist in planning or organizing events for student body participation.
4. Attend and participate in all SGA sponsored functions. (ex., school and community projects and recreational activities.)
5. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
6. Attend weekly meetings of the SGA Executive Council.
7. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
8. Assist the Secretary in organizing, planning, and publishing the SGA newsletter.
9. Other duties as deemed necessary by the SGA Advisor.

##### Section III. Vice-President (EVENING)

1. Work closely with the evening counselor disseminating information to evening students.
2. Promote cooperation among officers, Legislative Council and students.
3. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
4. Attend and participate in all evening SGA sponsored functions.
5. Participate in all evening registration activities.
6. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
7. Assist in planning and organizing events for student body participation.
8. Assist the secretary in organizing, planning, and publishing the SGA newsletter.
9. Attend and participate in all graduation and rehearsal activities.
10. Attend weekly meetings of the SGA Executive Council.
11. Other duties as deemed necessary by the SGA Advisor.

##### Section IV. Secretary

1. Preside over News Committee.
2. Organize, plan and publish a monthly news bulletin.
3. Keep accurately typed minutes and records of all SGA meetings.
4. Work with the treasurer in maintaining accurate records regarding SGA sales.
5. Attend and participate in all registrations.
6. Attend and participate in all SGA sponsored functions.
7. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
8. Promote cooperation among officers, Legislative Council, and students.
9. Assist in planning and organizing events for student body participation.
10. Attend and participate in all graduation activities as assigned by SGA advisor.
11. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
12. Attend weekly meetings of the SGA Executive Council.
13. Other duties as deemed necessary by the SGA Advisor.

##### Section V. Treasurer

1. Oversee the annual SGA budget.
2. Write purchase orders for items needed for any SGA sponsored activity.
3. Promote cooperation among officers, Legislative Council, and students.
4. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.

5. Assist the secretary in producing a monthly newsletter.
6. Coordinate with other clubs to develop an SGA calendar.
7. Participate in all assigned day and evening registration activities.
8. Attend and participate in all SGA sponsored functions. (ex., school and community projects and recreational activities.)
9. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
10. Participate in all assigned day and evening registration activities.
11. Assist in planning and organizing events for student body participation.
12. Participate in assigned graduation activities. (ex., rehearsal dinner, ushering).
13. Attend weekly meetings of the SGA Executive Council.
14. Other duties as deemed necessary by the SGA Advisor.

#### Section VI. Public Information Officer

1. Work directly with the SGA secretary in the production of the SGA newsletter.
2. Assist the different committees in the publication of information needed for an SGA event.
3. Work closely with the college's Director of Public Information in relating pertinent information to the student body.
4. Assist the president as a liaison officer to the different clubs on campus.
5. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
6. Promote cooperation among faculty, officers, and the student body.
7. Attend all SGA sponsored functions and activities.
8. Assist in the planning and organization of quarterly events for the students.
9. Represent the SGA by participating in activities as requested by the college president or his/her representative.
10. Participate in all registration activities.
11. Other duties as deemed necessary by the SGA Advisor.

#### Section VII. Parliamentarian

1. Ensure order, speed, and efficiency in all Executive and Legislative Council meetings by insuring that parliamentary procedure is followed in every meeting.
2. Preserve the spirit of harmony and protect the rights of the Executive and Legislative Councils.
3. Make sure the will of the majority is carried out and that the rights of the minority are preserved.
4. Attend all weekly meetings of both the SGA Executive and Legislative Councils.
5. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
6. Assist in planning or organizing events for student body participation.
7. Attend and participate in all SGA sponsored functions. (ex., school and community projects and recreational activities.)
8. Assist in all registration activities.
9. Maintain a minimum of four office hours a week, and of those four hours, at least one hour must be served in the evening.
10. Other duties as deemed necessary by the SGA Advisor.

#### Section VIII. Delegates

1. Assist all SGA officers in preparing for functions and in an emergency assist with responsibilities of any given officer.
2. Attend all Legislative Council meetings and, when requested, Executive Council meetings.

3. Attend and participate in all SGA sponsored functions. (ex., school and community projects and recreational activities.)
4. Represent the SGA by participating in activities as requested by the President or other administrators of Richmond Community College.
5. Assist in planning and organizing events for student body participation.
6. Serve two office hours per week.
7. Other duties as deemed necessary by the SGA Advisor.

### ARTICLE V

#### Office Vacancies:

In the event any officer's position should become open for any reason, the position shall be offered to the next succeeding officer. In case no officer wishes to accept the vacant position, the Executive Council shall, by 2/3 majority vote, appoint someone to fill the position until the next general election.

### ARTICLE VI

#### Student Legislative Council:

The Student Legislative Council shall consist of the Executive Council and two (2) representatives from each curriculum. Representatives shall be required to attend the meetings of the SGA in order to inform the students within their curricula of any information necessary. Representatives are to assist in the planning of and to participate in SGA sponsored events. If a curriculum fails to elect representatives by the third week of fall semester, the Executive Council will appoint representatives to fill the vacancies. The appointed representatives must be from the curriculum in question.

### ARTICLE VII

#### Meetings:

- Section I. Meetings of the Student Government Association may be called by the President at any time, or by two (2) Executive Council members.
- Section II. A minimum of one meeting must be held per month. All meetings (except Executive Council meetings) shall be open to all members of the student body. These students may participate in any and all discussions before the council, but they may not vote in the Legislative Council. Executive Council meetings are closed sessions with only officers in attendance. Groups wishing to present business before the Legislative Council should present a written notice of their business to the secretary no later than 48 hours preceding the scheduled meeting.
- Section III. In the event a member of the Legislative Council or Executive Council is absent from three (3) consecutive meetings without legitimate reason to council, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V.

### ARTICLE VIII

#### Powers:

The Legislative Council shall have the power to investigate student complaints related to the college or campus and make recommendations; to discuss issues of importance with the faculty or administration in order to express student opinion; to recommend allocation of part of the student activity fees for events for student participation; to replace by a 2/3 majority vote an officer, chairperson, or representative who does not fulfill the duties of his/her office, or acts in a manner unfavorable to the SGA or Richmond Community College; to require periodic reports from all

organizations receiving funds from SGA funds and to make their rules necessary and proper for the general welfare of the student body.

### ARTICLE IX

#### Impeachment:

- Section I. Any officer of the SGA may be removed from office by a 2/3 majority vote of the Executive Council following impeachment proceedings.
- Section II. Grounds for impeachment shall be, but not limited to, any demeanor unbecoming a student of this college; malfeasance of office, duty, and responsibility; or failure to comply with any part of this Constitution.
- Section III. The Executive Council, by 2/3 vote, may initiate impeachment proceedings by filing a written grievance with the Disciplinary Committee. Once the grievance is filed, the SGA advisor will hold a hearing of the Executive Council. After all arguments are heard, the Council will vote.
- Section IV. Appeals may be made to the college president. The college president's ruling is final.
- Section V. No one may be tried for impeachment twice for the same charge.

### ARTICLE X

#### Amendments:

- Section I. Amendments to this Constitution may be proposed by a 2/3 vote of the Legislative Council
- Section II. The text of the proposed amendment shall be published and circulated among the members of the SGA at least one week prior to the election in which the proposed amendment is to be considered.
- Section III. An amendment shall become part of this Constitution immediately upon receiving an affirmative vote of 2/3 of the voters voting on the issue in an all campus general election.

### ARTICLE XI

#### Ratification:

We, the Executive Council of the Student Government Association, in order to eliminate unnecessary wording and to bring our Constitution on-line with that of the North Carolina Council of Community College's Student Government Associations, do hereby submit for review and ratification this copy of the Student Government Association Constitution. On the days of November 9th and 10th, 1997, this Constitution was ratified by the student body of Richmond Community College.

### ARTICLE XII

#### Amendments:

- Section I. If an SGA officer fails to perform his/her mandatory four (4) office hours per week without legitimate written notice provided one week in advance to the SGA Advisor, SGA President, and Executive Council three times throughout the curriculum year he/she is currently serving his/her term of office, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V. \*Events and SGA meetings (of any nature) cannot be credited towards office hours.
- Section II. If an SGA Officer fails to attend an Executive Council meeting without prior legitimate notice or presenting a legitimate reason to Executive Council (and the officer must provide proof) three times in the curriculum

year the officer is serving his/her term of office, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V. \*Legitimacy of reason will be determined by the Executive Council.

- Section III. If an SGA Delegate fails to perform his/her mandatory two (2) office hours per week without legitimate written notice provided one week in advance to the SGA Advisor, SGA President, and Executive Council three times throughout the curriculum year he/she is currently serving his/her term of office, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V. \*Events and SGA meetings (of any nature) cannot be credited towards office hours.

### STUDENT PARTICIPATION IN RCC'S PLANNING PROCESS AND DECISION MAKING

Students are involved in the planning process at RCC in many ways.

1. The president of the Student Government Association is an ex officio member of the college's Board of Trustees, which approves all planning procedures and processes.
2. Students evaluate faculty performance regularly. These evaluations are used as a part of the planning process.
3. Students serve on most formal campus committees, which give input to the planning process.
4. The Student Government Association regularly makes suggestions to the administration regarding ways to improve the quality of student life. These suggestions are used in planning.
5. Students are surveyed annually regarding their level of satisfaction with college services. The results of these surveys are used in the planning process.