

**Executive Guidelines**  
**Piedmont Virginia Community College**  
**Student Government Association**

**ARTICLE I: PURPOSE**

The Student Government Association (hereafter referred to as SGA) engages students in the planning and implementing of educational and social events for the campus community. It functions as the student-led programming branch of the Office of Student Life, funded by student activities fees as determined by the Vice President for Student Affairs. SGA offers a variety of programs that promote academic, social, and vocational growth, fostering a more cohesive campus community and a stronger sense of belonging.

Goals:

1. Provide educational and social programming for the PVCC campus community that promotes inclusion, diversity, equity, and accessibility.
2. Collaborate with the college's registered student organizations to provide diverse educational and social programs.
3. Recruit and retain members who are committed to supporting the college's mission, vision, values, and goals.

**ARTICLE III: ADVISING & SPONSORSHIP**

The Coordinator of Student Life and Campus Engagement and the SGA Advisor offer guidance on governance, leadership, and program planning. They help interpret school policies and procedures and assist student leaders in developing strategic plans and goals. Additionally, they facilitate communication between students and the administration and support student leaders in implementing sponsored activities.

**ARTICLE IV: MEMBERSHIP**

SGA membership is open to all PVCC students in good standing. Membership is made up of executive board members, student council members, and volunteers.

PVCC does not discriminate based on age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor.

Section 1: Definition of Student Council Members

- A. Student Council membership is determined through an application process conducted in the fall and spring each year. Membership lasts for one academic year, unless otherwise decided by SGA or its advisors.

Section 2: Expectations of Student Council Members:

- A. Attend monthly council meetings.
- B. Participate in council retreats.
- C. Assist with community engagement activities and major events.
- D. Complete assigned tasks from SGA executive board members or advisors.
- E. Participate in designated SGA events.
- F. Adhere to college policies and the student code conduct as well as state and local laws.

Section 3: Removal & Replacement of Student Council Members

- A. Student Council members may be removed by a 2/3 vote of the executive board or by the advisors in conjunction with the executive board. Grounds for removal may include, but are not limited to:
  - a. Lack of participation in SGA events, including meetings and retreats.
  - b. Poor communication with executive board members or advisors.
  - c. Failure to fulfill member contract or complete tasks as assigned by executive board members or advisors.
  - d. Violation of the student code of conduct, college policies, or state or local laws.

Section 4: Application and Replacement of Student Council Members

- A. Council members are encouraged to reapply for SGA membership each year, but placement is not guaranteed. Members may voluntarily leave the SGA at any time and are asked to submit a letter of resignation if they choose to do so. Upon departure, whether voluntary or by dismissal, all SGA property must be returned.
- B. Council members will be replaced during the annual recruitment and application period unless otherwise decided by the executive board and advisors.

**ARTICLE V: EXECUTIVE BOARD**

Section 1: Definition and Scope of the Executive Board

- A. The executive board is comprised of SGA's officers and provides leadership to the organization with the assistance of SGA's advisors.

Section 2: The Executive Board positions and duties:

- A. President/Executive Director
  - a. Provide overall direction for SGA
  - b. Schedule and lead bi-weekly weekly executive board meetings.
  - c. Schedule and lead monthly student council meetings.
  - d. Plan and coordinate executive board and student council retreats.
  - e. Represent SGA as needed on various college committees.
  - f. Assist advisor with student council member and executive board evaluations and other SGA-related personnel issues.
  - g. Coordinate annual membership recruitment efforts in conjunction with the Director of Marketing and Communications.
  - h. Develop support and recognition efforts for student council members.
  - i. Maintain communication with student council members through e-mail updates.

- B. Vice President/Director of Major Events
  - a. Plan and implement SGA's college-wide events (e.g., Spring Carnival).
  - b. Serve in the place of the Executive Director/President when needed.
  - c. Complete one collateral assignment to be determined by the Executive Director and the advisors (see collateral assignments Article V, Section 4).
  - d. Other duties as assigned by Executive Director/President.
- C. Vice President/Director of Community Engagement
  - a. Plan and implement SGA's community engagement events (e.g., college-wide service project).
  - b. Serve in the place of the Vice President/Director of Major Events when needed.
  - c. Complete one collateral assignment to be determined by the Executive Director and the advisors (see collateral assignments Article V, Section 4).
  - d. Other duties as assigned by Executive Director/President.
- D. Vice President/Director of Finance
  - a. Manage the SGA budget, ensuring accurate record-keeping, compliance with college policies, and transparency.
  - b. Chair the SGA budget committee. Evaluate funding requests and recommend allocations that benefit the student body.
  - c. Prepare and distribute monthly financial reports to advisors, executive officers, council members, and other stakeholders.
  - d. Complete one collateral assignment to be determined by the Executive Director and the advisors (see collateral assignments Article V, Section 4)
  - e. Other duties as assigned by Executive Director/President
- E. Vice President/Director of Marketing & Communications
  - a. Oversee SGA's marketing and communication efforts, which include managing social media, web design, information tables, and non-traditional advertising methods.
  - b. Coordinate design of SGA promotional materials with the Coordinator of Student Life and Director of Marketing & Media Relations.
  - c. Collaborate with the Director of Major Events and the Director of Community Engagement to develop and produce promotional materials for SGA events.
  - d. Ensure SGA events are on all college calendars.
  - e. Complete one collateral assignment to be determined by the Executive Director and the advisors (see collateral assignments Article V, Section 4).
  - f. Other duties as assigned by Executive Director/President.

### Section 3: Expectations of all Executive Board Members

- A. Attend bi-weekly executive board and monthly student council meetings.
- B. Attend executive board and student council body retreats.
- C. May assign and supervise student council members as chairs or committee members as needed to support SGA functions.
- D. Make and maintain space and equipment reservations for the events they oversee.

#### Section 4: Collateral Assignments

Some functions of SGA administration are not directly assigned to an executive board member but are essential. The job functions in this section will be assigned to an executive board member or student council member by the Executive Director, with consultation from the advisors, at the start of the academic year (or as the task becomes vacated). Examples include:

- A. Maintain minutes and attendance records for all executive board and student council member meetings
- B. Maintain inventory and usage log of SGA items in storage room.
- C. Conduct SGA interest polls, event assessment and evaluation process.

#### Section 5: Executive Board Member Requirements

- A. SGA Executive Board members must meet the following requirements:
- B. Maintain a minimum 2.5 cumulative grade point average
- C. Remain in good standing with the college.

#### Section 6: Executive Board Member Selection Process

- A. Selection of the Executive Director
  - a. The current executive director selects the incoming executive director in collaboration with the advisors.
  - b. The application process should occur in late January and consist of:
    - i. A marketing campaign to advertise the position
    - ii. An online application
    - iii. A grade and conduct check
  - c. The selection process should occur in early February and consist of:
    - i. A review of applications, grade, and conduct eligibility.
    - ii. Interviews with the current Executive Director and the advisors.
    - iii. An assessment of qualifications and ability to lead/oversee SGA.
- B. Selection of the Directors
  - a. The incoming Executive Director collaborates with the advisors and current Executive Director to select the Directors.
  - b. The application process should occur in late February and consist of:
    - i. A marketing campaign to advertise the position.
    - ii. An online application.
    - iii. A grade and conduct check.
  - c. The selection process should occur in early March and consist of:
    - d. A review of applications, grade, and conduct eligibility
    - e. Interviews with the incoming Executive Director, the current Executive Director, and the advisors.
    - f. An assessment of qualifications and ability to excel in the desired role.