STUDENT HANDBOOK
COLLEGE OF THE ALBEMARLE
1985-86

FOREWORD

This Handbook has been prepared with YOU, the student, in mind. As you will see, a variety of information including many of the policies and regulations affecting students, has been included. As a student, it is important that you know the proper procedures to follow in registering for classes, in officially dropping and adding classes, and in officially withdrawing from school, if necessary. It is also important that you know your program advisor, members of the Student Development staff and other officials who can either help you or refer you to the appropriate person, department or office for assistance with specific problems.

In order that you might achieve your educational goal within a reasonable period of time, it is our hope that you will avail yourself of each opportunity to broaden your views by taking full advantage of the facilities and training available to you. If you have not done so already, set a goal for yourself and then work toward it. Get to know the leaders of the Student Senate and the student clubs. Accept the challenges ahead of you with courage and determination. Become an integral part of each of your classes and COA by asking questions and by participating in extra-curricular activities.

Even though this HANDBOOK will answer most of your questions regarding class attendance, our grading system, student records, academic probation and suspension, financial aid, special services available to students, etc., you are still reminded and encouraged to stop by a counselor's office whenever you have a question or a problem with which you need assistance. Please keep this book with you and use it often since you are responsible for knowing and observing all regulations contained herein.

EQUAL OPPORTUNITY POLICY

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion or handicap with regard to its students, employees, or applicants for admission or employment.

Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

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Art Club	Ben Hill
BEACON	Mark Helms
Biology Club	Jerry Leete
C.O.A Chorale	Leland Chou
C.O.A. "Pops" Band	Ray Scaffa
Copad (Computer Programming) Club	Dave Hodges
Cosmetology Club	Faye Hoffman
Foreign Arts Club	Barbara Riccardo
Minorities in Unity	Floyd Horton
OLD SALT	Robert Stepheus
Phi Beta Lambda	Marvenia White
Phi Theta Kappa	George McKecuen
PNE	Chosen by Club in September
Satyrs	Lucy Vaughan
Special Services Club	Loyce Susco
United in Fellowship	Linza Weaver

Students are encouraged to involve themselves in student activities and to join student clubs and/or organizations. If you have questions regarding clubs, seek out the advisor listed above or a Student Development counselor.

If you are interested in investigating the possibility of forming a new club or organization, see the Director of Student Activities in the Student Center (Room A149).

FACULTY OFFICES

Bobby Adams	A217
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EXAMPLE GRADE POINT AVERAGE (G.P.A.) COMPUTATION

John Doe attended C.O.A. last Fall Quarter. He enrolled in five classes, and his final grades were as follows: English 101, "C"; Biology 101, "C"; Math 121, "F"; History 101, "D"; Physical Education 104, "A". As explained on page 25 of the college catalog, an A = 4 quality points, B = 3, C = 2, D = 1, and F = 0. John's grade point average (G.P.A.) is computed in the following manner:

COURSE	GRADE	QUARTER HOURS		QUALITY POINTS		TOTALS
ENG 101	C	3	x	2	=	6
BIO 101	C	4	x	2	=	8
MAT 121	F	3	x	0	=	0
HIS 101	D	3	x	1	=	3
PED 104	A	1	x	4	=	4
		14 Hours				21

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                 1.5   = GRADE POINT AVERAGE (G.P.A.)
Divide:    14  21.00
               14
               ---
               70
               70
               ---
                0
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The 1.5 G.P.A. is equivalent to a "D" average at College of The Albemarle. However, one should note that a 2.0 or "C" is <u>required</u> (1) to graduate from COA, and (2) to transfer to a senior institution. In addition, it must be understood that earning final grades of "D" and "F" on courses with other grades of "C" will eventually result in a student being placed on Academic Alert, Conditional Status, and/or suspended. See "Policy for Encouraging Academic Progress" on page 26 of the College Catalog for further explanation.

EMERGENCY PROCEDURES

1. Emergency cases occuring during regular day classes should be handled in the following manner:

   A. Notify the Student Development Office at once (335-0821, Ext. Ext. 218).
   This office will send a representative to the scene of the emergency to determine the appropriate action to be taken.
   B. If necessary, the Student Development representative will notify the Elizabeth City-Pasquotank County Rescue Squad (338-6764).
   C. The Student Development representative will accompany the student to the hospital if hospitalization or further medical attention is necessary.
   D. The Student Development representative accompanying the student will notify the Student Development Office as to the nature, seriousness, diagnosis, and prognosis of the illness or injury in order that the parent, guardian, or spouse of the individual may be notified.
   E. Spectators should not render help unless qualified or under the supervision of qualified medical personnel. The ill or injured person should not be moved unless absolutely necessary.
   F. Try to keep the ill or injured party dry and warm. All objects should be moved that may cause further injury.

II. Emergencies occuring in on-campus evening classes (Adult Education classes included) should be handled in the same manner as that of the regular day classes, with the following exceptions:

A. The Evening Director will be notified instead of the Student Development Office.
B. The Evening Director will submit a written report describing the incident and how it was handled. This report will be sent to the Dean of Student Development the day following the incident.

III. Emergencies occuring in off-campus classes under the direction of the Adult Education Division will follow a procedure to be determined by the director of that division.

TRAFFIC AND PARKING REGULATIONS

General Statutes 115D-21 makes all the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon applicable to the streets, roads, alleys, and driveways on the campus of College of The Albemarle. It also empowers the trustees to make local rules and regulations not in conflict with state law.

A. Purpose: To provide for orderly and safe traffic and parking for all who study, work and visit on the campus of College of The Albemarle.

B. Personal Responsibility: It is the responsibility of all who enter upon the campus to observe the traffic and parking regulations.

C. Speed Limits: The speed limit on all roadways is 20 m.p.h., except the speed limit on roadways within parking lots is 10 m.p.h.

D. Parking: Parking is permitted only in college parking lots within marked spaces and in other areas which may be designated on a temporary basis by the President as space requirements may dictate. Faculty and staff may not park in spaces designated for students and visitors. Students and visitors may not park in spaces designated for faculty and staff. Only handicapped persons may park in spaces designated for the handicapped. Special reserve parking spaces may be designated by the President for special events. No one other than authorized persons may park in spaces designated "Reserve." Use of Albemarle Hospital parking while visiting, working, studying, or doing business at College of The Albemarle is prohibited.

E. Vehicle Identification: Students will receive a parking decal at the time of payment of tuition at the Business Office. At other times, decals will be available from the receptionist desk in Building A. One decal should be obtained for each vehicle to be driven onto the campus. Handicapped persons are required to register their vehicles with the Dean of Student Development and to display the necessary parking permit. Parking decals and permits must be placed on the rear bumper of the vehicle.

Towing and Fines

Vehicles found in violation of the above regulations will be towed at the owner's expense or citations will be issued with fines imposed as follows:

A. Parking in roads, alleys, driveways, on sidewalks or grass, in loading zones and/or service areas, or in fire lanes - TOWED AWAY.

B. Parking in an unauthorized area - TOWED AWAY.

C. Parking in such a manner that two parking spaces are utilized for one vehicle - TOWED AWAY.

D. Parking in Albemarle Hospital parking spaces for purposes related to the college - $5.00.

E. Exceeding posted speed limit - $5.00.

F. Traveling opposite direction on one-way roadway - $5.00.

Fines are payable to the college cashier in Building A. If fines are not paid within seven (7) academic days after issuance of a citation, student's records will be encumbered, transcripts will not be released, and graduation will not be allowed until fines are paid. If records are encumbered, an additional fee of $5.00 will be assessed for failure to adhere to regulations.

Violations and Adjudication

If one receives a parking citation and feels that the citation was issued in error, he or she may appeal to the Dean of Student Development within 48 hours. If the Dean of Student Development determines an error has been made, the citation will be voided. If the Dean determines no error has been made, the person receiving the citation may appeal to the President of the college within 24 hours. The President's decision is final.

BULLETIN BOARDS

Following are regulations governing the use of all College bulletin boards:

(1) All notices, posters, etc. to be posted must bear the initials of either the Dean of Student Development, one of the Counselors, or the Evening Director. The "date posted" and "date to be removed" should be included on each notice by any of the three officials approving the notice.

(2) No posters, official notices, or announcements of any nature are to be allowed or displayed anywhere on the College campus other than on bulletin boards unless authorized by the Dean of Student Development.

(3) It is the duty of all students to read the announcements on the bulletin boards for information as they will be responsible for any announcements that are posted.

FOR FURTHER INFORMATION

For information on the following items of interest to students at College of The Albemarle, please refer to the College Catalog page listed below:

CONSTITUTION
of the
STUDENT SENATE

Preamble

We, the students of College of The Albemarle, with full understanding of the vast responsibility we have acquired, do hereby acknowledge the following constitution as the basis for the fulfillment of our duties and obligations as representatives of the student body of College of The Albemarle. It is with a single purpose, to contribute to the well-being of this institution, that we present this constitution.

Article I - Name

Student representatives elected by fellow students who are enrolled at the College of The Albemarle and have paid the student activity fee, shall constitute a student governing body known as the Student Senate.

Article II - Membership

The Student Senate shall be composed of the following: eight (8) Executive Council Officers, one (1) Executive Senator, a Senator from each club or organization recognized or chartered by the Student Senate, eight (8) Freshman Class Senators (comprised of the three (3) Freshman Class Officers and five (5) Freshman Class Senators appointed by the Freshman Class Officers pending a 2/3 majority vote by the Student Senate.)

The Student Senate does not discriminate on the basis of race, sex, color, national origin, religion, or handicap with regard to its purpose, membership, or activities.

Article III - Purpose

The purpose of the Student Senate of the College shall be to promote good citizenship throughout the College and to plan and initiate with the advice and consent of the Dean of Student Development or his/her designee the activities sponsored by the Student Senate. It shall be the purpose of this organization, also, to stimulate interest in college life both on the campus and in the community.

Article IV - Membership Qualifications of the Student Senate

Section 1. Qualifications for all Executive Council Officers

In order for students to hold office in the Student Senate, they must have attained a 2.0 overall grade point average and be a full-time student when nominated, and must maintain it during their tenure. They must have earned 42 hours credit by the beginning of fall quarter of the academic year for which they are elected, with the exception of the Freshman Class President, who must abide by the Freshman Class Officer requirements. An officer in the Student Senate may not hold the office of president of any club or the editorship of any College publication. Any specific qualifications for each office will be listed in Article VI; Sections 2 and 3.

Section 2. Qualifications for Freshman Class Officers and Senators

Freshman Senators and class officers must be full-time students after their first quarter and have a 2.0 overall GPA after their second quarter and must maintain that average during their terms in office.

Section 3. Qualifications for Club Senators

Each Club Senator who is a returning student must have a minimum 2.0 GPA and be a full-time student at the time of election and must maintain that GPA and status during his/her tenure. Club Senators who are freshmen must have and maintain a 2.0 overall GPA after their second quarter and must maintain full-time status during their appointment.

Article V - Meetings

Meetings of the Student Senate may be called by the President at any time or upon request of the student body or by two-thirds of the senators. The number of meetings is not hereby specified; however, they shall be scheduled on Mondays at 10:00 a.m., and the President shall specify at the beginning of each term the exact time, place, and date of regularly scheduled meetings. The Student Senate meetings shall be open to all students. Those members of the student body attending Student Senate meetings as guests shall be allowed to participate in business discussions but they shall not have the power to vote in the Student Senate. The President shall have the authority to ask guests to leave the room at the time votes are cast. Groups wishing to present business before the Student Senate should present a written notice of their business to the President or Parliamentarian not later than Thursday of the week prior to the meeting they wish to attend. The Parliamentarian will then schedule said business on the agenda for the next meeting.

Article VI - Officers

Section 1. Executive Council

The officers of the Student Senate shall be as follows: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-at-Arms, Parliamentarian and Freshman Class President.

Section 2. General Duties

The general duties of the Executive Council Officers shall be as follows:

A. Expected to attend all Senate Sponsored events. (Article X, Section 4 applies.)

B. Expected to function in an ex-officio capacity in assisting the new Executive Council Officers in May of each year.

C. Expected to exhibit exceptional pride and responsibility to the position that they hold.

D. Any incumbent officer who has served a complete term, as defined in the Constitution of the Student Senate, may not succeed himself or herself in office, but is eligible to hold another Senate office.

Section 3. Specific Duties

The specific duties of the Executive Council Officers shall be as follows:

A. President - It shall be the duty of the President to preside at all Student Senate meetings, and to appoint chairpersons for various committees to insure cooperation between the student body and the Student Senate. The President shall have authority to schedule the exact time, date, and place of all meetings and to cancel meetings. He/she also has authority to grant excused absences to students who are absent from meetings.

B. Vice-President - It shall be the duty of the Vice-President to assume the duties of the President in the absence of the President. He/she will supervise all elections and shall preside over the freshman class until such time as the freshman officers are elected.

C. Secretary - It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He/she shall serve as Recording Secretary and Corresponding Secretary, and he/she should have sufficient typing skills to type forty (40) words per minute. In addition, the Secretary is required to have minutes typed with sufficient copies made for posting on bulletin boards and distribution to administrative officers of the College within four (4) class days following each meeting. The Secretary must have Student Senate minutes approved by the Senate Advisor prior to publication and distribution.

D. Treasurer - It shall be the duty of the Treasurer to keep accurate financial records, and to handle with the assistance of the Senate Advisor all financial affairs concerning the Student Senate. He/she shall also make a quarterly financial report at the second meeting of the new quarter.

E. Historian - It shall be the duty of the Historian to keep an accurate record of the activities of the Student Senate.

F. Sergeant-at-Arms - It shall be the duty of the Sergeant-at-Arms to keep order at all meetings and Senate sponsored events.

G. Parliamentarian - It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Senate meetings. It shall be his/her responsibility to have a workable knowledge of Robert's Rules of Order. He/she shall also be responsible for holding a parliamentary procedure workshop twice yearly.

H. Freshman Class President - It shall be the duty of the Freshman Class President to represent the best interest of the freshman class.

Section 4. Election of Club Senators

The chartered clubs and organizations shall elect their respective club Senator. The Club Advisor shall submit the name to the Senate Advisor by the second full week of classes in the fall quarter.

Article VII - Oath of Office

Before entering upon their duties, all Executive Council members shall at their first meeting in May, take the following oath in unison in the presence of the departing Executive Council members. This does not apply to the Freshman Class President, who will take the oath upon the first Student Senate meeting after the Freshman Class Elections.

"I pledge to every citizen of this College to use all my powers to strengthen and uphold the principles and ideals of student government at College of The Albemarle."

Article VIII - Committees

Section 1. The Chairperson of the standing committees shall be appointed from the elected Student Senators by the President with approval of the Senate. The committe members are appointed by the Chairperson of each committee.

Section 2. Committee Chairpersons and committee members shall be appointed after freshman class elections but no later than by the third week of October.

Section 3. The standing committees and their duties shall be:

A. Election Committee: The Election Committee shall have charge of all Student Senate elections. The Vice-President shall automatically serve as Chairperson of the Election Committee. In the case that the Vice-President wishes to seek another office during the annual Student Senate elections, the President will automatically assume the Chairmanship of the Student Senate elections. It shall be the duty of the Election Committee to prepare voting places and to provide all necessary election materials and personnel to staff the polls. The Election Committee shall also be responsible for the counting of votes, in the presence of the Senate Advisor. Each candidate shall have the privilege of being represented to witness the counting of votes. Further regulations for the conduct of elections may be made by the Election Committee with the advice and consent of the Student Senate. Nominees for office shall not participate on the Election Committee during elections in which nominees are candidates. In the event during the counting of ballots for any election there appears an illegible ballot, it shall be considered void.

B. Calendar/Publicity Committee: This Committee shall be responsible for the preparation and posting of all announcements, posters, etc. for all Senate events onto bulletin boards. In addition, the committee shall be responsible for preparing quarterly calendars showing Senate and other college activities. The Executive Senator shall serve as Chairperson and shall coordinate the functions of this Committee with the College Public Information Officer and/or the Senate Advisor.

C. Executive Committee: The Executive Committee shall consist of the eight(8) Executive Council officers plus an Executive Council Senator. The Executive Council Senator shall be elected by his peers by November 1, from among the members of the Student Senate, excluding the Executive Council. He/she will serve as Chairperson of the Publicity and Calendar Committee. The Executive Council Senator shall not have voting power in the Executive Committee

meetings. The duties of the Executive Committee shall be: (1) to establish the agenda of all Senate meetings and (2) to serve as the steering committee of the Senate especially in matters relating to policy and financial affairs.

Article IX - Temporary Appointments

Chairpersons of various temporary committees necessary for only a short period of time shall be appointed by the President of the Student Senate, subject to Senate approval. Chairpersons of temporary committees shall appoint the members of their committee from among the student body.

Article X - Elections

Section 1. Annual Student Senate Elections

The annual Student Senate elections shall be held no later than the second week of April or the first week after the Easter holiday. Individuals who meet the eligibility requirements set forth under Article IV, Section 1. may become candidates for office by the following methods:

A. By self nomination in writing to the Vice-President of the Student Senate.

B. By nomination from the floor during a Student Senate meeting.

C. Any Executive Council office left vacant after April elections shall be filled by elections among the Student Senators. Candidates for office may be either of the following:

   1. Any qualified Student Senator.

   2. Any qualified candidate who ran in the April elections but did not receive a majority vote.

The records of candidates for office shall be reviewed by the Senate Advisor prior to the nominee being accepted as a candidate for office. The incoming Student Senate officers shall take office no later than the second Student Senate meeting in May of each year.

Section 2. Procedures of Elections

A. There shall be one (1) college convocation at which time each candidate should present a campaign speech stating his/her objectives. The length of the convocation shall be limited to a total of fifty (50) minutes and each nominee shall receive a total of three (3) minutes.

B. Nominations shall be posted on the student bulletin boards at least one (1) week prior to the date of election.

C. For each election, a polling place, the time, and the date shall be agreed upon by the Student Senate and shall be announced not later than one (1) week prior to the date of election. Voting shall be done on two (2) consecutive days for both the Student Senate and Freshman Class Elections.

D. The Election Committee shall hold at the polls an alphabetical list of eligible voters who have paid the student activity fee for the spring quarter. The name of each voter shall be checked as he/she receives their ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered.

E. No one shall assist or advise the voter in completing the ballot except the election managers, who may explain only the rules of the election.

F. A locked ballot box shall be used for all secret ballot elections. The Senate Advisor shall be the custodian of the keys to the ballot box.

G. A typed ballot shall be used. For each office, the candidates name shall be listed alphabetically with a box drawn on the left margin beside each name. Voters may check one (1) box for each office. A partially completed ballot is permissible. Any ballot which is illegible or has foreign marks on it shall be considered void. Each ballot shall, at the top of the ballot, list sentences 3, 4 and 5 of this subsection.

H. All ballots shall be counted by the Election Committee in the presence of the Advisor.

I. The candidate receiving a majority (50 + %) of all the votes shall be named the winner of the election. In the event that no candidate received that majority, a run-off election between the two candidates receiving the most number of votes may be called by either of these two candidates, such election to be held within one (1) week.

J. All ballots shall be kept by the Advisor for a minimum of two (2) weeks. In the event that any candidate wishes to contest an election, he/she shall make such request to the Elections Committee. The decision of the Elections Committee may be appealed to the Student Affairs Committee of the College, with final appeal to the College President.

Section 3. Procedure of Replacement

A. In the event the President, after being elected, cannot serve his/her term, the Vice-President shall become the President and another Vice-President who has been an elected Senator, shall be elected by the Student Senate.

B. Any other vacancy created in the Executive Council shall be filled by the Senate's electing from among themselves one to occupy the position or the Senate may elect one who was nominated during the spring elections but did not receive a majority vote.

C. Procedure for replacement of the Executive Council Senator shall be as set forth by Article VIII, Section 3(c).

D. The President of the Executive Council shall appoint a nominating committee who shall submit nominations from among the freshman class to be elected by the Student Senate.

E. The freshman class officers shall fill any vacancy created in the freshman class senators in accordance with Article II and IV, Section 2.

Section 4. Class Elections

A. The Officers of the Student Senate shall be considered the officers of the sophomore class and shall be invested with the powers to perform the duties normally applied to the officers of the sophomore class. The officers of the freshman class shall consist of a President, Vice-President, and a Secretary-Treasurer. The class officers and five freshman Senators shall represent their class in the Student Senate and shall conduct the meetings and direct the activities pertaining to the freshman class. Nominations will be the third week of September and campaign and campaign speeches will be made the following week. Elections will take place the first week of October, and the officers will be elected by the entire student body.

Article XI - Student Senate

Section 1. Voting Powers

The Student Senate shall consist of those persons covered under Article II. Only those members listed under Article II shall have the power to vote.

Section 2. Meetings

A. A quorum shall consist of a majority of the Student Senate membership.

B. All Student Senate meetings shall be conducted according to parliamentary procedure as outlined in Robert's Rules of Order.

Section 3. Powers

All legislative powers and duties shall be vested in the Student Senate. The Student Senate shall have the following powers:

A. Recommend a student activity fee to the administrative officers of the College.

B. Appropriation and confiscation of funds for/from:

1. student publications

2. all other agencies of the Student Senate including chartered and unchartered clubs and organizations

3. all extra-curricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the student activity fund.

C. Approval or rejection of all appointments made by the President of the Student Senate by a majority vote.

D. Make all laws governing the conduct of all student elections.

E. Impeachment and removal from office of any elected student official who has the right of appeal to the Student Affairs Committee of the College.

F. Replacement of any appointed officer, or committee, or staff member who does not fulfill the duties of their office. Each office, committee, or staff member has the right of appeal to the Student Affairs Committee of the College.

G. Require reports, financial and otherwise, from all chartered and unchartered clubs and organizations, one per quarter, with the following stipulations:

To be submitted by the last day of classes of each quarter.

Clubs and organizations failing to submit their financial reports on the date due will be sent only one (1) delinquent notice by the Dean of Student Development and will be given five (5) working days to submit said reports. If a club or organization fails to submit the report within five (5) days, the Dean of Student Development will notify the Student Senate who will have the authority to fine the club or organization up to 10% of their present budget per month for each said reports are delinquent. All monies collected in fines shall revert to the Student Activity Fund.

H. Make all laws necessary and proper to promote the general welfare of the student body consistent with State Statutes, Board of Trustees policy, and College policy.

I. Grant/revoke charters to clubs and organizations.

J. Review new and existing chartered and uuchartered clubs and organizations constitutions and by-laws with full authority to require changes and amendments to said constitutions and by-laws.

K. The Student Senate is charged with the responsibility of reviewing activities of each club or organization periodically. This evaluation shall be made in terms of the organization's stated objectives and fiscal responsibility. If a club or organization is not meeting its objectives, not adhering to sound fiscal procedures and/or not cooperating with other College organizations and the Senate, the Senate shall have authority to revoke the club's charter, and their constitution and by-laws become null and void. The club or organization must then become inactive and any funds in the organization's treasury shall revert to the Student Activity Fund. The club or organization has the right to appeal such decisions to the Student Affairs Committee of the College.

L. In matters dealing with the confiscation of club/organization funds and those dealing with changes in or amendments to the Student Senate Constitution, such motions shall receive two readings at official meetings prior to being adopted.

M. Appropriate funds for the tuition and fees for the President of the Student Senate.

Section 4. Absences

Attendance at Student Senate Meetings is required; however, if a student realizes that he/she will be unable to attend a meeting, they should notify the President of the Student Senate prior to the absence if possible. If a student wishes to appoint another student to attend for him/her, the appointee shall notify the Secretary that he/she is a substitute and for whom he/she is attending. If an appointee does not attend, the absence will be credited to the Senator or officer.

Any Senator or officer absent for more than three (3) meetings per quarter without excuse will be dismissed automatically. Only the President of the Student Senate shall have authority to grant excused absences. It shall be the duty of the Student Senate to inform the club or organization's advisor of the Senator's dismissal in writing, within one (1) day after the third absence. The club or organization must elect another Senator to fulfill the terms of representation set forth in this article within two (2) weeks of notification of their Senator's dismissal. If the club or organization does not provide a new Senator within two (2) weeks, their charter is subject to revocation by the Student Senate and all funds in the organization's treasury shall revert to the Student Activity Fund. In addition, their constitution will be considered null and void. Article XI, Section 3, subsection (g) applies.

Article XII - Amendments

Amendments to the Constitution may be proposed by members of the Student Senate or by ten (10) members of the student body. The proposed amendment shall be read at two meetings of the Student Senate, with copies being distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified if approved by a 2/3 majority vote of the quorum present.

Article XIII - Publications

Section 1. Election of Publication Editors

Election of the publication editors shall be as follows:

A. The respective publication advisors shall nominate the editors and the editors shall be elected by the respective publication staff.

B. The editors must be full-time students and must have maintained a 2.0 grade point average.

Section 2. Responsibility of Editors

The editors shall be in complete charge of the respective publications with advice and consent of their respective faculty advisors. Progress reports shall be made to the Student Senate as deemed necessary by the President.

Section 3. Responsibility of Business Managers

The business managers shall be responsible for the solicitation for all advertisements and other funds for their respective publications in consultation with the President of the College.

Article XIV - Procedures for the Formation of New Clubs or Organizations

Individuals who wish to form a club or organization should select temporary officers who would help develop the constitution and by-laws for the proposed group. After the temporary officers are elected, they should consult with a faculty member or member of the administrative staff who has the competence and interest to serve as advisor for the activity and request his/her services as advisor.

This group should then formulate a proposed constitution and by-laws which would include as a minimum the following information:

1. Objectives of the organization. The objectives shall not be at variance to the College's objectives.

2. Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, sex, color, national origin, religion, handicap, or financial means.

3. Affiliation (or non-affiliation) with groups outside the institution.

4. Proposed officers and their duties.

5. Proposed members - at least ten (10).

6. Dues, fees, assessments, etc.

After these preliminary steps have been taken, a copy of the club's proposed constitution and applicable by-laws shall be given to the Dean of Student Development or his/her designee for review. The Dean of Student Development shall have authority to make necessary changes and shall notify the proposed officers and advisors of these changes. The temporary club President and Senators shall then present in accordance with Article V a final copy of the Organization's constitution and by-laws to the Student Senate requesting a charter for the organization - Article XI, Section 3, subsection (j) applies.

Article XV - Duties of Senate Representatives At Off-Campus Meetings

A. Any student representing the Student Senate must attend all scheduled meetings and report on time for said meetings.

B. Student representatives shall, at the discretion of the Senate President and upon their return to the College, present a report to the Senate describing the events/activities of such meetings.

C. All student representatives shall conduct themselves in a manner so as not to disgrace College of The Albemarle.

D. Failure to uphold Article XV, Section 1, subsections a, b, and c, may result in the loss of travel reimbursement and/or disciplinary action being taken by the College.