

SGA Officer Qualifications

(Cited from SGA Constitution and Bylaws, Adopted January 15, 2019)

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.