CONSTITUTION

PREAMBLE

We the students of Miami Dade College, Homestead Campus, to ensure our representation within the college community, realize the benefits of unified action, promote democratic citizenship, accurately represent the student body, and provide a forum for the enactment of policies beneficial for the student body, hereby do ordain and establish this Constitution.

ARTICLE I. PURPOSE

Section 1. Name
The name of this organization shall be the Student Government Association of Miami Dade College, Homestead Campus (SGA).

Section 2. Jurisdiction
All students whose home campus is Homestead Campus shall be members of SGA. Membership will not be limited by a person's race, gender, religion, ethnic background, disability, or sexual orientation.

Section 3. Mission
The mission of SGA is to provide an environment that fosters intellectual, social, and cultural development. SGA maximizes student potential through civic engagement. Members develop leadership, organizational, and communication skills while they represent the student body at the campus, college-wide, and at State meetings.

ARTICLE II. COMPOSITION

Membership shall be open to all Miami Dade College, Homestead Campus students. A candidate for office must be a registered student of Miami Dade College, Homestead Campus; must have graduated from high school or received a GED (no dual enrollment students); and must be enrolled in no fewer than six (6) credits during the fall and spring terms and three (3) credits during the summer terms. The President, Vice-President, Treasurer, and Executive Secretary are required to have a minimum Miami Dade College grade point average (GPA) of two-point-five (2.5). All other officers are required to have a minimum GPA of two-point-zero (2.0). If the officer’s GPA drops below the required minimum, or if the officer has more than two consecutive absences or is inactive for more than two (2) weeks, then the officer is subject to probation for one major semester. (Students not enrolled during the summer term will be placed on inactive status until the fall term and will be allowed to return to full active status in the fall. This inactive status is in effect only during the summer terms.) Failure to complete consecutive office hours or consecutive meetings will result in being placed under probation for a period of (2) two meetings.

1. Executive Cabinet
   - President
   - Vice President
   - Executive Secretary
   - Treasurer
   - Sergeant At Arms
   - Historian
   - Government Relations Director
2. Senate

- Parliamentarian
- Corresponding Secretary
- Public Director of Activities (PDA)
- Membership Director
- President Tempore
- Senators (Minimal 10, Maximal 25)

ARTICLE III. AUTHORITY

The SGA of Miami Dade College is the official representative and the legislative agent of the Miami Dade College, Homestead Campus student body as an entity. It is authorized by this Constitution to propose legislation, policies, as well as to make recommendations. Its duties are to represent the student body in areas such as scholastic standards, curriculum, and the protection of student rights; to act as a governing agent in those matters delegated to it by the Director of Student Life, Dean of Student Services, Homestead Campus President, MDC College President, and Board of Trustees.

A. Charge

The duly elected and appointed officers of the SGA of Miami Dade College, Homestead Campus are hereby charged to ensure accurate representation of the student body within the college and the community so that through the promotion of democratic citizenship, the advantages of unified action are realized and a forum for the enactment of policies is established to the benefit of the students of Miami Dade College, Homestead Campus.

B. Oath of Office

Before entering the duties of an office, each person duly elected or appointed shall recite the following oath that shall be administered by the SGA Advisor or the Director of Student Life.

The Required Oath of Office shall be:

I do solemnly affirm that I will support, obey, and defend the rules and regulations of the Constitution of the SGA of Miami Dade College, Homestead Campus. I further affirm that I have read and understand the duties and role of my office and accept its responsibility; I will faithfully execute my duties and fulfill my obligation to the best of my abilities while contributing to the enhancement of the experience of the students of Miami Dade College, Homestead Campus.

C. Advisor’s Duties & Rights

The Student Life Department shall designate an advisor to the SGA. He/she will be considered a part of SGA as well as the liaison between the organization and the College unless it interferes with the proceedings of business. The Advisor will be granted power to operate within the checks and balance system of the SGA. The Advisor reserves the right to screen all members of SGA as to their minimal requirements. The Advisor shall counsel as to the legality, policies and procedures of the College. The Advisor is encouraged to attend Senate and the Executive Cabinet meetings. The Advisor is responsible for assuring that all SGA liaisons to Miami Dade College Committees are adhering to their responsibilities. The Advisor is also responsible for designating the special benefits that will be granted to exemplary SGA members.
D. Leave of Absences

In extreme circumstances, a member or officer may elect to take a leave of absence during his/her term to last no longer than fourteen (14) calendar days. All leave requests must be approved by two-thirds of the Senate vote. Said member shall notify in writing the SGA Advisor and the SGA President of his/her request for leave. In the event that the SGA President seeks a leave of absence, he/she shall notify the SGA Vice-President in addition to the SGA Advisor. During this time, the SGA Vice-President shall function as Acting President. A member or officer may take up to twenty-one (21) calendar days of leave in the event of a medical emergency or catastrophic event; prompt notification should be provided as soon as possible. Official documentation must be provided upon return. If the member or officer withdraws from classes, then his/her position becomes vacant. If the SGA President withdraws from classes, then the SGA Vice-President will become SGA President.

ARTICLE IV. APPOINTED CABINET MEMBERS

The following positions may be appointed by the SGA President or SGA Vice President with the approval of the majority of the SGA senate and be subject to removal by the SGA President or SGA Vice President with approval of the majority of the SGA senate.

A. President Pro-Tempore

The President Pro-Tempore must be appointed from within the membership of the Senate. Duties of the President Pro-Tempore shall be to

1. Chair the Senate in the absence or at the discretion of the Vice President.
2. Act as Senate President, in the case of a vacancy in the office of Vice President, until a replacement is appointed.
3. Maintain a minimum of two (2) weekly office hours.

B. Corresponding Secretary

Duties of the Corresponding Secretary shall be to

4. Maintain relationships with all associated groups (being other campuses, businesses, etc.).
5. Contact businesses, associations, or any other person or persons on behalf of the Student Government as needed or formally requested.
6. Work closely with the Executive Secretary and filling in whenever the Executive Secretary is unable to fulfill his/her function.
7. Maintain the SGA’s files, with the assistance of the Executive Secretary.
8. Maintain a minimum of two (2) weekly office hours.

C. Membership Director

Duties of the Membership Director shall be to

1. Keep the SGA President, Vice President and Advisor informed as to the number of Members in SGA.
2. Maintain a current list of all Members and distribute list to the Executive Board, SGA Advisor, and Director of Student Life.
3. Chair the Student SGA Elections Committee with the assistance of the Parliamentarian and Sergeant at Arms and be responsible for running the elections according to the procedures stated within the election packet and this Constitution.
4. Maintain records of all service learning hours for SGA.
5. Perform additional duties as assigned to him/her by the President.
6. Maintain a minimum of two (2) weekly office hours.

D. Parliamentarian

Duties of the Parliamentarian shall be to

1. Ensure that all SGA Senators and Members are familiar and proficient with the current edition of Robert’s Rules of Order, Newly Revised and parliamentary procedures.
2. Ensure that all SGA Members are familiar with the SGA and the Florida College System Student Government Association (FCSSGA) Constitutions. The Parliamentarian will serve on the elections committee and ensure that the elections are run according the procedures stated within the election packet and this Constitution.
3. Perform additional duties as assigned to him/her by the President.
4. Maintain a minimum of two (2) weekly office hours.

E. Public Director of Activities

Duties of the Public Director of Activities shall be to

1. Organize and participate in charitable activities, community service projects as well as fundraisers for SGA.
2. Work with the Treasurer on fund raising activities.
3. Arrange programs and events including retreats and fellowships.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of two (2) weekly office hours.

ARTICLE V. SENATORS

A. Qualifications for Senator

1. Must be a registered student of Miami Dade College, Homestead Campus, and have a high school diploma or GED.
2. Be enrolled during the Fall and Spring terms for six (6) credits each term and be enrolled for three (3) credits during the Summer Term.
3. Must maintain a Miami Dade College 2.00 grade point average during the Fall, Spring, and Summer terms.
4. May not be under any academic or disciplinary sanctions as detailed in the Student Rights and Responsibilities document to run for office.

B. Duties of the SGA Senator shall be to

1. Represent the student body and enact legislation and initiate such programs as may be in the best interest of the student body.
2. Attend regularly scheduled and special meetings of SGA. Failure to do so will result in being placed on inactive status after two (2) consecutive absences.
3. Complete weekly office hours. Failure to do so will result in being placed on inactive status after two (2) weeks worth of missed hours.
4. Faithfully represent the needs and interest of the students they represent to the SGA
5. Fulfill all special assignments as delegated by any member of the Executive and Senate board.
6. Set and maintain a minimum of one (1) weekly office hour.
7. Conduct himself/herself to justify the confidence placed on him/her by the student body, by maintaining the integrity and responsibility of his/her office.
8. Adhere to school policies as detailed in the Student Rights and Responsibilities document. Any Senator caught violating any school policy will be subject to dismissal by the SGA Advisor and/or the Director of Student Life.

ARTICLE VI. ELECTED AND/OR APPOINTED EXECUTIVE CABINET

A. Qualifications for Executive Board Officer

1. Must have earned at least nine (9) college credits in a degree-seeking status at Miami Dade College, Homestead Campus.
2. Must be a registered degree-seeking student of Miami Dade College, Homestead Campus taking at least nine (9) credits during each of the Fall and Spring terms, and three (3) credits during the summer term.
3. Must maintain minimally required Miami Dade College G.P.A. to run or hold office as per Article.
4. May not be President or on the Executive Board of any other Student organization or club throughout his/her term in office.
5. May not be under any academic or disciplinary sanction as detailed in the Student Rights and Responsibilities document to run for and hold office.
6. Commit to service grant hours in order to receive eligible stipend. Issuance of service grants is contingent upon the number of service hours fulfilled and is offered at the sole discretion of the SGA Advisor.

B. SGA President

The executive authority of the student body and SGA shall be vested to the President. Duties of the SGA President shall be to

1. Preside over the executive board meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting.
2. Represent the interests of SGA to the Administration and Faculty of Miami Dade College, Homestead Campus.
3. Serve on and recommend names for appointment to college-wide or campus wide committees.
4. Convene special campus SGA meetings, provided there are at least 48 hours notice of such meetings.
5. Maintain a minimum of four (4) weekly office hours.
6. Ensure that the SGA Senate has at least 10 members.
7. Initiate judicial proceedings against a student for an infraction of the student rights and responsibilities and must submit his recommendation in writing to the Membership Director, SGA Advisor and the Student Life Director.
8. Fulfill all duties and responsibilities as detailed by the SGA Constitution and Bylaws or as delegated by SGA.
9. Appoint members to the executive board, in case of vacancy, until next annual elections.

C. SGA Vice President

Duties of the SGA Vice President shall be to

1. Preside over Senate Meetings and make all necessary arrangements for those meetings, including setting an agenda and conducting business of the meeting and shall conduct the meetings according to the newest edition of Robert’s Rules of Order, Newly Revised.
2. Vote only in case of tie.
3. Fulfill all SGA presidential responsibilities in the absence of the President as detailed in the Constitution and Bylaws.
4. Maintain a minimum of four (4) weekly office hours.
5. Appoint senators with the approval of the Student Life Director. Ensure that the SGA Senate has at least 10 members.
6. Succeed to the office of the President upon the vacancy of that office, until the next annual elections.
7. Perform additional duties as assigned to him/her by the President.

D. SGA Executive Secretary

Duties of the SGA Executive Secretary shall be to

1. Record the minutes of the Senate meetings, Executive Board meetings, and Senate Committee Chair Meetings. All minutes must be turned in two (2) days after the meeting. The minutes must be given to the Advisor for proofing before their distribution.
2. Maintain the SGA files.
3. Maintain the SGA Minutes. Also, the secretary will provide the Director of Student Life and the SGA Advisor with a copy of the agenda and minutes packet.
4. Tabulate and record the office hours of all SGA regardless of branch. He/She must provide a written report to the President, Vice-President, Pro-Tempore, Membership Director, and Advisor of all Members who are not complying with the Constitution delineation of office hours. The report must be submitted on a biweekly basis.
5. Prepare any correspondence assigned to him/her by the President, the Vice-President, or any member of the Executive Board. All correspondence must be given to the SGA Advisor for proofing before their distribution.
6. Provide the Senators of SGA, the SGA Advisor, and the Director of Student Life with the agenda and approved minutes of prior meeting packet a week before the Senate Meeting.
7. Maintain a minimum of three (3) weekly office hours.
E. SGA Treasurer

Duties of the SGA Treasurer shall be to

1. Maintain a record of all income and expenditures.
2. Manage all SGA fundraisers.
3. Organize and participate in charitable activities and community service projects. He/she will work closely with the Public Relations Chair, SGA Advisor, and Director of Student Life.
4. Submit a copy of the Treasurer’s Report to the SGA Advisor and the Senate.
5. Maintain a minimum of three (3) weekly office hours.

F. Sergeant At Arms

Duties of the Sergeant At Arms shall be to

1. Preserve order and decorum at all SGA meetings.
2. Work closely with the Parliamentarian insuring that all SGA Members are familiar with the SGA and FCSSGA Constitutions.
3. Serve on the election committee and ensure that the elections are run according the procedures stated within the election packet and this Constitution.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of three (3) weekly office hours.

G. Government Relations Director

Duties of the Government Relations Director shall be to

1. Report to SGA on all pertinent information regarding all branches of Government, all Miami Dade College Campuses and FCSSGA.
2. Maintain constant contact with the SGA of all Miami Dade College Campuses.
3. Form legislative committees to carry out legislative business, with approval of the SGA Vice President.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of three (3) weekly office hours.

H. Historian

Duties of the Historian shall be to

1. Maintain a pictorial record of all SGA activities. He/she will keep copies of all flyers and news articles that have been published about the SGA.
2. Submit the Miami Dade College, Homestead Campus Scrapbook during the FCSSGA State conference.
3. Create/Chair the Scrapbook committee.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of three (3) weekly office hours.
ARTICLE VII. POWERS

A. The SGA shall have the power to conduct the following business during official meetings at which there is a quorum:

1. Determine positions and elect individuals as necessary to conduct the business of SGA.
2. Pass motions and resolutions to conduct the business of the SGA with the required vote of the SGA Senators.
3. Carry out other such responsibilities and duties as are consistent with the purpose of SGA and abide by college policies and state laws.

B. Quorum shall be considered the majority of the SGA members at a meeting.

ARTICLE VIII. ELECTIONS AND REFERENDA

A. SGA annual elections will be held according to the elections packet distributed by the SGA Advisor.

B. The annual elections will be held for the core executive board offices of SGA including President, Vice-President, Executive Secretary, and Treasurer. These positions shall be elected by the student body of Miami Dade College, Homestead Campus.

C. A vote on Constitutional amendments and referenda may also be conducted during the annual election. Campus-specific amendments and referenda in any issue may be called with approval by majority vote of those present at a meeting of the SGA.

ARTICLE IX. REMOVAL FROM OFFICE

This section outlines the procedures for the removal of elected officials from the SGA.

A. Removal Due to Violation of College Policies and Procedures – Any student holding an elected position in SGA who violates College Policies and Procedures may be removed from elected office after all administrative or disciplinary procedures governing such policies and procedures have been exhausted. This includes violations of the Code of Student Conduct and Students’ Right and Responsibilities.

B. Charges of Impeachment – Any student holding an elected position in SGA may also be removed from the elected office for reasons other than those in Sections 1 of this Article. Other reasons for removal from elected office include failure to uphold the duties and responsibilities outlined in the SGA Constitution and Oath of Office. The following outlines the set of procedures to be followed in order to impeach an officer.

1. Filing an Impeachment Charge

   a. In order to file a charge of impeachment, the student(s) filing the charge against an elected officer must follow SGA procedures to be recognized on a subsequent Senate meeting agenda.

   b. The student(s) filing a charge against an elected official will state his/her case to the Senate when officially recognized on the agenda and will also provide a written statement detailing the grounds for impeachment.
c. A two-thirds vote is required by the Senate in order to forward a charge of impeachment. Student(s) filing a charge for impeachment and the elected officer charged with impeachment will be excluded from the vote. Following an affirmative two-thirds vote of the Senate, an Ad-hoc committee will be formed.

2. Ad-Hoc Committee for Purposes of Discovery

a. The Senate will form an Ad-Hoc committee consisting of five Senators and the SGA Advisor. Committee membership shall not include the officer charged with impeachment nor the person(s) bringing forth the charges for impeachment. The SGA Advisor will be an ex officio member of the committee and will have no vote on the committee. The purpose of the committee will be discovery to ascertain the validity of the claims brought forth on the charge of impeachment.

b. The committee will be responsible for conducting an investigation within 21 calendar days from the day the committee was appointed.

c. The committee will prepare a report of findings in writing. The written report shall be sent to all Senators and the student charged with impeachment.

3. Impeachment Hearing

a. Upon issuance of the written report of findings, a special session of the Senate will be scheduled within 7 days for the official submission of the committee findings and defense by the student officer charged with impeachment.

b. The proceedings of the impeachment hearing will be as follows:

   I. Presentation of findings by the committee

   II. Presentation of defense by the charged student officer and rebuttal

   III. Redirect of findings by the committee

   IV. Redirect of defense by the charged student officer

   V. Questions by the Senate addressed to the charged student officer and/or committee

c. At the conclusion of the Senate impeachment hearing, the Senate will conduct a vote by secret ballot on the charges of impeachment. A two-thirds vote by the Senate is required for impeachment. Student(s) filing a charge for impeachment and the elected officer charged with impeachment will be excluded from the vote.

d. The decision of the impeachment hearing is considered final. If the decision is in the affirmative, the impeached officer will be immediately removed from office. If the decision is not in the affirmative, the charges will be dropped and can not be brought up for another hearing on the same charges for at least one semester.
ARTICLE X.  BUDGET
The SGA Budget will be based on communications with the outgoing SGA and the incoming SGA and developed by the incoming SGA. The budget is to be completed and submitted to the Student Life Director by the date he/she request it be submitted.

ARTICLE XI.  AMENDMENTS
No provision of the SGA Constitution may be waived. Such provisions may be added, deleted or altered through the following amendment process:

A. Amendments to this Constitution may be proposed by a senator and approved by two-thirds vote of the SGA senate.

B. A simple majority of the SGA voting in a campus-wide general or special election is sufficient for ratification of an amendment to the SGA Constitution.

ARTICLE XII.  BYLAWS

A. SGA shall maintain a set of specific Bylaws that may be amended only by a majority vote of the entire SGA.

B. No provision of the SGA Bylaws may be waived. Such provisions may only be added, deleted, or altered through the amendment process.

ARTICLE XIII. DISSOLUTION & RATIFICATION

A. This Constitution will be dissolved upon the full ratification of a new Student Government Association Constitution.

B. Ratification of this Constitution or any other Constitution replacing this document shall be achieved by approval of the Executive board of the SGA, the SGA Advisor, and the Director of Student Life.

Henry Gomez, President 2010-2011  Pierre Leveque, Vice President 2010-2011
Student Government Association  Student Government Association

Nicole D. Bryant  Dr. Jeffery A. Thomas
Student Life Director/SGA Advisor  Dean of Academic and Student Affairs

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Dr. Jeanne F. Jacobs, President
Miami Dade College, Homestead Campus

Revised: August 2011
*Portions of section and/or article cannot be changed without prior approval by the Student Government Association Advisor and the Director of Student Life. These sections and/or articles were incorporated to meet state guidelines.