



**MIAMI DADE COLLEGE
KENDALL CAMPUS**

**Student Government Association
CONSTITUTION**

MIAMI DADE COLLEGE KENDALL CAMPUS STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

(Revised 6/6/2007)

PREAMBLE

We the students of Miami Dade College, Kendall Campus, to insure 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. PROVISION

Section 1. Name

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

Section 2. Jurisdiction

Only registered students at Miami Dade College, Kendall Campus whose home campus is Kendall Campus shall 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 a Senate and Executive Cabinet and all other independent agencies specified in this constitution. The Senate will consist of 25 senators who will appoint a Pro-Tempore, Parliamentarian, a Sergeant at Arms, Membership Director, a Historian, a Newsletter Editor, an Advertising Chair, a Community Service Chair and a Telephone Committee Chair. The Executive Cabinet will consist of the President of Student Government Association, the Vice-President, who are elected by the student body and a Treasurer, a Recording Secretary, a Corresponding Secretary, and a Government Relations Director who are appointed from the active members in the Senate.

Section 4. Authority Vested

The Student Government Association of Miami Dade College is the official representative and the legislative agent of the Miami Dade College, Kendall Campus student body as an entity. It is authorized by this Constitution to propose legislation, policies, and 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 Student Life Director, Dean of Student Services, the Kendall Campus President, MDC 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, as interpreted by the Student Life Director or his/her designate. Unless conflicting with College Policy this Constitution shall be supreme in all matters relating to the operation of the Student Government Association

* Portions of section and/or article can not be change without prior approval by the Student Government Association Advisor and the Student Life Director. These sections and/or articles were incorporated to meet state or college guidelines.

Section 6. Membership

Membership shall be open to all Miami Dade College, Kendall Campus students that meet the candidate qualifications. A candidate for office must be a registered student of Miami Dade College, Kendall Campus, must have graduated from high school or received a GED (no dual enrollment students), must be enrolled in no fewer than nine credits during the Fall and Spring Terms, and three credits during the Summer Term, with a minimum overall grade point average of 2.5 for the President and Vice-President and 2.0 for all other members. (Students not enrolled during the Summer Term can not sit on any college/campus wide committee but can participate in the workshops and senate meetings)*

(a) **Section 7. Charge and Oath Required of All Officers**

A. The Charge

1. At all times, while service office, you will strive within the capacity of the Student Government Association at Kendall Campus, to represent the best interests of the Student Body
2. 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.
3. On occasions of conflict of interest, the judgments made will be based on the ultimate effect to, and for the greater good for Kendall Campus if 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 SGA Advisor or the Student Life Director.

I, name, having been duly elected [or appointed] by the Student Body of Miami Dade College, Kendall Campus, 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 discharge the responsibilities of the office of office.

Section 8. Office Vacated

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

Section 9. Freedom from Prosecution

Officers of the Student Government Association shall be exempt from prosecution for remarks made in an official capacity, and shall not be detained on Campus for such remarks while going to or leaving official functions. Officers shall not be subject to removal from office by the College.

Section 10. Student Government Association Office/Working Hours

- A. Members are required to spend **no less** than five (5) hours a week in the Student Government Association office. During shorter weeks one must spend the equivalent of one (1) hour per class day. All members are required to submit in writing what their scheduled hours are for every term. These hours are to be used for SGA related work and assignments. If in any given week a member is unable to complete his/her five hours or must adjust his/her schedule, the

member must submit in writing an explanations to be approved by the e-board.

- B. All SGA Members must participate as host and/or worker during the Activity Hour, held on Wednesdays during the Fall and Spring Terms. If there is no activity planned during that period, SGA members can use that time to work on project or take surveys of student's needs. (This time will **not** count toward office hours.)*
- C. All SGA members are required to wear a SGA shirt (provided by the Student Life Department) every Wednesday whether there is an Activity during Activity Hour or not. The shirt should be worn **ALL DAY**, not just during activity Hour.
- D. Members will be allowed the opportunity to make up office hours if the reason for not completing them is submitted in writing and approved by the SGA E-board. If approved, the hours must be completed within the following week. The office hours for all branches will be recorded via a sign in sheet that will be provided to the members at the SGA Senate meeting.
- E. All members elected to office during the College Wide Spring Term Elections are required to participate in summer workshops before being sworn into office. Workshops for members elected during other periods will be provided on an as need basis.

Section 11. Advisor's Duties

The Student Life Department shall designate an advisor to the Student Government Association. The Advisor shall counsel as to legality, policies and procedures of the College. It is mandatory for the advisor to be in attendance at 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 provided proper training through workshops to assure that the members have the necessary knowledge/information to do their jobs as student leaders. The advisor is also responsible for designating the special benefits that will be granted to exemplary Student Government Association members.

Section 12. Student Government Association Meetings

- A. The Student Government Association shall conduct a General Session Meeting on a weekly basis. The purpose of the General Session meeting is so that all the clubs can share information on their activities, discuss important issues that the Student Government Association is working on and the Student Life calendar. The time and place of the meeting will be the responsibility of the Student Government Association Advisor with confirmation from the SGA Senate and the Student Life Director. All Student Government Association members must attend this weekly meeting.
- B. The SGA Senate shall conduct meetings on a weekly basis. The purpose of these meetings is receive an update on the planning of projects that the Senate as approved, approve projects and conduct business as a whole. The time and place of the meeting will be the responsibility of the Student Government Association Advisor with confirmation from the SGA Senate and the Student Life Director. All Student Government Association members must attend this weekly meeting.
- C. The SGA Executive Board shall conduct meetings on a weekly basis. The time and place of the meeting will be the responsibility of the Student Government Association Advisor with confirmation from the SGA Senate and the Student Life Director. The purpose of the Meeting is to set up the Agenda for the General Meeting as well as the Senate meeting; and to discuss any internal problems SGA is having. All members of the Executive Board are required to attend. All Executive Board members are responsible for making sure that such time does not conflict with their classes or work. The Executive Board meetings are opened to any SGA member that wishes to attend.

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- D. The SGA Advisor, the SGA President and the SGA Vice-President shall meet on a weekly basis. The meetings will be conducted in the Advisor's office and the time of the meeting will be the responsibility of the Student Government Association Advisor with confirmation from the President and Vice-President. The President and Vice-President may ask the advisor to invite other e-board members as deemed needed. The purpose of the meetings is to keep track of projects, membership, FJCCSGA trips and discuss any concerns or issues that might arise.
- E. All other meetings will be specified in the appropriate sections of this constitution; none of the meeting times can conflict with Student Government Association or Student Life related events.
- F. The Senate Meetings, E-board Meetings and General Session are to be conducted on either Tuesday or Thursday. These meetings shall not start an earlier then 2:00 p.m. and run no later then the 4:30 p.m. on said days. The actual meeting time will be determined by the members' class schedule and availability. The meeting time can only be changed by two-thirds (2/3) vote of those present once the time and day has been set. It is recommended that the other meetings be held during that time frame, if time permits, since it will be understood that most members will have that time frame free from class and work.

Section 13. Ethics

- A. All members of the Student Government Association at the Kendall Campus will conduct themselves in a way that is befitting a Student Leader.
- B. Misconduct such as illegal parking on campus, substance abuse (legal and/or otherwise), cheating, etc. will not be tolerated and will constitute dismissal from SGA by the Advisor of SGA and the Director of Student Life.

Section 14. Dress Code *

All members in the Student Government Association of Miami Dade College, Kendall Campus will dress in a manner that is considered appropriate and decent by **all** individuals. When representing Kendall Campus the SGA Member will be required to wear the SGA Shirt 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.

ARTICLE II. STUDENT'S RIGHTS

Section 1. Basic Rights

- A. The enunciation herein of certain rights shall not be construed to deny or impair others retained by the students by virtue of the Constitution of the United States of America and the State of Florida.
- B. All registered students shall be equal before the law of the Student Body and the regulations of the College. See *Student's Rights and Responsibilities Handbook*.
- C. Legitimacy for groups and person who represent the Student Body is derived from the students and such groups and people serve to uphold the rights of the students.

Section 2. Rights of Non-Academic College Life

- A. The Student Body shall be entitled to a system of self-government of its own choosing, to provide students services, act as students' advocates, and perform such functions as the Student Body may require within limitations established by the College unless students' basic rights are violated.

- B. Students may organize and join associations to promote their common interests, so long as they do not violate the rules and regulations of the College and the Student Body. Membership in Student Government Association shall not be limited on the basis of race, religion, national origin, age, sex, or sexual orientation.
- C. Students and student organization shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support causes by orderly means. Student organizations shall have the right to invite guest to the campus and institutional regulations shall never be used as censorship.
- D. Students shall have the right to peaceable assembly, to address their representatives as to their concerns, and petition for redress of grievances.
- E. Efforts must be made to involve students in decision-making regarding College policies and procedures.

Section 3. Advisor's Rights *

The Advisor shall be treated with the utmost respect. He/She will be considered 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 members of Student Government Association as to their minimal requirements. 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.

Section 4. Civil Rights

- A. No student shall have his student status altered pending hearing on alleged infractions of College policies and procedures or Student Body Laws, except where the College may suspend a student if the College Community or the student is in danger. During a hearing, the accused shall have the right to testify and to present evidence and witnesses. He/She shall have the right to testify and to present evidence and witnesses. He/She shall have the right to hear and question all witnesses and to compel witnesses to appear. Hearing bodies shall not consider evidence or testimony against the accused unless he/she has been so advised and given an opportunity to rebut unfavorable inferences that might be drawn.
- B. In all civil or criminal prosecutions the accused shall, upon demand, be informed of the nature and cause of the accusation against him/her, and shall have the right to have compulsory process for witnesses, to confront at hearing adverse witnesses, to hear in person, and to have a speedy hearing. A convicted student shall have the right to appeal to a student/faculty discipline committee, the Dean of Student Services, the Campus President, and the College President.
- C. The rights of students to secure in their person, papers, and effects against unreasonable search and seizures shall not be violated.
- D. No person charged with a violation shall be compelled to pay costs before a judgment of conviction has become final.

ARTICLE III. LEGISLATIVE AUTHORITY

Section 1. The Student Senate

The legislative authority of the Student Body and Student Government Association shall be vested in a Student Senate.

Section 2. Senate Membership *

The Senate shall comprise of no fewer than 8 or more than 25 Senators elected or appointed by the Student Body.

Section 3. Qualification of Senators *

A candidate for the office of Senator must be a registered student of Miami Dade College, Kendall Campus, have a high school diploma or GED, be enrolled during the fall and Spring Terms for either a minimum of 9 credits with a GPA of 2.5 or 12 credits with a GPA of 2.0; and 3 credits for the spring and summer terms, and with a minimum GPA of 2.0 and be in good standing with the college.

Section 4. Elections and Terms of Senators

- A. Student Senators shall be elected during the Spring Term by methods specified in the appropriate act and will be conducted between the tenth and fourteenth week of the Spring Term.
- B. Senators will remain in office for one full, academic year. No term shall be longer than one year. There is no limit to the number of terms a Senator may serve. Those elected to office by special elections will serve the remaining time left by the vacancy.
- C. Appointments shall be considered if after the election the minimum number of senators has not been reached the minimum required (8) to have an active senate.
- D. Special elections can be conducted if there are more then 10 vacancies in the Senate and the Senate chooses by a vote of two-thirds (2/3) to fill those vacancies.

Section 5. Senate Officers

- A. **The Vice-President of Student Government Association** shall be 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; appoint the membership and chairperson of committees, serving as an ex-officio member of each.
- B. **A President Pro-Tempore** of the Senate shall be elected from within the membership of the senate and shall act as Chairman in the absence or at the direction of the Senate President. In the case of a vacancy in the office of Senate President, The President Pro-Tempore shall act as Senate President until an emergency election is held.
 - 1. The Pro-Temp must maintain a record of all income and expenditures of all activities the Senate has approved that have either income or expenditures.
 - 2. The Pro-Temp will provide above record to the senate and SGA advisor on a weekly basis.
 - 3. The Pro-Temp is responsible for all SGA fund-raisers.
 - 4. The Pro-Temp is responsible for maintaining the Senate's Standing Committee (CHANT) in working order, for reporting their activities at the Senate Meetings, for allowing the Chairs to present reports on the behalf of their committees and for keeping a balance number of members in each committee.
 - 5. The Pro-Temp is responsible for maintaining an accurate budget of the Historian committee, which will be submitted to the SGA Advisor one week prior to

Conference. *

6. The Pro-Temp is responsible for collecting attendance from each of the CHANT chairs and reporting to the e-board and membership director who is and isn't attending the meetings.

C. A **Membership Director** shall be elected from within the membership of the senate and be responsible for the following:

1. The Membership Director is responsible for keeping the SGA President, Vice President, Pro Tempore and Advisor informed as to the number of members in SGA
2. The Membership Director is responsible for maintaining a current list of all members containing their phone numbers and distributing the list to all the members, the Advisor, the Director of Student Life and the Student Life Office Manager.
3. The Membership Director is responsible for keeping track of attendance to SGA meetings (Senate, General Session, Executive Cabinet and CHANT) Student Activity Hour functions, and any function voted on by the Student Government Senate. When any member misses more than 3 meetings and/or events the Membership Director is responsible for informing the President, Vice-President, Pro-Temp and Advisor.
4. The Membership Director is responsible for collecting all written excuses and presenting to the Executive board for approval during the Executive Board meetings. If an excused is not accepted the Membership Director will notify in writing to the member that his/her excused was not accepted so that the member has time to talk directly to the executive board.
4. The Membership Director will chair the SGA elections Committee with the assistance of the Parliamentarian and Sergeant at Arms and is responsible for administering the election packet and running the elections according to the procedures stated within the election packet and this constitution.

D. A **Parliamentarian** shall be elected from within the membership of the senate and be responsible for the following:

1. The Parliamentarian is responsible for insuring that all Student Government Association members are familiar and proficient with *Robert's Rule of Order* and parliamentary procedures.
2. The Parliamentarian is responsible for insuring that all Student Government Association members are familiar with the SGA and the FJCCSGA Constitutions.
3. The Parliamentarian will serve on the election's committee and insure that the elections are run according the procedures stated within the election packet and this constitution.

E. A **Sergeant at Arms** shall be elected from within the membership of the senate and be responsible for the following:

1. The Sergeant at Arms is responsible for preserve order and decorum at all the Senate and Executive Board Meetings.
2. The Sergeant At Arms will work closely with the Parliamentarian insuring that all Student Government Association members are familiar with the SGA and FJCCSGA 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.

F. The Senate shall establish such other offices as it may require throughout the year.

Section 6. Duties and Powers of the Senate

- A. The Student Senate shall represent the Student Body and enact such legislation and initiate such programs as may be in the best interest of the Student Body.
- B. Each Senator must maintain the minimum requirements of nine (9) credits with a grade point average of 2.5 or 12 credits with a grade point average of 2.0 for the Fall and Spring Terms and 3 credits for the summer terms, with a grade point average of 2.0 to remain active in the senate. *
- C. Senators are required to attend all Senate meetings and General Sessions. Each Senator will be allowed to miss a maximum of three (3) meetings per major term (Fall and Spring). In a case where the member misses over three meetings without a reasonable excuse, he/she will be considered inactive and will be subject to removal of office. Upon missing the three meetings, the Pro-Temp will contact the Senator in writing that he/she is in jeopardy of being removed from office.
- D. Senators are required to submit in writing an excuse for not attending the required meetings, attending activity hour, wearing their SGA shirt or participating in a sanctioned SGA project. The submission of said letter does not automatically mean that the excuse will be approved, that will be determined by the Executive Board.
- E. A senator has the power to call for a recount of a motion with a majority vote from the other Senators. Said vote shall be held at the next Senate meeting unless the situation demands immediate action, if so the Senator may petition for an emergency meeting 24 hours after he has placed the motion and a memo in the Senators boxes.
- F. The Senate has the right to establish policies and procedures for the execution of its business that are not already specified in this constitution.
- G. The Senate has the right to form committees, executive agencies and hold office. All committees, executives' agencies and office holders are required to submit reports at every senate meeting after being presented to the SGA Advisor for proofreading of materials. *
- H. No senator shall hold more than one e-board position unless the total membership falls below 11, which includes 9 senators, president and vice-president.

Section 7. Legislative Ethics

Each Senator shall so conduct himself/herself to justify the confidence placed on him/her by the Student Body, by personal example and admonition to colleagues, and by maintaining the integrity and responsibility of his office. Any senator caught violating any school policy will be subject to dismissal by the SGA Advisor and the Student Life Director.

Section 8. Inactive Status

- A. A Senator is subject to removal from office at the discretion of the SGA Advisor and the Student Life Director after consulting with the SGA President, Vice-President, Membership Director, and Pro-Tempore when the Senator violated any college procedure or does not maintain is membership status as stated in the constitution.

B. The Pro-Tempore is responsible for formally declaring someone inactive because he/she does not comply with the Senatorial Duties or requirements. The Pro-Tempore will inform a Senator as well as the SGA President, Vice-President, Membership Director and SGA Advisor, in writing when a Senator has become inactive.

C. The process for removing a Senator from office is located in sections XI of this constitution.

Section 9.

Quorum

A. 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.

B. 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.

Section 10.

Meetings

A. The Senate must meet on a weekly basis to be held as stated in the constitution. The time and place can only be changed by two-thirds (2/3) vote of those Senators present and voting with the approval of the SGA Advisor and/or the Director of Student Life. The Senate meetings may not conflict with any Student Government Association or Student Life sponsored events, unless a special meeting is called by the President of the Senate at the request of at least five Senators. A regular meeting of the Senate may be omitted by a vote of two-thirds (2/3) of the Senate present and voting.

B. Any major items to be addressed in the Senate meeting must be turned into the Vice President no later than day 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.

C. All committee reports will be turned into the **Corresponding Secretary no later than the first school day after the scheduled meeting** so the information can be supplied to the remaining SGA members. **The SGA Advisor will proofread all materials before printing.** *

D. The SGA Minutes will be ready for printing **no later than two school days prior to the next scheduled meeting.** They will be turned into the SGA Advisor for proofing before final printing.

E. The day prior to the SGA, Senate meeting the Corresponding Secretary will provide a meeting's packet to all the members of SGA, the SGA Advisor, and Director of Student Life. The packet will be placed in each member's mail box. It will be the responsibility of each member to bring the packet to the meeting. The packet will consist of the following:

1. This week's Senate meeting Agenda
2. The previous weeks minutes, both E-board and Senate.
3. Pro-temp's Treasurer Reports
4. All Committee Reports
5. Newsletter (when appropriate)
6. Attendance Sheet for both previous meeting (Executive Cabinet and Senate)
7. Any miscellaneous information pertaining to SGA such as FJCCSGA reports/correspondence, District V reports/correspondence, etc.
8. E-board Members (President, Vice-President, Membership Director, etc) report.

Section 11.

Rules Required

A. All Senators are required to read and understand the Constitution.

B. The Senate shall determine, ratify and publish the Constitution and a written record of the

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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.

- C. All written material (i.e. signs, newsletters, memorandums, reports, minutes, proposals, etc.) shall be proofread by the SGA Advisor prior to distribution.
- D. All proposals shall be first presented to the SGA Advisor before being presented or voted on at an E-board or Senate meeting.

Section 12. Motions

- A. A motion is an action to enact programs and legislation that do not directly change or contradict the existing constitution; its purpose is to introduce such actions as would be in the best interest of the student body.
- B. A motion is necessary when a Senator wishes to establish new guidelines that are meant to support or explain the existing constitution without changing or contradicting it. A motion is also needed for the creation of any new committees.
- C. Every motion shall embrace but one subject matter properly connected "therewith," and the subject shall be briefly expressed in the title.
- D. The enactment clause of every law shall read, "Be it enacted by the Student Senate of Miami Dade College, Kendall Campus . . ."

Section 13. Amendments

An amendment is necessary when a Senator wishes to change the wording or the specific content within the constitution in such a way that the change would create a different document. Certain amendments that change any state mandate criteria such as Student Government Association membership requirements, legislative, executive and judicial requirements cannot be amended. Any amendments to the constitution will require a special election and must be voted on by 2/3 of the campus enrollment.

Section 14. Resolutions or Legislative Orders

- A. Mandates from the Senate, to the appropriate person or group that, requires them to take a simple actions, do not require a motion or an amendment for it to take effect or for it to be acted upon.
- B. A resolution shall begin with the statement "Be it Resolved..." The reason the resolution should be adopted should be stated in statements beginning "Whereas . . ."

Section 15. Voting on Motions and Resolutions

- A. Passage of motions and resolutions shall require a majority vote. The vote of each Senator on final passage shall be entered in a journal along side the said decision.
- B. All Motions, and/or Resolutions will be placed no later then the last meeting conducted in March. Any action required by Student Government Association pertaining to any Motion, and/or Resolution, must be completed by the second meeting in April. *

Section 16. Roll Call Votes

Any vote shall be taken by roll call and entered to the minutes for said meetings at the request of two (2) Senators and/or the Senate President.

Section 17. Rights of the Floor

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Only Student Government Association **members** and the full time personnel from Student Life may participate in Senatorial Open Forum with the exception of individuals invited by the Senate by a majority vote or by the Senate President. If an individual would like to address the Senate, he/she must petition the Senate President in writing 72 hours before the meeting so the agenda can specify such address.

Section 18. Senate Committees

- A. All Senate Committees must have a chairman and report to the Pro Tempore at the by-weekly Senate Committee Chairs meeting. All Senate Committees shall report weekly, in writing, to the Senate their activities as a group. The SGA Advisor, prior to the senate meeting will proofread all Committee reports. Failure to attend said meetings will result in a Senatorial reevaluation of the position in question. It is the responsibility of the Pro tempore to coordinate, chair, and recommend the reevaluation procedures when appropriate. *
- B. The Senate standing committees shall be:
1. **The Community Service Committee** - is responsible for organizing and participating in charitable activities and community service projects. The Chair will work closely with the Advertising Chair, the Student Government Association Advisor and the Director of Student Life. *
 2. **The Historian** - is in charge of maintaining a pictorial record of all SGA activities. This person will keep copies of all adds, flyers, news articles, published on or by SGA. This person is responsible for submitting the MDC-KC SGA scrapbook at the FJCCSGA conferences. This person will work closely with the Student Government Association Advisor and the Director of Student Life. *
 3. **The Advertising Committee** - responsible for informing the Student Body of all Student Government Association actions and upcoming events. The Chair will work closely, with all committee chairs, with the Student Government Association Advisor and the Director of Student Life. *
 4. **The Newsletter Editor** - is in charge of editing the Student Government Association Newsletter and submitting it to the Senate for approval before distribution. This person is responsible for providing at least one (1) newsletter per month. This person will work closely with the Student Government Association Advisor and the Director of Student Life. *
 5. **The Telephone Committee** - is responsible for all Student Government Association communication. The Chair is responsible for any phone calls that the President, Vice-President, SGA Advisor and/or Student Life director deems necessary. The Chair will work closely with the Corresponding Secretary, Student Government Association Advisor and the Director of Student Life. *

ARTICLE IV. VACANCIES IN OFFICE

Section 1. If the number of senators falls below eight (8) senators, the President may ask the Advertising Committee with approval of the Senate to advertise for Senators. Each candidate must bring an SGA Application with a current copy of his or her A.G.I.S. and class schedule. After the SGA Advisor has confirmed that the candidate is in good standing and meet the requirements as specified in the constitution, the candidate will meet with the Executive Board and the Senate at the first available meeting. Once the meeting has taken place the Candidate must obtain a letter of recommendation from an MDC Instructor and have a minimum of 20 students endorse their candidacy.

Section 2. Special elections can be conducted if there are more then 5 vacancies in the Senate and the Senate

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chooses by a vote of two-thirds (2/3) to fill those vacancies. The Membership Director as stated in this constitution will chair the Special Elections.

ARTICLE V. EXECUTIVE AUTHORITY

Section 1. The President

- A. The executive authority of the Student Body and the Student Governments Association shall be vested in a President.
- B. The President shall represent the Student Body within and outside the Campus, ensure that the laws to the Student Body are faithfully executed. He/She must in the best interest of the Student Body insure that the Student Senate has at least 8 members.
- C. The President may recommend measures to the Student Senate as may be in the public interest, and may require from them such reports as may be reasonable in the performance of his duties.
- D. The President may call for special meetings of the Student Body and Student Government Association. By proclamation, stating the specific purpose, he may convene the Student Senate into special session, during which only such legislative business may be transacted as is within the parameters of the proclamation that is introduced by consent of two-thirds (2/3) of the members of the Senate.
- E. The President shall be responsible for the initiation of judicial proceedings against a student for an infraction of the Student Body status and must submit his recommendation in writing to the Membership Director, SGA Advisor and the Director of Student Life.
- F. The President must address the Student Senate at the first and last meetings of each major academic term and upon invitation at any other time.
- G. The President must also submit a memorandum of his/her activities on behalf of Student Government Association to the Senate President for distribution during the weekly Senate meetings.
- H. The President shall serve as the chairman of the weekly General Session meeting for all club representatives and SGA members.

Section 2. The Vice President

- A. The Vice-President shall serve as President of the Student Senate and shall perform such duties as shall be assigned to him/her by the President.
- B. The Vice-President will have the authority to specify the activities to be carried out during senatorial office hours unless the senator is conducting work related to his/her committee or a senatorial request.
- C. He/She shall succeed to the office of President upon the vacancy of that office, or upon the physical or mental inability of the President to serve as determined by the President or as determined by the Senate's request.

Section 3. President and Vice-President Qualifications

- A. A candidate for President or Vice-President shall be considered qualified to run for office if he/she has earned at least twelve (12) college credits at Miami Dade College, Kendall Campus.
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- B. The President and Vice-President must meet the requirements set for all Student Government

Association members in Article 1, Section 6, of this constitution. *

- C. The elected President and Vice-President must maintain a 2.5 grade point average throughout their term of office. The President and Vice-President must be enrolled in a minimum of six (6) credits during the Fall and Spring Terms. *
- D. The President and Vice-President of SGA cannot be President or on the E-Board of another student organization throughout their term of office, unless approved by the SGA Advisor and the Director of Student Life. *

Section 4. Term and Election

- A. The term of office of the President and Vice-President shall begin on the first day of the Summer Term and shall end the last day of the next Spring Term. *
- B. 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.
- C. Elections shall be held during the Spring Term, by methods specified in the appropriate act and will be conducted between the tenth and fourteenth week of the Spring term.

Section 5. The Executive Board

The President may delegate certain responsibilities, duties and authority to any Senator and make him/her a member of an Executive Board where such Board members shall be directly responsible to him.

Section 6. The Executive Board: Qualification, Term, and Selection

The President may create Board positions as needed and fill them from the Senate, subject to the approval of the Student Senate and Advisor. Board Officers must be members of the senate thus meeting the same qualifications as all other Student Government Association members stated in Article 1, Section 6 of this constitution. The Executive Board must meet on a weekly basis during each term. All Executive cabinet members, the Senatorial Pro-Tempore and the SGA Advisor, must attend the Executive Board meetings.

Section 7. Executive Ethics

All members of the 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.

Section 8. Executive Board Officers

A. Legislative Relations Director

- 1. The Legislative Relations Director is responsible for informing the Senate on the legislative issues FJCCSGA is working on.
- 2. The Legislative Relations Director is responsible for maintaining an open line of communications with MDC's Legislative Liaison on all college issues.
- 3. The Legislative Relations Director is the liaison between SGA and the FJCCSGA's Director of Legislative Staff and District Ones Legislative Liaison.
- 4. The Legislative Relations Director is responsible for coordinating the campus wide effort to inform the student body on the legislative issues concerning community colleges and students as a whole

* Portions of section and/or article can not be change without prior approval by the Student Government Association Advisor and the Student Life Director. These sections and/or articles were incorporated to meet state guidelines.

5. The Legislative Relations Director is responsible for maintaining an open line of communication with the SGA of all Miami Dade College Campuses.

B. The Public Relations Director

1. The Public Relations Director must maintain, compile, and update the Activities chart that specifies every Senator's duties and special projects. This chart must be made available to all students, the advisor and faculty of Miami Dade College and will be updated on a by-weekly basis.
2. The Public Relations Director will meet on a weekly basis with Student Life's Programming Coordinator to obtain current information on campus activities and report in writing the outcome of that meeting to the senate so the senators will know what responsibilities they have for said activities.
3. The Public Relations Director will be SGA's representative at weekly General Session meeting.
4. The Public Relations Director will be the liaison between SGA and all of the clubs and organizations on Kendall Campus.
5. The Public Relations Director is responsible maintaining a contact sheet of the Club Representative, keeping track of their attendance at the General Session and reporting this information to the SGA President, Vice-President, Advisor and Student Life Director.

C. The Recording Secretary

1. The Recording Secretary is responsible for recording the minutes of the Senate meetings, The Executive Board meetings, and the General Session meeting. All minutes must be turned-in submitted for approval at the succeeding week's meeting. The minutes must be given to the Advisor for proofing before their printed for distribution.
2. The Recording Secretary will work closely with the Corresponding Secretary and will fill in when ever the Corresponding Secretary is unable to fulfill her/his duties.
3. The Recording Secretary with the assistance of the Corresponding Secretary will be responsible for maintaining the SGA computer and files.
4. The Recording Secretary is responsible for maintaining a SGA Minutes book located in the Club and Organization room (127) and providing the Student Life Director and the SGA Advisor a copy of minute's packet.

D. The Corresponding Secretary

1. The Corresponding Secretary shall be responsible for tabulating and recording the office hours of all Student Government Association members 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 weekly basis.
2. The Corresponding Secretary is responsible for 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.

3. The Corresponding Secretary will work closely with the Recording Secretary and will fill in when ever the Recording Secretary is unable to fulfill her/his function.
4. The Corresponding Secretary with the assistance of the Recording Secretary will be responsible for maintaining the SGA computer and files.
5. The Corresponding Secretary is responsible for providing any information, reports, agendas, etc. to the Recording Secretary so it can be placed in the SGA Minutes Book located in the Student Life Office.
6. The Corresponding Secretary is responsible for providing the members of SGA, the SGA Advisor and the director of Student Life with the meeting packet the Wednesday prior to the Senate Meeting.

ARTICLE VI. ELECTION AND SUFFRAGE

- Section 1.** The Membership Director will be in charge of administering the election packet and running the elections according to the procedures stated within the elections packet. The committee will consist of the Membership Director, Parliamentarian, Sergeant at Arms and any 2 senators not running for office. If the Membership Director, the Parliamentarian and/or Sergeant at Arms decide to run for any office they will not be permitted to be on the elections committee. They will be replaced by a non-running member in SGA at the discretion of those not running for office.
- Section 2.** Members of the Student Body shall be considered qualified electors, except where prohibited from institutional activities through judicial process. *
- Section 3.** Before any duly elected member is sworn into office that member must show competency in Robert's Rule of Order, Parliamentary Procedure and the SGA Constitution. At the beginning of each administration the SGA Advisor will conduct workshops in order for those members to meet that competency. Failure to attend these workshops will constitute in removal of office.

ARTICLE VII. 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 Constitution and bylaws of Student Government Association.

ARTICLE VIII. SOURCE OF FUNDS DEFINED *

- Section 1.** Student Government Association monies shall be allocated by the Student Life Department.
- Section 2.** Student Life monitors the Student Life Budget and the final approval of all funds allocated from Student Life will come from the Director of Student Life, Dean of Student Services and the Kendall Campus President. *

ARTICLE IX. FJCCSGA

- Section 1.** The Student Government Association of Miami Dade College, Kendall Campus will be an active member of the Florida Junior College Student Government Association (FJCCSGA).
- Section 2. FJCCSGA Fall Retreat and Spring Conference**
- A. Student Government Association, Kendall Campus will send a minimum delegation of eight (8) members to both the Fall District Retreat and Spring State Conferences. The 8-member delegation will be made up of 8 delegates and no more 4 alternates. *
 - B. Student Government Association, Kendall Campus Fall Retreat delegation will consist of the President, the Vice-President, and a minimum of 6 members in good standing. All members (including the President and Vice-President) wishing to attend the conference will write a brief

memorandum stating what they have done in the current SGA and what they hope to learn and gain by attending the meeting. The final decision as to who will attend will be that of the SGA Advisor. *

- C. Student Government Association, Kendall Campus Spring Conference delegation will consist of: the President, The Vice-President, and six (6) members in good standing. At least half (4) of the delegation will return in the fall term. All members (including the President and Vice-President) wishing to attend the conference will write a brief memorandum stating what they have done in the current SGA and what they hope to learn and gain by attending the meeting. The final decision as to who will attend will be that of the SGA Advisor.*
- D. All members will write a memorandum address to the Advisor stating what workshops and committees they participated in and if their goals were met by attending the meeting.
- E. All members wishing to attend the Fall Retreat and/or Spring Conference must attend one (1) District I meeting prior to attending the District Retreat and/of FJCCSGA Conference. The FJCCSGA Constitution mandates this requirement.

Section 3. FJCCSGA Office Holders *

- A. Any member in good standing with the Student Government Association of Kendall Campus shall be considered qualified to run for any office in FJCCSGA. *
- B. Any Student Government Association of Kendall Campus member holding an office in FJCCSGA must meet the requirements set for all Student Government Association, of Kendall Campus members in Article 1, Section 6, of this constitution. *
- C. Any Student Government Association of Kendall Campus member holding an office in FJCCSGA must maintain the minimum qualifications requirement for Student Government Association of Kendall Campus throughout their term of office as mention in Article 1, Section 6, of this constitution. *
- D. Any Student Government Association of Kendall Campus member holding an office in FJCCSGA will not be held responsible for office hours during weeks when he/she is attending FJCCSGA meetings or activities. He/she will be responsible for reporting to the proper authority that he/she is on FJCCSGA assignment and will report to the Senate what he/she is doing during his/her absence.*

Article X. SERVICE GRANTS *

- Section 1.** Service Grants will be presented to members of the Student Government Association on the basis of ability to contribute to the Student Life Department at Miami Dade College, Kendall Campus. *
- Section 2.** The recipients of a Service Grant must maintain a full-time student status (enrolled in at least 9 credits and meet the requirements as stated in the Constitution Article 1, Section 6.)
- Section 3.** The recipients of a Service Grant must provide the **extra** hours required of his/her assigned task. These extra hours will not count as office hours.*
- Section 4.** The Recipients of a Service Grant will be punctual to appointed task, will provide a written report to the SGA Advisor, Director of Student Life at the end of each meeting and when asked to a brief report to the Senate. *
- Section 5.** The Recipients of a Service Grant will be asked to sign a Service Grant Agreement of which a copy will be held in the Student Life' Office and a copy will be given to the recipient. *

Article XI. REMOVAL FROM OFFICE

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

Section 1: 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.

Section 2: 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 elected officer.

- A. Filing an Impeachment Charge
 1. 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.
 2. The student(s) filing a charge against an elected official will state his/her case to the Senate when recognized officially recognized on the agenda and will also provide a written statement detailing the grounds for impeachment.
 3. 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.
- B. Ad-Hoc Committee for Purposes of Discovery
 1. 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.
 2. The committee will be responsible for conducting an investigation within 21 calendar days from the day the committee was appointed.
 3. 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.
- C. Impeachment Hearing
 1. 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.
 2. The proceedings of the impeachment hearing will be as follows:
 - a. Presentation of findings by the committee
 - b. Presentation of defense by the charged student officer and rebuttal
 - c. Redirect of findings by the committee
 - d. Redirect of defense by the charged student officer
 - e. Senate vote by secret ballot on the charges of impeachment
 - f. Questions by the Senate addressed to the charged student officer and/or committee

3. 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.
4. An affirmative vote at the conclusion of the impeachment hearing is considered final and the impeached student officer will be considered immediately removed from office.

Section 3. Conditions for Impeachment and Removal of SGA Members

- A. Any SGA member missing three activity hour event during any major semester (Fall and Spring Term) will be placed on inactive status and is in jeopardy of being removed from office.
- B. Any SGA member not wearing his/her SGA shirts three times during a semester will be placed on inactive status and is in jeopardy of being removed from office.
- C. Any member failing to complete the mandatory office hours for three weeks during a semester (Fall, Spring and Summer Terms) will be placed on inactive status and is in jeopardy of being removed from office.
- D. Any member failing to attend three senate meetings during a semester (Fall, Spring and Summer Terms) will be placed on inactive status and is in jeopardy of being removed from office.
- E. Any member failing to submit Time Sheet three times during a semester (Fall, Spring and Summer Terms) will be placed on inactive status and is in jeopardy of being removed from office.
- F. All members will be given the opportunity to submit in writing an explanation why any of the above mandatory activities (Senate Meeting, Activity Hour, Office Hours, and SGA Shirt) was not completed. It will be up to the discretion of the Executive Cabinet to accept it as an excused absence in which case the missed activity will not count toward the three absences.
- G. All written explanations must be submitted to the SGA advisor no later than two workdays after the activity has been missed
- H. Any member placed on inactive status will be removed from any senate position they hold. That Senate position will then be opened for any Senator in good standing to hold without the right to forfeit the positions to the senator being placed on inactive duty.
- I. If the President or the Vice-President is placed on inactive status for failure to follow the above requirements, said person will be forced to step down from the position and will be replaced according to *Article V* of this constitution.
- J. All members shall be liable for removal of office for violating the laws of the Student Body, for using their positions for personal or material gain, nonfeasance in office or by over-ruling the judgment of the SGA Advisor or the Director of Student Life.

Section 4 Impeachment and Removal of the Executive Board

- A. The Executive Cabinet shall be liable to impeachment for violating the laws of the Student Body, using their positions for personal material gain, nonfeasance in office, or by over-ruling the judgment of the SGA Advisor or the Director of Student Life.
- B. The Student Senate, by two-thirds (2/3) vote, or by a majority of the Student body as expressed on a petition, shall have the power to initiate impeachment proceedings against the President or

Vice-President.

- C. An impeachment of the President or Vice-President by the Senate shall be tried by the Membership Director, the Parliamentarian, Sergeant at Arms, Government Relation Director, Pro Tempore and monitored by the SGA Advisor and the Director of Student Life, where conviction shall require two-thirds (2/3) vote of all members. A judgment of conviction shall remove the offender from office immediately.

ARTICLE XII. GENERAL SESSIONS: *

- Section 1** The Student Government Association shall conduct weekly meetings with club representatives known as General Sessions whose purpose is to exchange information on club activities.
- Section 2** The SGA President shall preside over said meeting.
- Section 3** Each club will send a member to represent them at the General Session. That member will present a written and oral report on activities, trips, and other pertinent information about the club during the meeting. The Club information shared during the General Session shall be used in the SGA Newsletter to highlight and acknowledge the clubs activities.
- Section 4** The SGA Corresponding Secretary shall be responsible for placing in each clubs mailbox a meeting packet consisting of the next meeting's agenda, attendance record, previous week's minutes, club reports and any other pertinent information. The packet will be placed in the mailbox no later than noon the day prior to the meeting day. An additional copy will be mailed via inter-campus mail to the clubs' advisor.

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