



Student Government Association Constitution



Article I - Purpose

- A. The name of this organization shall be the Student Government Association, hereafter referred to as the S.G.A.
- B. The Purpose of the Student Government Association is to serve as the governing body responsible for representing student interests and addressing student needs on matters of college, county, or state concerns.
- C. The responsibilities of the S.G.A. are to represent students' interest through:
 1. Serving on College and campus committees.
 2. Identifying and supporting student interests to the administration and faculty.
 3. Working in partnership with the administration and faculty to address student issues.
 4. Allocating activities and service fees.

Article II- Composition

- A. The Student Government Association shall be composed of the following:
 1. Executive Board
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 2. Senate Board
 - a. Membership Director
 - b. Parliamentarian
 - c. Sergeant at Arms
 - d. Government Relations Director
 - e. Historian
 - f. Public Relations Director
 3. Advisor
 - a. The Student Life Department shall designate an advisor to the S.G.A. The Advisor shall Counsel as to the legality, polices and procedures of the College. The advisor is responsible for assuring that all S.G.A. liaisons to Miami Dade College Committees are adhering to their responsibilities.
 - b. The advisor is also responsible for designating the special benefits that will be granted to exemplary S.G.A. members.
 - c. The Advisor shall be treated with the outmost respect. He/she will be considered a part of S.G.A. as well as the liaison between the

organization and the College. The Advisor will be granted power to operate within the checks and balance system of the S.G.A. The Advisor reserves the right to screen all members of the S.G.A. for minimum requirements.

Article III - Authority

The S.G.A. of Miami Dade College, InterAmerican Campus is the official representative and legislative agent 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 InterAmerican Campus President, Miami Dade College President, and the Board of Trustees.

Article IV - S.G.A. Officers

A. Qualifications to be an Executive Board officer:

1. Must have earned at least nine (9) college credits at Miami Dade College, InterAmerican Campus for he/she to be considered qualified as a candidate to run for office.
2. Must be a registered student of Miami Dade College, InterAmerican Campus taking at least six (6) credits during the Fall and Spring terms, and three (3) credits during the summer terms.
3. Must maintain no less than a 2.50 cumulative grade point average to run for and hold office.
4. May not be President or on the Executive Board of any other Student organization throughout their 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.

B. Duties of the S.G.A. 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 S.G.A. to the Administration and Faculty of Miami Dade College, InterAmerican Campus.
3. The executive authority of the student body and S.G.A. shall be vested to the President.
4. Serve on and recommend names for appointment to College wide or campus wide committees.
5. Have the power to convene special campus S.G.A. meetings, provided there are at least 48 hours notice of such meetings.
6. Maintain a minimum of eight (8) weekly office hours, of which four (4) must be in the office itself.
7. Ensure that the S.G.A. Senate has at least 15 members.

8. 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, S.G.A. Advisor and the Student Life Director.
9. Fulfill all duties and responsibilities as detailed by the S.G.A. Constitution and Bylaws or as delegated by S.G.A.
10. Shall appoint members to the executive board, in case of vacancy, until next annual elections.

C. Duties of the S.G.A. 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. 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. Maintain a minimum of eight (8) weekly office hours, of which four (4) must be in the office itself.
5. Succeed to the office of the President upon the vacancy of that office.
6. Perform additional duties as assigned to him/her by the President.

D. Duties of the S.G.A. Secretary shall be to:

1. Record the minutes of the S.G.A., Senate and Executive Board meetings. All minutes must be turned in two days (48 hours) after the meeting.
2. Maintain the S.G.A. files.
3. Tabulate and record the office hours of all S.G.A. members regardless of branch.
4. Send any correspondence assigned to him/her by the President, Vice President, and the Treasurer.
5. Maintain a minimum of eight (8) weekly office hours, of which four (4) must be in the office itself.
6. Perform additional duties as assigned to him/her by the President.
7. Shall keep the Membership Director up to date on attendance of the S.G.A. membership.

E. Duties of the S.G.A. Treasurer shall be to:

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. He/she will work closely with the S.G.A. Advisor, and the Director of Student Life.
4. Maintain a minimum of eight (8) weekly office hours, of which four (4) must be in the office itself.
5. Give a treasurer report once a month during a S.G.A. senate meeting and submit a copy to the S.G.A. Advisor.
6. Perform additional duties as assigned to him/her by the President.

Article V - Appointees

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

A. Membership Director

1. The Membership Director is responsible for keeping the S.G.A. President, Vice President and Advisor informed as to the number of Members in S.G.A.
2. The Membership Director 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.
3. The Membership Director will chair the Student S.G.A. Elections Committee with the assistance of the Parliamentarian and Sergeant at Arms and is responsible for running the elections according to the procedures stated within the election packet and this Constitution.
4. Perform additional duties as assigned to him/her by the President.

B. Parliamentarian

1. The Parliamentarian is responsible for insuring 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 insuring that all S.G.A. Members are familiar with the S.G.A. and the F.J.C.C.S.G.A. Constitutions. The Parliamentarian will serve on the elections committee and insure 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.

C. Sergeant At Arms

1. The Sergeant at Arms is responsible for preserving order and decorum at all S.G.A. Meetings.
2. The Sergeant At Arms will work closely with the Parliamentarian insuring that all S.G.A. Members are familiar with the Student Government Association and F.J.C.C.S.G.A. Constitutions.
3. The Sergeant at Arms will serve on the election committee and insure 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.

D. Government Relations Director

1. 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.J.C.C.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.

4. Perform additional duties as assigned to him/her by the President.
- E. Historian
1. The historian is in charge of maintaining a pictorial record of all S.G.A. activities. This person will keep copies of all flyers, news articles that have been published about the S.G.A.
 2. The historian is responsible for submitting the Miami Dade College, InterAmerican Campus Scrapbook during the F.J.C.C.S.G.A. State conference.
 3. Creates/Chairs the Scrapbook committee.
 4. Perform additional duties as assigned to him/her by the President.
- F. Public Relations Director
1. Working closely, with all committee chairs, with S.G.A. Advisor, and the Student Life Director.
 2. The S.G.A. Public Relations Director is responsible for informing the S.G.A. of the upcoming events and meetings.
 3. The S.G.A. Public Relations Director shall be an ex-officio of all committees.
 4. Perform additional duties as assigned to him/her by the president.

Article VI - Senators

- A. Qualifications for Senator:
1. Must be a registered student of Miami Dade College, InterAmerican 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 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 S.G.A. 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 S.G.A., failure to do so will result in being placed on inactive status after three (3) consecutive absences.
 3. Faithfully represent the needs and interest of the students they represent to the S.G.A.
 4. Fulfill all special assignments as delegated by any member of the Executive and Senate board.
 5. Set and maintain a minimum of five (5) weekly hours, Two (2) of which must be in the office itself.
 6. 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.

7. Any Senator caught violating any school policy will be subject to dismissal by the S.G.A. Advisor and/or the Director of Student Life.

Article VII - Elections and Referenda

- A. S.G.A. annual elections will be held according to the elections packet distributed by the S.G.A. Advisor.
- B. The annual elections will be held for the offices of S.G.A. President, Vice President, Treasurer, and Secretary. These positions shall be elected by the Student Body of Miami Dade College, InterAmerican 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 S.G.A.

Article VIII - Powers

- A. The S.G.A. 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 S.G.A.
 2. Pass motions and resolutions to conduct the business of the S.G.A. with the required vote of the S.G.A. senators.
 3. Carry out other such responsibilities and duties as are consistent with the purpose of S.G.A. and abide by college policies and state laws.
- A. Quorum shall be considered the majority of the S.G.A. members at a meeting.

Article IX – Removal from Office

This section outlines the procedures for the removal of elected officials from the Student Government Association.

- A. **Removal Due to Violation of College Policies and Procedures**
Any student holding an elected position in S.G.A. 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 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:
 - 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 - Vacancies and Succession

- A. Should an elected candidate for President become ineligible to take office after an election and before the start of the term, the candidate shall be succeeded by the presidential candidate with the next highest number of votes. If the race is uncontested, then the winner of the Vice President's position shall succeed to President upon start of the term.
- B. If the Office of the S.G.A. President becomes vacant, the order of succession shall be as follows: the S.G.A. Vice President, the S.G.A. Secretary, and the S.G.A. Treasurer.
- C. A person elected by a temporary election by a vote of two-thirds of the S.G.A. members present at a meeting at which there is quorum, until a regular annual election. Nominees must meet the qualifications of the office of President.
- D. When a vacancy occurs in the S.G.A. Vice President position, the position shall be appointed by the S.G.A. President, until a regular annual election. Nominees must be qualified for the vacancy that they intend to fill.

Article XI - InterClub Council

- A. Purpose: The InterClub Council serves to provide a forum for discussions for all campus organizations as well as promote collaboration for each organization's planned events.
- B. Powers and duties of the InterClub Council
 - 1. The InterClub Council shall meet at least once a month. The S.G.A. President will host the meeting and shall set the agenda and chair the meeting.
 - 2. Quorum for the InterClub Council shall be fifty percent (50%) plus one. The Student Life Director of InterAmerican Campus determines which organization is active. The InterClub Council, through a majority vote of the members in attendance at a meeting at which there is quorum, can conduct the business of the InterClub Council.
 - 3. The InterClub Council does not have the power to override any vote, recommendation, or decision made by S.G.A. The Inter Club Council may make recommendation to the administration and faculty on behalf of the entire student body, and when necessary, call for and conduct a campus-wide referendum, with the approval of the S.G.A. senate.
- C. The advisor to the Inter Club Council shall be the Student Life Director.

Article XII - 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 XIII - Amendments

No provision of the S.G.A. 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 S.G.A. senate.
- B. A simple majority of the S.G.A. voting in a campus-wide general or special election is sufficient for ratification of an amendment to the S.G.A. Constitution.

Article XIV - Bylaws

- A. S.G.A. shall maintain a set of specific Bylaws that may be amended only by a majority vote of the entire S.G.A.
- B. 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 XV - Dissolution & Ratification

- A. This Constitution will be dissolved upon the full ratification of a new Student Government Constitution.
- B. Ratification of this Constitution or any other Constitution replacing this document shall be achieved through two-thirds of the entire S.G.A and approval of the Director of Student Life.

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