

Student Government Association

Constitution

Miami Dade College

| PREAMBLE | 3 |
|--|----|
| ARTICLE 1 PROVISIONS | 3 |
| Section 1. Name | 3 |
| Section 2. Jurisdiction | 3 |
| SECTION 3. ORGANIZATION | 3 |
| Section 4. Authority Vested | 3 |
| Section 5. Rights | 4 |
| SECTION 6. CHARGE AND OATH OF OFFICE | |
| SECTION 7. ETHICS AND DRESS CODE | 4 |
| ARTICLE 2 SGA ADVISOR(S) | 5 |
| Section 1. Advisor Duties and Responsibilities | 5 |
| SECTION 2. ADVISOR RIGHTS | 5 |
| ARTICLE 3 GENERAL MEMBERS | 5 |
| Section 1. General Members Requirements | |
| SECTION 2. GENERAL MEMBER DUTIES AND RESPONSIBILITIES | 5 |
| ARTICLE 4 LEGISLATIVE AUTHORITY: THE SENATE | 6 |
| SECTION 1. SENATE MEMBERSHIP | 6 |
| SECTION 2. QUALIFICATIONS OF SENATORS | 6 |
| Section 3. Duties of Senators | 6 |
| Section 4. Duties of Senate Officers | |
| SECTION 5. SENATE QUORUM, MEETINGS, AND RULES REQUIRED | 8 |
| ARTICLE 5 EXECUTIVE AUTHORITY: THE EXECUTIVE BOARD | 9 |
| SECTION 1. EXECUTIVE BOARD MEMBERSHIP | |
| Section 2. Qualification of Executive Board | |
| SECTION 3. DUTIES OF EXECUTIVE BOARD OFFICER | |
| Section 4. Term and Election | |
| ARTICLE 6 PARLIAMENTARY AUTHORITY | |
| ARTICLE 7 REMOVAL FROM OFFICE | 11 |
| SECTION 1. REMOVAL DUE TO VIOLATION OF COLLEGE POLICIES AND PROCEDURES | |
| SECTION 2. IMPEACHMENT PROCEDURES | 11 |
| ARTICLE 8 VACANCIES AND SUCCESSION | 12 |
| ARTICLE 9 BUDGET | 13 |
| ARTICLE 10 AMENDMENTS | 13 |
| ARTICLE 11 BYLAWS | 13 |
| ARTICLE 12 DISSOLUTION AND RATIFICATION | 13 |
| ARTICLE 13 COLLEGE WIDE BUSINESS | 13 |
| SECTION 1: COLLEGEWIDE MATERIAL | |
| SECTION 2: COLLEGEWIDE COMMITTEE | |
| SECTION 3: COLLEGEWIDE VOTING | 14 |

Preamble

We the students of Miami Dade College, in order to foster a healthy environment for the free expression of views and interests of the student body; Promote the highest standard for education and leadership; Uphold the rights of each student in the College; Inspire and advance students' welfare socially and culturally; Do ordain and establish this Constitution to oversee the Student Government Association of the Miami Dade College.

Article 1 Provisions

Section 1. Name

The name of this organization shall be the Student Government Association of Miami Dade College (SGA).

Section 2. Jurisdiction

Only registered students of Miami Dade College may be members of the Student Government Association and shall be subject to its constitution and status.

Section 3. Organization

- The Student Government Association shall be composed of an Executive Board, Senate Board, Senators, General Members and all other independent agencies specified in this constitution.
- **The Executive Board** will consist of the positions of President, Vice President, Secretary and Treasurer, elected by the MDC student body.
- The Senate Board will consist of the appointed positions of Sergeant at Arms, Governmental Relations Director, Public Relations Director, Volunteer Services Director, Parliamentarian, and Pro-Tempore.

Section 4. Authority Vested

The S.G.A. of Miami Dade College's 8 campuses are the official representatives and legislative agents of the student body as an entity. It is authorized by this Constitution to propose legislation, policies, and as well 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 Students Services, the Campus President, Miami Dade College President, and the Board of Trustees.

Section 5. Rights

The Student Government Association shall take no action that would result in the denial of student rights as established by the College. This constitution shall be subject to the provisions of other college policies and procedures, as interpreted by the Student Life Director or his/her designee. Unless conflicting with college policies or procedures, and departmental rules this constitution shall be supreme in all matters relating to the operation of Student Government Association.

Section 6. Charge and Oath of Office

A. The Charge

"At all times, while serving in office, you will strive within the capacity of the Student Government Association to represent the best interest of the student body.

Your abilities and efforts will be directed toward implementing the wishes of the electorate, and in no instance, will your decisions be influenced by thoughts of personal recognition or gain.

On occasions of conflict of interest, the judgments made will be based on the ultimate effect to, and for the greater good of Miami Dade College."

B. The Oath

Before entering the duties of an office, each person duly elected or appointed shall recite the following oath that shall be administered by the designated college employee or designated guest of honor.

"I, <u>(name)</u>, having been duly elected (or appointed) by the Student Body of Miami Dade College solemnly affirm that I will support and obey the Student Body Constitution and its laws. I recognize and assume herewith the duties and subsequent responsibilities of my position and will faithfully execute the responsibilities of the office of (office)."

Section 7. Ethics and Dress Code

- All members of the Student Government Association will conduct and dress themselves in a professional manner that is befitting a student leader.
- Misconduct such as illegal parking on campus, illegal substance abuse, cheating, etc. will not
 be tolerated and will constitute dismissal from SGA by the Advisor of SGA and the Director
 of Student Life on the grounds of College procedures and policies.
- When representing Miami Dade College, the SGA member will be required to wear the SGA attire provided by the Student Life Department with clean and neat pants or skirt. Torn garments, garments displaying sexually implied or explicit material, racially derogatory material, or garments revealing midriff areas are totally forbidden.
- Students not abiding by the content of the section, may be excluded from participating as an SGA representative at discretion of the SGA Advisor and/or Student Life director.

Article 2 SGA Advisor(s)

Section 1. Advisor Duties and Responsibilities

- The Student Life Department shall designate an advisor to the Student Government Association.
- The Advisor shall counsel as to the legality, policies, and procedures of the college. The advisor, or designee, may attend the Senate and the Executive Board meetings.
- The advisor is responsible for assuring that all Student Government Association liaisons to Miami Dade College Committees are adhering to their responsibilities.
- The Advisor is responsible for providing proper training through workshops to assure that Executive Board members have the necessary knowledge/information fulfill their responsibilities.

Section 2. Advisor Rights

- The Advisor shall be treated with the utmost respect.
- He/She will be a part of Student Government Association 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 Student Government Association.
- The Advisor reserves the right to screen all written material that is distributed by SGA members. The written material includes but not limited to memorandums, reports, flyers, letters, etc. that in anyway reflects or refers to SGA.

Article 3 General Members

Section 1. General Members Requirements

- General membership shall be open to all Miami Dade College students that meet the following qualifications:
 - A general member must be a registered student of Miami Dade College, must have graduated from high school or received a GED (no dual enrollment students), must be enrolled in no fewer than six credits during the Fall and Spring terms, with a minimum overall grade point average of 2.0.

Section 2. General Member Duties and Responsibilities

- SGA general members are encouraged to participate as host and/or assistant during the campus Activity Hour, held on Wednesdays at noon and any other campus event.
- All SGA volunteers are required to wear the SGA volunteer shirt (provided by the Student Life Department) when volunteering for SGA events, representing SGA at any other events, and participating in community volunteering activity, approved by the SGA advisor and/or Student Life Director.

Article 4 Legislative Authority: The Senate

The Legislative authority of the student body and Student Government Association shall be vested in a Student Senate.

Section 1. Senate Membership

• The Senate shall be comprised of no fewer than fifteen (15) Senators.

Section 2. Qualifications of Senators

- Must be a registered student of MDC and have a high school diploma or GED.
- Be enrolled during the Fall and Spring terms for six (6) or more credits each major term.
- Must maintain a 2.0 grade point average during the Fall, Spring, and Summer terms.
- Must have attended at least three consecutive Senate meetings.
- Must be in good academic standing as detailed in the Student Rights and Responsibilities.
- Student Senators shall be elected/appointed by methods specified by the Student Life Department Senator application form.
- A minimum of three (3) events and three (3) meetings is required to be considered. The final decision shall be made by the Sergeant at Arms and Executive Board with approval of SGA Advisor and Student Life Director.

Section 3. Duties of Senators

- Represent the Student Body and enact legislation and initiate such programs as may be in the best interest of the Student Body.
- Attend regularly scheduled and special meetings of S.G.A., failure to do so will result in permanent separation after three (3) consecutive unexcused absences.
- Faithfully represent the needs and interest of the students they represent to the S.G.A.
- Fulfill all special assignments as delegated by any member of the Executive and Senate board.
- Set and maintain a minimum of four (4) weekly hours, two (2) of which must be dedicated to events.
- 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.
- A Senator is subject to removal from membership and/or office at the discretion of the SGA Advisor and Student Life Director if caught violating any school policy and procedure.
- Senators and Senate Officers shall hereby understand that their membership is tentative on successful adherence of the set minimum requirements and duties set forth by this constitution; failure to do so shall result in a reevaluation of membership by the Sergeant at Arms and Executive Board with approval of SGA Advisor and Student Life Director.
- Following a period of three (3) consecutive weeks of inactivity Student Government reserves the right to revoke membership.
- New members shall hereby understand that in order to receive the benefits of a full-fledged member upon graduation; he/she must be active in the organization by means other than Office Hours.

The following positions (with the exception of Senate President) may be appointed by the S.G.A. President with the approval of the majority of the S.G.A. Senate and S.G.A. Advisor and be subject to removal by the S.G.A. Advisor. Senate officer may serve for one full, academic year, not to be exceeded. All positions shall perform additional duties as assigned to him/her and maintain a minimum of four (4) weekly hours, two (2) of which must be dedicated to events.

• Senate President:

The Vice-President of the Student Government Association shall be the President of the Senate and shall chair the Senate meetings; preserve order and decorum; have general control over meeting places; sign all acts and resolutions duly adopted by the Senate; decide all questions of order; vote to break a tie; serving as an ex-officio member of each.

• President Pro-Tempore:

- 1. Shall act as Chairperson in the absence or at the direction of the Senate President. In the case of vacancy in the Office of Senate President, the President Pro-tempore shall act as Senate President until an emergency election is held.
- 2. The Pro-Temp is responsible for maintaining the Senate's standing committees, for reporting their activities at the Senate meetings, for allowing the committee chairperson to present reports on behalf of their committees and for keeping balance number of members in each committee.
- The Pro-Temp is responsible for collecting attendance from each of the committees and reporting to the E-board and Sergeant at Arms who is and who is not attending meetings.

• Parliamentarian:

- 1. Responsible for ensuring that all S.G.A. Senators and Members are familiar and proficient with the current edition of Robert's Rule of Order, Newly Revised and parliamentary procedures.
- 2. The Parliamentarian is responsible for ensuring that all S.G.A. Members are familiar with the S.G.A. and the F.C.S.S.G.A. Constitutions.

• Government Relations Director:

- The Government Relations Director must report to S.G.A. on all pertinent information regarding all branches of Government, all Miami Dade College Campuses and F.C.S.S.G.A.
- 2. The Government Relations Director must keep in constant contact with the S.G.A. of all Miami Dade College Campuses.
- 3. The Government Relations Director, with approval of the S.G.A. Vice President, may form legislative committees to carry out legislative business

Sergeant at Arms:

- 1. Shall preserve order and decorum at all Senate and Executive Board Meetings.
- 2. Work closely with the Parliamentarian ensuring that all Student Government Association members are familiar with the SGA and FCSSGA constitutions.
- 3. Serve as the Student Government Association liaison between Advisor and Inactive members of the Senate and or E-board.

Public Relations Director:

- 1. The Public Relations Director is in charge of maintaining a digital record of all S.G.A. activities, keep copies of all flyers, news articles that have been published about the S.G.A.
- 2. Work with Student Life to promote SGA and SGA-related events to other clubs and organizations and the campus.
- 3. The current Public Relations Director shall head the efforts in creating the annual SGA scrapbook and attain all the necessary materials to create the SGA scrapbook. (The scrapbook may also enter the FCCSGA Year-End Conference Competition).
- 4. Create content for posting on social media accounts, subject to approval by the SGA Advisor and Student Life Director.

Volunteer Services Director:

- 1. The Volunteer Services Director shall work with the Public Relations Director to Inform SGA of service events occurring on campus.
- 2. Organize volunteer opportunities on campus and in the community.
- 3. Assist the Secretary in maintaining an accurate database of Senator service event participation.
- 4. Report SGA's community involvement to the ICED

The Senate shall establish such other offices as it may require; subject to E-board and Student Life Director approval.

Section 5. Senate Quorum, Meetings, and Rules Required

• Quorum:

- 1. A majority of the membership of the Senate (50%+1) shall constitute a quorum for Senate meetings. Inactive senators will not be considered part of the Senate for the purpose of establishing quorum.
- 2. When lacking quorum in a formal meeting, the Senate may meet as a committee of the whole, any action taken as the committee of the whole can be voted on when quorum is present.

Meetings:

- 1. Senate meetings may not conflict with any Student Government Association or Student Life sponsored events.
- 2. Any Major items to be addressed in the Senate meeting must be turned into the Vice President no later than two business days prior to the meeting day so it can be placed on the agenda. The information must include all facts and issues to be addressed at the meeting.
- 3. Minutes should be recorded at each meeting and be made available upon request.

Rules Required:

- 1. All Senators shall determine, ratify, and publish the Constitution and a written record of the Senate's actions shall be kept. If these are questionable, it will be subject to the director of Student Life and the SGA Advisor to interpret.
- 2. All written material (forms, agendas, minutes etc.) shall be proofread by the SGA Advisor prior to distribution.
- 3. All proposals shall be first presented to the SGA Advisor before being presented or voted on at an E-board or Senate meeting.

Article 5 Executive Authority: The Executive Board

The executive authority of the Student body and the Student Government Association shall be vested in the President.

All members of the executive board shall so conduct themselves to justify the confidence placed on him/her by the Student Body and by personal example and admonition to colleagues. shall maintain the integrity and responsibility of his/ her office.

All positions shall perform additional duties as assigned to him/her and maintain a minimum of four (4) weekly hours, two (2) of which must be dedicated to events.

Section 1. Executive Board Membership

The Executive Board shall be comprised of the President, Vice President, Secretary and Treasurer. Elected by the Miami Dade College Student Body.

Section 2. Qualification of Executive Board

- Applicant must have home campus aligned with the campus he/she is seeking an elected position and performing his/her duties.
- Must be a registered student of Miami Dade College, taking at least six (6) credits during the Fall and Spring terms.
- Must have and maintain no less than a 2.5 grade point average to run for and hold office.
- May not be President or Vice-President of any other Student organization throughout their term in office.
- May not be under any academic or disciplinary sanction as detailed in the Student Rights and Responsibilities document to run for and hold office.

• S.G.A. President:

- 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 S.G.A. to the Administration and Faculty at each respective campus of Miami Dade College.
- 3. Serve on and recommend names for appointment to College wide or campus wide committees.
- 4. May convene special campus S.G.A. meetings, provided there are at least 48-hour notice of such meetings.
- 5. Ensure that the S.G.A. Senate has at least 15 members.
- 6. Initiate judicial proceedings against a student for an infraction of the student rights and responsibilities and must submit his recommendation in writing to the Sergeant at Arms, S.G.A. Advisor and the Student Life Director.
- 7. Fulfill all duties and responsibilities as detailed by the S.G.A. Constitution and Bylaws or as delegated by SGA Advisor and Student Life Director.
- 8. Shall appoint members to the executive board, in case of vacancy, until next annual elections with the approval of SGA Advisor and Student Life Director.

S.G.A. Vice President:

- 1. Preside over Senate Meetings and make all necessary arrangements for those meetings, including setting an agenda and conducting business of the meeting. Following Roberts Rules of Order.
- 2. He/she is allowed to vote only in case of tie.
- 3. Fulfill all S.G.A. presidential responsibilities in the absence of the President as detailed in the Constitution and Bylaws.
- 4. Succeed to the office of the President upon the vacancy of that office.
- 5. Refer to Article 4 for additional legislative responsibilities.

• S.G.A. Secretary:

- 1. Record the minutes of the S.G.A., Senate and Executive Board meetings. All minutes must be available upon request within three days (72 hours) after the meeting.
- 2. Maintain S.G.A. paper and electronic files.
- 3. The S.G.A. Secretary is responsible for maintaining a current list of all Members and distributing the list to the Executive Board, the Advisor, and the Director of Student Life.
- 4. Send any correspondence assigned to him/her by the President, Vice President, and the Treasurer.

• S.G.A. Treasurer:

- 1. Maintain a record of all income and expenditures.
- 2. Run all S.G.A. fundraisers.
- 3. Organize and participate in charitable activities and community service projects.
- 4. Work with SGA Advisor and Student Life Director to create a treasurer report presented once a month during S.G.A. senate meetings.

Section 4. Term and Election

- The Term of office of the Executive Board shall begin on the first day of Summer term and shall end the last day of the next Spring term.
- The Outgoing President and Vice President must induct and inform the newly elected President and Vice President of all procedures, happenings, projects, and other pertinent information.
- Elections shall be held during Spring Term, by methods specified by the Student Life Department and in accordance with college procedure and policy.
- For Qualifications for Executive Board Membership refer to Article 5 Section 2
- Members of the student body whose home campus aligns with the candidates they wish to vote for and are enrolled for the voting semester, shall be considered qualified electors, except where prohibited from institutional activities.

Article 6 Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the student government association in all cases to which they are applicable and in which they are consistent with the consultation and bylaws of the Student Government Association.

Article 7 Removal from Office

Section 1. Removal Due to Violation of College Policies and Procedures

Any elected/appointed official that is accused of violating the duties and responsibilities bestowed upon them from either the responsibilities outlined from articles found in this constitution may be removed from their position after all administrative or disciplinary procedures governing such policies and procedures have been exhausted.

Section 2. Impeachment Procedures

Charges of Impeachment on any student holding an elected position in S.G.A. 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 S.G.A. Constitution and Oath of Office. The following outlines the set of procedures to be followed in order to impeach an elected 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 S.G.A. 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 S.G.A. Advisor. Committee membership shall not include the officer charged with impeachment nor the person(s) bringing forth the charges for impeachment. The S.G.A. 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:
 - 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 cannot be brought up for another hearing on the same charges for at least one semester.

Article 8 Vacancies and Succession

• The vacancy of an office shall occur upon the creation of a new office, upon the inability of an officer to serve, the removal of the incumbent, resignation of member, succession to another office, unexplained absences, or failure to remain constitutionally qualified. When such a vacancy becomes evident, it shall be declared by executive order by the SGA Advisor and/ or the Student Life Director.

 In case an Executive Board position becomes vacant, it shall remain vacant until appointed by current SGA President with the approval of the SGA Advisor and/or Student Life director.

Article 9 Budget

• The S.G.A. Budget will be developed by the S.G.A. currently in office for the succeeding S.G.A. The budget is to be completed and submitted to the Student Life Director by the date he/she request it be submitted.

Article 10 Amendments

• No provision of the S.G.A. Constitution may be waived. Such provisions may be added, deleted or altered through the revision process stated in Article 13

Article 11 Bylaws

- S.G.A. shall maintain a set of specific Bylaws that may be amended only by a majority vote of the Senate.
- No provision of the S.G.A. Bylaws may be waived. Such provisions may only be added, deleted, or altered through the amendment process.

Article 12 Dissolution and Ratification

- This Constitution will be dissolved upon the full ratification of a new Student Government Association Constitution.
- Ratification of this Constitution or any other Constitution replacing this document shall be achieved through by a majority vote by the Senate members present at the ratification meeting and approval of the Director of Student Life.

Article 13 College Wide Business

Section 1: Collegewide Material

- Collegewide material may be proposed by an Executive Board member, Senator, or SGA Advisor at any of the campuses.
- All proposed material shall be proofread and approved by the proposing campus SGA Advisor and Student Life Director prior to distribution and voting during a Collegewide Committee session.

Section 2: Collegewide Committee

- The Committee shall be composed of two (2) Senate representatives per campus to a total of 16 Committee members.
- Each Student Government President and SGA Advisor or Student Life Director shall appoint two (2) senate members from their respective campuses in order to vote on collegewide material during a Collegewide Committee section.

Section 3: Collegewide Voting

- Collegewide Voting shall be composed of Student Government Senators from every campus. The selection process for these Senators shall be decided by each campus at their discretion.
- A material shall only pass the Collegewide Committee when ratified by a majority of its members.
- In case no majority is achieved when voting on a material, the Student Government President who serves as the Board of Trustees Representative for that academic year will act as the 17th member of The Collegewide Committee to either vote for or against the material.
- Material shall immediately become effective when ratified by a majority vote in the Collegewide Voting section.
- At least one SGA Advisor, or Student Life Director must be present at SGA College Wide Committee Meetings

Ratified:

| North Campus | | Date: | |
|------------------|--------------------|-------|------------------|
| Kendall Campus | | Date: | |
| Wolfson Campus | | Date: | |
| Medical Campus | | Date: | |
| Homestead Campus | SGA Senate Meeting | Date: | November 2, 2020 |
| Hialeah Campus | | Date: | |
| Padrón Campus | | Date: | |
| West Campus | | Date: | |

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