

GRANT STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

and By-Laws

Preamble:

The Student Government Association represents the student body, upholds student rights, and provides students with the opportunity for training and experience in democratic government. The Student Government Association shall not discriminate against any member of the student body for reasons of race, sex, national origin, creed, religious belief, marital status, disability or sexual orientation. When approved by the Suffolk County Community College Board of Trustees, this Constitution shall be considered valid and supersede all other constitutions or documents relating to student governance on the Michael J. Grant Campus. This student government shall be concerned with the development, welfare and governance of all students, student organizations, and student groups at Suffolk County Community College, Grant Campus. It shall uphold the policies of the College, the Board of Trustees of the College, the County and State Legislatures and the State University of New York. The Student Government Association shall always subscribe to the College motto: Vision, Wisdom, Excellence.

ARTICLE I: NAME, MEMBERSHIP AND STRUCTURE

- Section 1 The representative body of the students of Suffolk County Community College, Michael J. Grant Campus, shall be known and referred to as the Student Government Association.
- Section 2 All full and part-time students registered at Suffolk County Community College, Michael J. Grant Campus, are eligible to be members of the Student Government Association and vote in all general elections.
- Section 3 The Student Government Association Body shall consist of Senators-at-Large and Club Senators.
- Section 4 The Student Government Association shall have the following advisor: Director of Campus Activities or her/his designee.
- Section 5 The Executive Board of the Student Government Association shall consist of four officers (President, Vice President, Secretary, and Treasurer).

ARTICLE II: ELECTION OF OFFICERS AND SENATORS

Section 1 Election Dates

- 1.1 Elections for Student Government Association officers shall occur during the Spring Semester, in conjunction with the election for the student representative to the Board of Trustees.
- 1.2 Special election dates to fill vacancies may be established by the Executive Board, in consultation with the Director of Campus Activities.
- 1.3 Election dates and times should be determined to provide students with the greatest opportunity to vote in any General Elections. Provisions must be made to allow evening students to participate in elections.
- 1.4 The Senate Body shall be established at the second monthly meeting of each semester. Senate membership shall consist of Club Senators (the senior officer or designated representative from each student organization in good standing); and Senators-at-Large (students who have attended the first two monthly Senate meetings of the semester). Senators-at-Large may carry over their active voting status to the first Senate meeting of the following semester.
- 1.5 New Senators-at-Large may be appointed at any meeting if the prospective Senator has attended two consecutive Senate meetings. Such appointments must be approved by a two-thirds majority of the Senate.

Section 2 Election Procedures

- 2.1 The specific policies and procedures detailing the running of General Elections shall be contained in the Student Government Association By-Laws.
- 2.2 All policies and procedures for elections should be developed to maximize student involvement in the process, and to maximize student access to voting.

Section 3 Terms of Office

3.1 Executive Officers

- A. Executive Officers shall assume the responsibilities of their positions at the end of the final Senate meeting of the academic year.
- B. Executive Officers shall serve terms of one year.
- C. Executive Officers shall serve no more than one term in any executive office and shall serve on the Executive Board for no more than two total years.

3.2 Senators

- A. Senators-at-Large shall serve through the end of the academic year in which they are appointed. As per Article II, Section 1.4, Senators-at-Large may carry over their active voting status to the first Senate meeting of the following semester.
- B. Senators-at-Large may continue to serve for as many terms as they are eligible and appointed.
- C. Club Senators shall serve through the end of the academic year in which they are appointed, as long as they continue to be eligible and duly appointed by their respective student organizations.
- D. Club Senators may continue to serve for as many terms as they are eligible and duly appointed by their respective student organizations.

Section 4 Qualifications

- 4.1 Students must have completed a minimum of 12 credit hours with a minimum cumulative Grade Point Average of 2.5 to run for executive office. Executive Officers must maintain a minimum cumulative Grade Point Average of 2.5 and carry a minimum of 6 non-developmental credit hours per semester while in office.
- 4.2 Continuing students must have a minimum cumulative Grade Point Average of 2.0 to be appointed as Senators. First semester students are eligible to be appointed as Senators. All Senators must maintain a minimum cumulative Grade Point Average of 2.0 and carry a minimum of 3 non-developmental credit hours per semester while in office.
- 4.3 All Executive Officers and Senators must be in good disciplinary and academic standing with the College at the time of election or appointment and while in office.
- 4.4 Students who no longer meet eligibility requirements while in office will be automatically removed from office.

ARTICLE III: POWERS AND DUTIES OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 The Student Government Association shall be the legislative and policy group of the student body, except where provided by other parts of this Constitution. The Student Government Association shall also be the official student representative group of the Michael J. Grant Campus and in that capacity shall have the authority to consult with the faculty and administration of the College regarding matters affecting student affairs and welfare.

Section 2 Among those powers, not by way of limitation, that the Student Government Association shall have are:

- 2.1 The Student Government Association shall appoint student members to all committees of the Academic Assembly requiring or allowing student members.
- 2.2 The Student Government Association shall see that the rights and privileges of the students in academic and non-academic matters are preserved. This shall be done within the framework of the Student Code of Conduct.
- 2.3 The Student Government Association shall have the power to initiate, undertake or support any project or activity which, in its opinion, will serve the general interests of the College, the student body or the Community.
- 2.4 The Student Government Association shall have the power to review the active status of all existing and proposed student organizations and to make recommendations on their active status to the Director of Campus Activities. The Senate shall have the power, by a two-thirds vote of the full

Senate to recommend the revocation of a student organization's active status to the Director of Campus Activities. The decision of the Director of Campus Activities may be appealed to the Dean of Students.

2.5 The Student Government Association shall have the power to recommend and conduct investigations to appoint committees, commissions, and boards in order to further its legislative and representative functions.

2.6 The Student Government Association shall be responsible for final authorizations of all committees.

2.7 The Student Government Association shall have the power to recommend the impeachment of any member or officer whose conduct and/or general college record discredits the Student Government Association. Action for impeachment must be initiated at a regular meeting of the Senate by a petition containing the signatures of at least fifty (50) student body members, a majority vote of the full Senate, or a majority vote of the Executive Committee.

A hearing for the removal from office shall take place within two (2) school weeks of the motion to impeach except when a motion to impeach for reasons of attendance is introduced, in which case the vote for the removal from office shall proceed immediately. From the vote to impeach, the accused officer or representative shall be suspended from duties, but will retain his or her rights hereinafter defined. The removal of a senator or officer must be approved by a two-thirds majority vote of the total membership of the Student Government Association at a closed session. The accused may present an argument.

ARTICLE IV: POWERS AND DUTIES OF THE OFFICERS AND THE MEMBERS OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 PRESIDENT: The powers and duties of the President of the Student Government Association shall be as follows:

1.1 The President shall preside over all meetings of the Senate and the Executive Committee of the Student Government Association.

1.2 The President shall call special meetings of the Student Government Association whenever necessary. Student senators must be given three (3) school days' notice of a special meeting.

1.3 The President shall appoint chairpersons and members of all committees, unless otherwise provided by this Constitution. All appointments shall be subject to ratification of a majority of the student senators.

1.4 The President shall vote on issues requiring a two-thirds vote of the full Student Government Association membership, on issues requiring a majority of the full Student Government Association, in elections for Executive Officers, and in event of a tie.

1.5 The President shall present Student Government Association recommendations to the Executive Dean of the Michael J. Grant Campus. Copies of such Recommendations should be filed with the office of the Dean of Students.

1.6 The President shall adhere to the duties listed under the By-Laws.

Section 2 VICE PRESIDENT: The powers and duties of the Vice President of the Student Government Association shall be as follows:

2.1 In the absence of the President, whether temporary or extended, the Vice President shall assume the power and responsibility of the President of the Student Government Association.

2.2 The Vice President shall adhere to the duties listed under the By-Laws.

Section 3 TREASURER: The powers and duties of the Treasurer of the Student Government Association shall be as follows:

3.1 The Treasurer shall maintain an accounting of expenditures of funds appropriated to the Student Government Association.

3.2 The Treasurer, in cooperation with the Director of Campus Activities, shall have the right to review and investigate the records of the income, expenditures, and current balances of the College Fee.

3.3 The Treasurer shall be the Chairperson of the Finance Committee and shall report all Finance Committee recommendations to the Student Government Association.

3.4 The Treasurer shall adhere to the duties listed under the By-Laws.

Section 4 SECRETARY: The powers and duties of the Secretary of the Student Government Association shall be as follows:

4.1 The Secretary shall maintain an accurate record of all meetings of the Student Government Association, including a record of attendance. A copy of the minutes of each meeting shall be submitted within one school week of the meeting to student senators and to the Campus Activities office.

4.2 The Secretary shall distribute copies of the minutes of each meeting to the President of the College, the Executive Dean of the Michael J. Grant Campus, the Dean of Students, the Chairperson of the Academic Assembly, the Campus library, and all members of the Student Government Association.

4.3 The Secretary shall be responsible for maintaining a file of the minutes of Student Government Association meetings, and of all correspondence of the Student Government Association and its Committees.

4.4 Minutes shall be approved by the Executive Committee before they are distributed.

4.5 The Secretary shall adhere to his/her list of duties under the By-Laws.

Section 5 STUDENT SENATORS: The powers and duties of the Student Senators shall be as follows:

5.1 The senators shall have the authority to introduce any motion or resolution which will advance the purpose of the Student Government Association, the student body or the Community.

5.2 Senators-at-Large and Club Senators shall adhere to the duties listed under the By-Laws.

Section 6 BOARD DUTIES & RESPONSIBILITIES:

6.1 The President, Vice President, Secretary, and Treasurer shall be considered voting members of the Executive Board and shall be entitled to one vote each on all Executive Board business. In the event of a tie, the President has the authority to judge whether a motion passes or fails. Members must be present to vote, and at least 3 of the 4 Executive Officers must be present for business to be conducted.

6.2 The Executive Board shall appoint 2 Senators-at-Large, 1 Club Senator, and 1 CAB (Campus Activities Board) Senator to the Campus Association Advisory Committee. These appointments must be approved by a majority vote of the Senate.

6.3 The Executive Board shall submit an annual budget request for the Senate to the Director of Campus Activities for consideration in the annual Campus Activities Budget Proposal.

6.4 The Executive Board shall have the authority to make decisions and recommendations on behalf of the Senate during semester breaks or when the Senate is unable to meet before a timely response or action is required of the Senate.

ARTICLE V: SUCCESSION OF OFFICE

Section 1 In the event the President resigns, is removed from office, or is deemed ineligible to serve the full term of office, the Vice President will assume the duties of the President. The new President then shall have the authority to appoint a new Vice President for the remainder of the term. The appointment must be from the Senate ranks and must be approved by a two-thirds vote of the Senate.

Section 2 In the event the Vice President, Secretary, or Treasurer resigns, is removed from office, or is deemed ineligible to serve the full term of office, the President shall appoint someone to fill the position for the remainder of the term. The appointment must be from the Senate ranks and must be approved by a two-thirds vote of the Senate.

ARTICLE VI: MEETINGS

Section 1 The Executive Board shall determine the annual meeting schedule for the Senate, in consultation with the Director of Campus Activities. The Senate shall meet at least once a month, and the Executive Board shall

meet at least twice a month. Additional meetings may be called by the President as necessary and appropriate. Adequate notice to Senators is required in such instances.

Section 2 All meetings of the Senate shall be open to the public, with the exception of impeachment proceedings. Participation by non-voting members shall be allowed as time permits and in accordance with procedures outlined in *Robert's Rules of Order*.

Section 3 Executive Board meetings shall be closed, except upon invitation by any member of the Executive Board or the Director of Campus Activities. The Executive Board meeting scheduled shall be determined by mutual agreement of all members. Executive Board meetings shall be governed by *Robert's Rules of Order*.

Section 4 The Senate shall require a quorum of 50% plus 1 of the Senate membership in order to conduct business at any meeting. A quorum call may be requested by any member at any time during the meeting.

ARTICLE VII: REFERENDA

Section 1 Any student or group of students on the Michael J. Grant Campus shall have the right to petition for a ballot on any act of the Student Government Association or to amend the Constitution of the Senate.

A. The Senate will sponsor a general election to act on a referendum submitted to the Senate no later than 1 month after the petition is presented to the Senate in accordance with this Constitution.

B. A call for referendum must contain the names, ID numbers, and signatures of 15% of the students who are enrolled at the Michael J. Grant Campus, and who designate the Michael J. Grant Campus as their home campus, at the time of the petition.

C. A simple majority of the students who vote will approve or disapprove the referendum.

ARTICLE VIII: AMENDMENTS

Section 1 Amendments are defined as items which directly or indirectly affect either the intent or scope of the article within the main body of the Constitution to which it pertains.

Section 2 The Senate may initiate proposed amendments to the Constitution by a two-thirds vote at a meeting after the proposed amendment has been presented at a previous meeting.

Section 3 The proposed amendment will be placed on the ballot and voted upon by the general student body at the next regularly scheduled student election.

ARTICLE IX: RATIFICATION

This Constitution, as well as any amendments thereto, shall be in effect after a referendum has been conducted in which a majority of students casting votes indicate approval and the Suffolk County Community College Board of Trustees has passed an enabling resolution.

Board of Trustees
August 14, 2003

GRANT STUDENT GOVERNMENT ASSOCIATION

By-Laws

By-Law 1.1 – Position Description – President

1. Serve as the primary representative of the organization to the campus and college community.
2. Represent the Student Government Association and the campus at designated functions.
3. Organize and preside over meetings of the Student Government Association and Executive Board.
4. Serve as primary campus contact for the SUNY Student Assembly. Coordinate Student Government Association participation as appropriate and necessary.
5. Appoint students to college, campus and Academic Assembly committees each semester.
6. Maintain regular communication with Executive Dean, Dean of Faculty, Dean of Student Services, and the Student Trustee.
7. Coordinate participation in workshops, conferences and meetings as appropriate and necessary.
8. Maintain a minimum of 6 office hours per week.

By-Law 1.2 – Position Description – Vice President

1. Maintain communication with students serving on college, campus and assembly committees. Provide regular updates and reports at Student Government Association and Executive Board meetings.
2. Oversee the recruitment and selection of Student Government Association members each semester and/or year.
3. Serve as the primary public relations officer and communicate with campus press and college representatives, including the Office of Institutional Advancement.
4. Coordinate annual voter registration activities with assistance from the Campus Activities office.
5. Assist Secretary in maintaining and updating Senate By-Laws, policies and procedures.
6. Assume duties of Student Government Association President in the event of illness, leave of absence, resignation, or removal from office.
7. Attend Student Government Association and Executive Board meetings.
8. Maintain a minimum of 6 office hours per week.

By-Law 1.3 – Position Description – Treasurer

1. Oversee all expenditures from the Student Government Association.
2. Provide financial reports for each Senate and Executive Board meeting.
3. Prepare annual budget request for Student Government Association for submission to Campus Association Advisory committee.
4. Prepare all financial resolutions for Student Government Association.
5. Attend Student Government Association and Executive Board meetings.
6. Maintain a minimum of 6 office hours per week.

By-Law 1.4 – Position Description – Secretary

1. Take and distribute minutes at all Student Government Association and Executive Board meetings.

2. Prepare agenda for Student Government Association meetings in consultation with the President and Director of Campus Activities.
3. Maintain historical records and documentation of Student Government Association correspondence, activities, and programs.
4. Order supplies for Student Government Association office through the Campus Activities office.
5. Attend Student Government Association and Executive Board meetings.
6. Keep an updated list (name, phone number, e-mail, & mailing address) of all Student Government Association members.
7. Keep a schedule of office hours for all Student Government Association officers and post on Student Government Association office door.
8. Maintain a minimum of 6 office hours per week.

By-Law 1.5 – Position Description – Advisors

The advisor to the Student Government Association shall be the Director of Campus Activities. The duties of the advisor shall be:

1. To meet monthly with the Student Government Association or when deemed necessary.
2. To attend Executive Board meetings (officer meetings should not be held without their advisor(s)).
3. To serve the Student Government Association on all matters in an advisory capacity.
4. To receive information on and assist in planning Senate activities and conferences.

By-Law 2.1 – Quorum

Quorum is defined as 50% plus one of the full Student Government Association not including the President.

By-Law 2.2 – Attendance

1. Failure to attend regularly scheduled meetings and/or mandatory special meetings or leadership activities will result in an absence.
2. Each member is permitted a total of (1) one excused absence per semester.
3. The (1) one absence must be excused by the Executive Board.
4. An unexcused absence is cause for dismissal from the Student Government Association.
5. All members may be assigned to serve on at least (1) one campus/college committee. Attendance at these meetings is mandatory and failure to attend meetings is cause for dismissal from Student Government Association. Members shall be expected to provide reports at Student Government Association meetings.
6. The Executive Board, by majority vote, may dismiss a member of the Student Government Association for excessive absences.
7. Student Government Association members may appeal the dismissal in writing to the Student Government Association at the next regularly scheduled meeting. The member must be present for the appeal to be considered. The Student Government Association can reinstate a member with a two-thirds vote for reinstatement.
8. Club Senators who are absent for more than one meeting will have their club budgets frozen and reduced by 50% and continue to be reduced an additional 50% of the remaining budget for every absence following. All funds taken from clubs will be put into the Student Organization Fund.
9. After attending two consecutive Student Government Association meetings, a club Senator may appeal to the Student Government Association for club budget reinstatement. The appeal must be submitted in writing, and the Club Senator must be present for the appeal to be considered. The budget can be reinstated by a two-thirds vote.

of the Student Government Association. Any money that was deposited into the Student Organization Fund from a club's budget can not be reinstated.

10. Student organizations whose inherent structure makes it impossible to send representatives to Student Government Association meetings may petition the Student Government Association for an alternative method for fulfilling their attendance obligations.

By-Law 3.1 – Election Procedures

I. **Filing for Candidacy**

- A. Students wishing to fill an Executive Office of the Student Government Association at the Michael J. Grant Campus of Suffolk County Community College must obtain backing by the student body by submitting a petition to the Office of Campus Activities prior to registration deadline.
 1. Petitions must include the student's name, address, student ID number and signature. Blank forms will be available in the Campus Activities Office.
 2. A total of (30) thirty signatures must be acquired on the petition and submitted to the Office of Campus Activities prior to registration deadline.
- B. Students must return completed petitions to the Office of Campus Activities. Petitions will be accepted no earlier than (6) six weeks and no later than (2) two weeks before the set election.
- C. Students may only register for (1) one seat to be voted on and (1) one seat only per election.
- D. Write-in candidates will not be accepted for any election.
- E. Upon receipt of the petition and Candidacy Statement, the Campus Activities office will certify the student's eligibility for election. Certification is based on standards set forth in the Student Government Association Constitution and correct completion and filing of required paperwork according to the deadline established in the application document.

II. **Voting Procedures**

- A. The procedures of voting for seats to be filled on the Student Government Association of the Michael J. Grant Campus of Suffolk County Community College are as follows:
 1. Voting procedures will occur in conjunction with the voting procedures for the election of the Student Trustee.
 2. An Election Board of students will be assigned to assist with election proceedings. These students will be recommended by the President and approved by the Senate no later than (6) six weeks prior to the date of the election. These students are not permitted to run for a seat in that election.
 3. The Election Board will, in conjunction with the Director of Campus Activities, verify and announce election results.
 4. Simple majority vote will determine which student will hold that particular seat.

III. **Campaigning**

- A. Students eligible and certified to seek an Executive Office on the Student Government Association at the Michael J. Grant Campus of Suffolk County Community College have the right to campaign for the popular vote within the guidelines of the College and those below:
 1. Candidates may campaign from the time their candidacies are properly certified, by registered and certified mail, until the time of voting.
 2. Candidates may campaign in any way, in any place and at any time prior to election dates, within college regulations, with the following restrictions:
 - a. Any form of campaign that conflicts or disrupts any class session or campus event.
 - b. Candidates must remove all campaign materials from campus boards and locations within (2) two days following the election.

3. The Office of Campus Activities will not make or design any campaign materials for any student pursuing a seat on the Student Government Association at the Michael J. Grant Campus of Suffolk County Community College.

IV: **Grievances**

- A. Any student wishing to protest a candidate or the election, prior to the election, may file a grievance with the Election Board in the Campus Activities Office.
 - I. The Election Board will review the complaint and respond within two (2) school days of receipt of the complaint.
- B. Any student wishing to protest the election during or after the election must file a grievance in the Campus Activities Office within five (5) school days following the posting of election results. The grievance must be in writing and signed by the Student filing the complaint. The Election Board will review the complaint and respond within two (2) school days of receipt of the complaint.