

EASTERN STUDENT GOVERNMENT CONSTITUTION

and By-Laws

Preamble:

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-Eastern Campus. The Student Government 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. When approved by the student body of Suffolk County Community College-Eastern Campus and 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 Eastern Campus.

ARTICLE I: NAME

The representative body of the students of Suffolk County Community College-Eastern Campus shall be known and referred to as the Student Government.

ARTICLE II: STUDENT GOVERNMENT AUTHORITY

The student body, to facilitate its duties, establishes the Student Government and delegates to it the authority to act on behalf of the student body.

ARTICLE III: PURPOSES

The purposes of the Student Government shall be:

- To provide the means whereby students may express themselves collectively in the governance of the campus and college;
- To provide the vehicle for communication between the student body and the campus and college faculty and staff;
- To assist with the development, promotion and coordination of student activities;
- To offer students the opportunity to develop their personal skills in leadership and group management.

ARTICLE IV: GENERAL MEMBERSHIP

All students currently enrolled at Suffolk County Community College, who designate the Eastern Campus as their home campus, shall be considered to be members of the student body and be entitled to one vote in all general elections.

ARTICLE V: ORGANIZATION/STRUCTURE

Section 1 The Operating Board of the Student Government shall consist of four officers (President, two Vice Presidents and Secretary).

Section 2 The Executive Council shall consist of the four officers of the Student Government (President, two Vice Presidents and Secretary).

Section 3 The Director of Student Activities shall serve as the primary advisor to the Student Government at Suffolk County Community College-Eastern Campus.

ARTICLE VI: ELECTION OF OFFICERS AND GENERAL BOARD MEMBERS

Section 1 Election Dates

- A. Elections for Student Government officers shall occur during the Spring Semester. The date for the election shall be determined by the Operating Board, in consultation with the Director of Student Activities. The election shall be no earlier than (8) eight weeks prior to the end of the semester and no later than (4) four weeks prior to the end of the semester.
- B. Election dates and times should be determined to provide students with the greatest opportunity to vote in the General Elections. Provisions must be made to allow evening students to participate in elections.

- C. The membership of the Student Government shall be set at the fourth meeting of each semester. All students who have attended two (2) of the first three (3) scheduled meetings of the Student Government shall be considered voting members of the operating board at the fourth meeting.
- D. After the fourth meeting, new representatives may be appointed by a majority vote of the existing members of the operating board.

Section 2 Election Procedures

- A. The specific policies and procedures detailing the running of General Elections shall be contained in the Student Government By-Laws.
- B. All policies and procedures for elections should be developed to maximize student involvement in the process, including maximizing the opportunity for students to vote in elections.

Section 3 Term of Office

- A. Executive Officers
 - 1. Executive officers shall assume the responsibilities of their positions four weeks following the date of their election.
 - 2. All Executive officers shall serve one (1) year terms.
 - 3. An individual may serve in the Student Government, either in the same position or in different positions, for an unlimited number of terms based on majority vote.
- B. General Members
 - 1. General membership will be for a period of one semester. Members who wish to continue to serve on Student Government will have to be re-appointed, according to the attendance requirements in article VI, section 1.

Section 4 Qualifications

- A. All Officers and general members must carry a minimum of (6) six credit hours per semester at the time of election or appointment and while holding office.
- B. All Officers and general members must be matriculated students and must have a minimum cumulative Grade Point Average of 2.0 at the time of election or appointment and while holding office.
- C. All officers and general members must be in good disciplinary standing with the college at the time of election or appointment and while holding office.
- D. Students who no longer meet eligibility requirements, while serving in their position, will be automatically removed from their office or position.

ARTICLE VII: FUNCTIONS/RESPONSIBILITIES

Section 1 Functions/Responsibilities of the Student Government are delegated by the Board of Trustees of Suffolk County Community College, the President of Suffolk County Community College, the Vice President for Student Affairs of Suffolk County Community College, the Board of Directors of the Suffolk County Community College Association, Inc., the Executive Dean of Suffolk County Community College-Eastern Campus and the Dean of Students of Suffolk County Community College-Eastern Campus.

Section 2 Operating Board Responsibilities

- A. The Operating Board shall have the primary authority to act on behalf of the Student Government. Responsibilities of this Board include, but are not limited to:
 - Expressing opinions and making recommendations on all issues related to students on the campus and within the college;
 - Maintaining regular communication with the Student Trustee to provide input on student issues to the Board of Trustees;
 - Establishing committees as necessary and appropriate to achieve Student Government goals;

- Recommending students for appointment to campus and college committees as appropriate and necessary; and
 - Creating legislation and by-laws pertinent to the management of the Student Government.
- B. The Operating Board shall have the power to review the charters of all existing and proposed student organizations and to make recommendations pertaining to those charters to the Director of Student Activities.
- I. The Board shall have the power, by a three-fourths vote, to recommend the revocation of a student organization's charter.
- C. Each general member shall be considered a full voting member of the Student Government and shall be entitled to one vote on all Operating Board business. Members must be present to exercise their right to vote.

Section 3 Executive Officer/Council Duties/Responsibilities

- A. The duties and responsibilities of the individual officers will be contained in position descriptions within the by-laws of this document except as follows:
- I. The President shall serve as the Chair of the Student Government Operating Board and preside over all meetings. In the absence of the President, the Vice President shall preside over the meetings.
- C. The Vice President and the Secretary shall be considered voting members and shall be entitled to one vote on all Operating Board business. The President will vote only in the event of a tie vote on Operating Board business. Members must be present to exercise their right to vote.
- D. The Student Government President and Vice President of Administration shall serve on the Association Advisory Council-East.
- E. The Executive Council shall submit an annual budget request for the Student Government to the Director of Student Activities which will be included in the annual Student Activities Budget Proposal. Student Government shall not be required to submit a budget as a club and compete for club funds.
- F. The Executive Council shall have the authority to make decisions and recommendations on behalf of Student Government during semester breaks or when the Operating Board is unable to meet and a timely response or action is required of the organization.

ARTICLE VIII: SUCCESSION OF OFFICE

Section 1 In the event that the President resigns, is removed from office or is deemed ineligible to serve the full term of office, the Vice President of Administration will assume the duties of the President.

- A. The new President shall have the authority to appoint a new Vice President of Administration for the remainder of the term. This appointment is subject to a two-thirds approval of the Operating Board.

Section 2 In the event that one of the Vice Presidents or Secretary resigns, is removed from office or is deemed ineligible to serve the full term of office, the President shall have the authority to appoint a person to fill the position for the remainder of the term. This appointment is subject to a two-thirds approval of the Operating Board.

ARTICLE IX: MEETINGS

Section 1 The officers shall determine the annual meeting schedule for the Operating Board. The Operating Board shall meet twice each month, as permitted by the Academic Calendar. Additional meetings may be called by the President as necessary and appropriate.

Section 2 All regularly scheduled meetings of the Student Government Operating Board shall be open to any member of the campus community. Participation by non-voting members will be allowed in accordance with procedures outlined in *Robert's Rules of Order*.

Section 3 Operating Board meetings shall be governed by parliamentary procedure as defined by the latest edition of *Robert's Rules of Order*.

Section 4 The Student Government shall require a quorum of members to be present to conduct business at any meeting.

ARTICLE X: NONDISCRIMINATION

The Student Government at Suffolk County Community College-Eastern Campus will not discriminate against any person because of race, color, religion, sex, age, marital status, sexual orientation, national origin or disability.

ARTICLE XI: REFERENDUM

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

- A. The Student Government will sponsor an election to act on a referendum submitted to the organization no later than one (1) month after the petition is presented to the Operating Board.
- B. A call for a referendum must contain the signatures of fifteen percent (15%) of the students currently enrolled at the Eastern Campus, who designate the Eastern campus as their home campus.
- C. A simple majority of the students who vote will approve or disapprove the referendum.

ARTICLE XII: 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 this Constitution.

Section 2 The Operating Board 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 student body at the next regularly scheduled student election.

Section 4 A simple majority of the students who vote may approve or disapprove the amendment.

ARTICLE XIII: RATIFICATION

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

BY-LAW 5.3 A

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

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

BY-LAW 7.3 A-1

President

1. Serve as the primary representative of the organization to the campus and college community.
2. Represent the government, and the campus, at designated functions.
3. Organize and preside over meetings of the Operating Board and Executive Board.
4. Serve as primary campus contact for the New York Student Assembly. Coordinate Student Government participation as appropriate and necessary.
5. Appoint students to college, campus and Congress committees each semester.
6. Maintain regular communication with Executive Dean, Dean of Faculty and Associate Dean of Students and Student Trustee.
7. Coordinate participation in workshops, conferences and meetings as appropriate and necessary.

BY-LAW 7.3 A-2

Vice President of Administration

1. Maintain communication with students serving on college, campus and Congress committees. Provide regular updates and reports at Operating Board and Executive Board meetings.
2. Oversee the recruitment and selection of Operating Board members each semester and/or year.
3. Serve as the primary public relations officer, maintaining communication with campus press and office of the Vice-President for Marketing and Public Affairs.
4. Coordinate annual voter registration activities with Campus Activities office.
5. Assume duties of Student Government President in the event of illness, leave of absence, resignation or removal from office.

BY-LAW 7.3 A-3

Vice President of Programming

1. Serve as chairperson at the Campus Activities Board.
2. Coordinate campus programs that meet the social, recreational, intellectual and cultural needs of the campus community.
3. Recruit, train and supervise student volunteers in the selection, planning and implementation of programs and activities.
4. Serve as primary student contact for the National Association for Campus Activities; facilitate participation in regional and national conferences and activities in conjunction with student government president and Director of Campus Activities.
5. Oversee activities of Campus Activities Board programs and volunteers in the development and implementation of approved events and activities.
6. Submit programs and activities to Student Government Operating Board for approval.

BY-LAW 7.3 A-4

Secretary/Treasurer

1. Take and distribute minutes at all Student Government Operating and Executive Board Meetings.
2. Prepare agenda for Operating Board meetings.
3. Maintain records of Student Government and Campus Activities Board expenses and revenues and provide updates and reports at Operating Board and Executive meetings.
4. Maintain historical records and documentation of Student Government and Campus Activities Board correspondence, activities and programs.
5. Order supplies for Student Government/Campus Activities office through Campus Activities office.

BY-LAW 9.1 A

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 (2) two excused absences per semester.
3. The (2) two absences must be excused by the Executive Council.
4. An unexcused absence is cause for dismissal from the Operating Board.
5. All members shall 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 Operating Board. Members shall be expected to provide reports at Student Government meetings.
6. The Executive Council, by majority vote, may dismiss a member of the Operating Board for excessive absences.
7. An Operating Board member may appeal the dismissal in writing to the Operating Board at the next regularly scheduled meeting by submitting a request in writing. The member must be present for their appeal to be considered. The Operating Board can reinstate a member with a 2/3 vote for reinstatement.

BY-LAW 9.4 A

Quorum

- I. Quorum is defined as two-thirds of the Operating Board without the President.