

# SUFFOLK COUNTY COMMUNITY COLLEGE

## AMMERMAN CAMPUS

### STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

#### Preamble:

We, the students of Suffolk County Community College, Ammerman Campus, in order to establish an effective political body to provide a democratically elected representative student government, enact this Constitution of the Suffolk County Community College, Ammerman Campus Student Government Association. The Student Government Association of the Ammerman Campus shall not discriminate against any person because of race, color, creed, gender, religion, age, marital status, sexual orientation, national origin or disability. This Constitution supersedes all others and replaces the Ammerman Campus Student Government Constitution.

#### Mission:

The mission of the Student Government Association- Ammerman Campus is to represent the student body and promote democracy by supporting the goals and objectives identified by the student body. The Student Government Association- Ammerman Campus will act as a liaison between the students, faculty, staff and administration. The Student Government Association- Ammerman Campus will serve to define, defend, and protect all student rights, responsibilities, and freedoms as well as the general welfare of the Suffolk County Community College- Ammerman Campus students.

#### ARTICLE I NAME

The representative body of the students of the Suffolk County Community College, Ammerman Campus shall be known and referred to as the Student Government Association- Ammerman Campus (SGA-AC).

#### ARTICLE II MEMBERSHIP

All students registered at Suffolk County Community College, Ammerman Campus, are eligible to be members of the Student Government Association.

#### ARTICLE III ADVISORS

The Student Government Association- Ammerman Campus shall have an advisor appointed by the Director of Campus Activities.

#### ARTICLE IV FACULTY/STAFF REPRESENTATIVES

The Student Government Association- Ammerman Campus shall have the following faculty/staff representatives:

- 4.1 Director of Campus Activities to represent the administration of Suffolk County Community College Ammerman Campus and to foster effective communication between the Student Government Association and the administration.
- 4.2 One volunteer faculty representative who is selected by the Student Government Association, in conjunction with the Faculty Senate, at the last meeting of the spring semester to serve for the next academic year to represent the faculty of Suffolk County Community College Ammerman Campus and to foster effective communication between the Student Government Association and the faculty.

#### ARTICLE V DEFINITION OF THE MEMBERSHIP OF STUDENT GOVERNMENT ASSOCIATION OFFICERS

The Student Government Association- Ammerman Campus officers shall be defined as the President, Vice President, Secretary, Treasurer, Member-at-Large, Senators and Representatives.

#### ARTICLE VI DEFINITION OF THE EXECUTIVE BOARD

The Executive Board, of the Student Government Association- Ammerman Campus, shall be defined as the President, Vice President, Secretary, and Treasurer.

#### ARTICLE VII QUALIFICATIONS OF THE EXECUTIVE BOARD

Section I Members of the Executive Board shall have completed a minimum of twelve credits (12) on the Ammerman Campus with a minimum of a 2.7 cumulative grade point average prior to running for election.

Section 2 Executive Board members of the Student Government Association- Ammerman Campus may serve no more than two (2) consecutive semesters in each office. Members of the Executive Board shall not hold any other executive club offices during their term of office. Executive Board members must remain in good College standing throughout their elected term of office.

#### ARTICLE VIII QUALIFICATIONS FOR THE SENATORS

Section 1 All Suffolk County Community College students in good academic and disciplinary standing as defined by The Student Handbook, who are currently taking or have completed a minimum of twelve (12) credits on the Ammerman Campus of Suffolk County Community College, prior to running for election, are eligible to be candidates for the Senate of the Student Government Association- Ammerman Campus. Senators must remain in good College standing throughout their elected term of office.

##### Meetings

Quorum shall be one-half of the elected officers and senators plus one.

##### Vacancies

Should vacancies in the Senate occur, new representatives may be appointed by two-thirds of the Student Government Association- Ammerman Campus. There shall be no more than ten (10) senators in total.

#### ARTICLE IX DUTIES OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 The Student Government Association- Ammerman Campus shall be the official student representative group of the Ammerman Campus and in that capacity shall consult with the faculty and administration of the College regarding matters affecting general student welfare.

Section 2 The duties of the Student Government Association- Ammerman Campus shall include, but not be limited to; the following

- 2.1 The Student Government Association- Ammerman Campus 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 College Catalog and Student Code of Conduct.
- 2.2 The Student Government Association shall support any project or activity, which, in its opinion, will serve the general interests of the college, the student body, or the campus community.
- 2.3 The Student Government Association shall review the constitutions of all existing and proposed student organizations, and make recommendations on those constitutions to the Director of Campus Activities or his/her designee.
- 2.4 The Student Government Association shall find student representatives and make recommendations to current campus/college committees and boards in order to protect the welfare of the students.

Section 3 All Executive Board members shall hold office hours which are to be determined at the first meeting of the Student Government Association- Ammerman Campus of their year in office.

#### ARTICLE X RESPONSIBILITIES OF THE OFFICERS AND THE MEMBERS OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 PRESIDENT: The duties of the President of the Student Government Association- Ammerman Campus shall be as follows:

- 1.1 The President shall preside over all meetings of the Student Government Association- Ammerman Campus.
- 1.2 The President shall vote on issues requiring a two-thirds vote of the full Student Government Association membership and in event of a tie.
- 1.3 The President shall call special meetings of the Student Government Association whenever necessary. Student Government Association members must be given at least three (3) business days' notice prior to the date of a special meeting.
- 1.4 The President shall represent the members of the student body at official college ceremonies and upon other occasions where such representation is necessary or requested by the college.
- 1.5 The President shall be the representative to the SUNY Student Assembly.

1.6 The President shall present Student Senate recommendations to the Dean of Student Services of the Ammerman Campus.

Section 2 VICE PRESIDENT: The 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 temporarily assume the responsibility of the President of the Student Government Association. If the President, through removal or resignation, cannot continue his/her term of office, the Vice President shall assume the role of the President for the rest of the term.

2.2 The Vice President shall be a full voting member of the Executive Board.

2.3 The Vice President shall be an ex officio member of all standing and ad hoc committees.

2.4 The Vice President shall appoint student representatives on all campus and college committees.

Section 3 TREASURER: The duties of the Treasurer of the Student Government Association- Ammerman Campus shall be as follows:

3.1 The Treasurer shall maintain an account of both income and expenditures of funds appropriated to the Student Government Association- Ammerman Campus.

3.2 The Treasurer shall be a full voting member of the Executive Board.

3.3 The Treasurer shall work in conjunction with the Association Director of Business Affairs for the purpose of reviewing all financial records pertaining to the College Fee, including the records of the income, expenditures, and current balances.

3.4 The Treasurer shall be the representative of the Student Government Association- Ammerman Campus at the Campus Association Advisory Committee and shall report all recommendations to the Student Government Association- Ammerman Campus, when needed.

Section 4 SECRETARY: The duties of the Secretary for the Student Government Association- Ammerman Campus shall be as follows:

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

4.2 The Secretary shall be a full voting member of the Executive Board.

4.3 The Secretary shall distribute copies of the minutes of each meeting to the President of the College, the Executive Dean of the Ammerman Campus, the Dean of Student Services, the Presiding Officer of the Faculty Senate, the Campus Activities office, the Campus library, and all members of the Student Government Association.

4.4 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 and its Committees, including e-mails.

4.5 The Secretary is responsible for all correspondence of the Student Government Association- Ammerman Campus, which includes the distribution of minutes and meeting notices.

4.6 Minutes shall be approved by all members of the Student Government Association- Ammerman Campus during an official meeting.

Section 5 STUDENT SENATORS: The duties of the Student Senators shall be:

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

5.2 The Senators shall be full voting members of the Student Government Association- Ammerman Campus.

5.3 Senators shall attend every regularly scheduled meeting of the Student Government Association- Ammerman Campus.

5.4 There shall be no proxy vote.

Section 6 STUDENT ORGANIZATION REPRESENTATIVES: The duties of the Student Organization Representatives shall be:

6.1 One Student Organization Representative, from each of the following, shall appoint a spokesperson from the following to attend all Student Government Association- Ammerman Campus meetings: Club Board, the Campus Activities Board, Athletics, Campus Publications and Theater.

6.2 Student Organization Representatives 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.

6.3 Student Organization Representatives shall not be voting members of the Student Government Association- Ammerman Campus.

6.4 Student Organization Representatives shall attend every regularly scheduled meeting of the Student Government Association.

#### ARTICLE XI MEETINGS OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1 Regularly scheduled meetings of the Student Government Association shall be held every other week during the academic year.

Section 2 Regularly scheduled meetings of the Executive Committee shall be held each week during the academic year.

Section 3 A petition by one-quarter of the Student Government Association- Ammerman Campus membership may call special meetings. The Executive Board shall give all Student Government Association- Ammerman Campus members a minimum of three (3) business days' notice.

Section 4 All regularly scheduled meetings of the Student Government Association- Ammerman Campus shall be open to any member of the student body, although voting is limited as per the constitution.

Section 5 All members of the College community shall have the right to address the Ammerman Student Government Association- Ammerman Campus during "Open Forum" which is to be held at least once a month during the academic year.

Section 6 No meeting of the Student Government Association- Ammerman Campus may transact business without a quorum. A quorum shall be set after "roll call" at the start for each meeting as one half of the Student Government Association- Ammerman Campus elected officers and senators plus one.

Section 7 The Executive Board, at the first Student Government Association- Ammerman Campus meeting, shall decide upon the regularly scheduled meetings of the Ammerman Student Government Association- Ammerman Campus for the academic year.

Section 8 *Robert's Rules of Order*, revised, shall govern procedure at all meetings of the Student Government Association- Ammerman Campus.

Section 9 Any Senator or Executive board member whom has three (3) unexcused absences shall be removed. The executive board will deem an absence as excused. The due process of such removal is as follows:

9.1 The first unexcused absence of the semester will result in an official letter from the Student Government Association- Ammerman Campus to include the missed meeting date.

9.2 The second unexcused absence of the semester will result in an official letter from the Student Government Association- Ammerman Campus to include both of the meeting dates that were missed and a warning to the member explaining the absentee policy. A copy of the first letter that had been previously sent to the member should be attached, for reference.

9.3 The third unexcused absence for the semester will result in an official letter from the Student Government Association- Ammerman Campus explaining the reasons why the said senator is being removed from office. This letter of removal should include all correspondence previously sent to the member as well as all of the meeting dates missed.

9.4 All letters must be followed up by telephone to ensure that the recipient has received the documentation.

- 9.5 The dismissed member may appeal the removal from office. Within a week of receiving notification of dismissal the member may write and deliver a letter of appeal to the Director of Campus Activities. The Director of Campus Activities will review the letter with all the correspondences from the Student Government Association and rule on the appeal. The decision of the Director of Campus Activities is binding.

## ARTICLE XII COMMITTEES

The Student Government Association- Ammerman Campus shall have the right to create standing and ad hoc committees to further develop the Student Government Association- Ammerman Campus.

## ARTICLE XIII ELECTIONS

A general election shall be held each spring semester for all Ammerman Student Government- Ammerman Campus positions including the Executive Board and Senators. This election shall coincide with the Student Trustee Election, whenever possible.

### Qualifications

Section 1 Each candidate must meet the following requirements to be placed on the ballot:

- 1.1 Ammerman campus must be listed as the home campus.
- 1.2 Must submit a completed application with a candidacy statement of at least 250 words, but no more than 500 words, for public dissemination.
- 1.3 Must be in good academic and disciplinary standing with the College and must have completed or be registered for a minimum of twelve credits (12) on the Ammerman Campus of Suffolk County Community College at the time that the application is submitted for review.
- 1.4 Must be returning to Suffolk County Community College the next academic year.
- 1.5 In addition, Executive Board candidates must have a cumulative grade point average of 2.7.

Section 2 Applications and Election Guidelines

- 2.1 Election applications will be posted/available the second Monday in February.
- 2.2 Applications will be due in the Office of Campus Activities the last Friday in February.
- 2.3 Candidates will be verified by the close of the business day the following Monday, and will be notified to begin campaigning.
- 2.4 All written campaign material must be submitted to the Office of Campus Activities for approval. Campaign material must not exceed 17.5 x 23.5 inches.
- 2.5 College media services may be utilized on an equal time basis.
- 2.6 Elections will be held the in conjunction with the Student Trustee elections whenever possible.
- 2.7 The Office of Campus Activities will post candidacy statements.

Section 3 Upon verification and completion of the election process, the elected members of the Student Government Association- Ammerman Campus shall be empowered the day after commencement continuous until the day of commencement the following year.

## ARTICLE XIV VACANCIES, IMPEACHMENT/DISMISSAL

The Student Government Association- Ammerman Campus shall have the power to recommend the impeachment of any member whose conduct is alleged to be inappropriate subsequently to be determined by the Student Government Association- Ammerman Campus.

Section 1 Action for impeachment must be initiated at a regular meeting of the Student Government Association by any one of the following:

- 1.1 A formal petition containing the signatures of at least two hundred fifty (250) student body members, which should include student identification numbers. All signatures must be submitted to the Office of Campus Activities.
- 1.2 A majority vote of the full Student Government Association.

- Section 2 A hearing for the removal from office shall take place within two (2) school weeks of the movement to impeach. From the vote to begin impeachment proceedings, the accused Executive Board member shall retain his or her duties until the outcome of the impeachment hearing.
- Section 3 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 an open session. The elected official, prior to the vote by the Student Government Association- Ammerman Campus for impeachment, has the right to speak before the Student Government Association- Ammerman Campus on his/her behalf.
- Section 4 If a movement to impeach is based on reasons of attendance, removal from office shall precede immediately.
- Section 5 When an elected position is vacant, members of the student body who fulfill the minimum requirements for membership may apply for appointment to the Student Government Association.
- 5.1 Appointment shall be approved by a two-thirds majority vote of the Student Government Association membership.
- Section 6 In the case where there is a vacancy in the position of President, the Vice President shall fulfill the position. If the Vice President does not accept the responsibilities of the President, the vacancy will then be announced and filled by a special general election to be held at least three weeks, during a regular academic semester, after said vacancy occurs.
- 6.1 At the next regularly scheduled meeting, an announcement to the Student Government Association- Ammerman Campus will be made indicating the vacancy of the Presidency.
- 6.2 Upon a nomination process, each candidate will speak of his or her candidacy.
- 6.3 A majority vote of all Student Government Association- Ammerman Campus members will determine the presidency.
- 6.4 This vote will only determine the presidency through the vacant term of office.

#### ARTICLE XV AMENDMENTS

- Section 1 The Student Government Association- Ammerman Campus may amend this Constitution as follows:
- 1.1 The proposed amendment must be introduced by a student senator at a regularly scheduled meeting. Each member of the Student Government Association must receive a copy of the proposed amendment at least five (5) school days prior to the meeting.
- 1.2 The proposed amendment shall be automatically tabled until the next regularly scheduled meeting. The proposed amendment is recommended with a two-thirds vote of approval, and is subsequently forwarded to the Suffolk County Community College Board of Directors.
- Section 2 Alternatively, the student body may amend this Constitution as follows:
- 2.1 Students may, through petition of at least five percent (5%) of the total enrollment, call a referendum on any Constitutional change by submitting their petition to the Student Government Association at a regularly scheduled meeting.
- 2.2 Upon receipt of the petition, the Student Government Association is mandated to hold a general referendum of the proposed amendment within three (3) school weeks. Referendums on amendments can only be called during the fall and spring semesters.
- 2.3 The proposed amendment is adopted if a majority of Ammerman students voting in the referendum indicate approval and if the Suffolk County Community College Board of Directors subsequently approves the proposed amendment.
- Section 3 The steps described in either of the foregoing sections must be completed in the order in which they are listed. If at any point in the process the proposed amendment does not receive the required approval, it shall be declared defeated and further action will cease unless a revised version is submitted according to Section 1.1 or Section 1.2.

#### ARTICLE XVI BY-LAWS

The Student Government Association may adopt, repeal, or amend by-laws with a majority of its total membership. Each by-law shall embrace only one subject and may relate to any matter properly concerning the Senate. All by-laws shall be consecutively numbered and retained in a book of by-laws.

#### ARTICLE XVII RATIFICATION

This Constitution shall be in effect after the Suffolk County Community College Board of Directors has passed an enabling resolution, and a referendum has been conducted in which a majority of Ammerman students who vote indicate approval of the Student Government Association.

The Board of Directors passed this resolution on February 23, 2004.