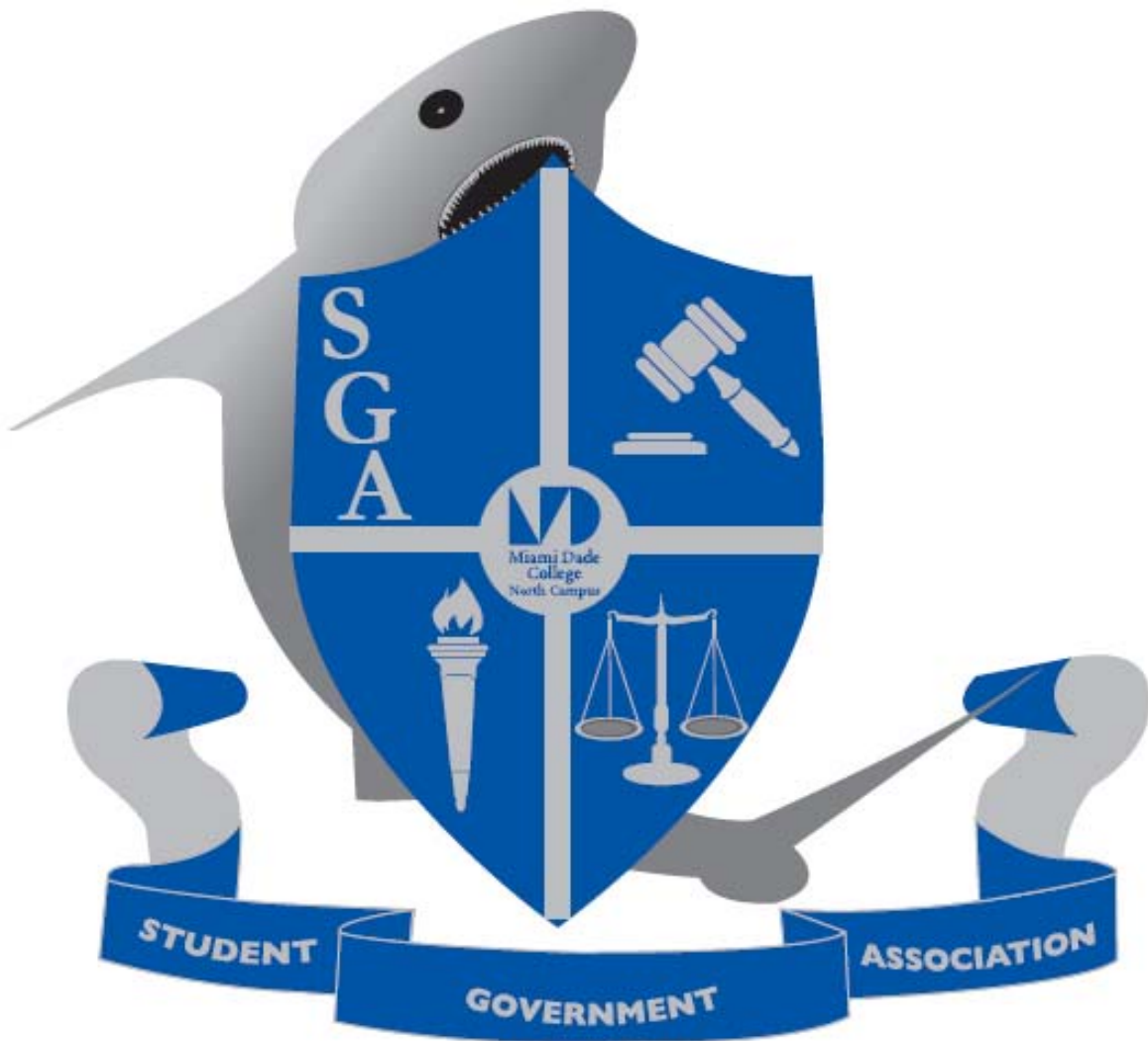


MIAMI DADE COLLEGE  
NORTH CAMPUS

# CONSTITUTION

OF THE STUDENT BODY



**“We Will Achieve Excellence!”**

# PREAMBLE

The student members of Miami Dade College, North Campus and the \*Meek Entrepreneurial Education Center to ensure a representation within the college community, realize the benefits of unified action, promote democratic citizenship, accurately represent the student body, aid the administration in assisting student activities and affairs, and provide a forum for the enactment of policies beneficial for the student body, hereby establish this constitution of the Student Body of Miami Dade College, North Campus, and Meek Entrepreneurial Education Center, which shall recognize all rights and privileges extended to the students by this constitution.

\* The Entrepreneurial Education Center (EEC) is a major outreach center of the North Campus that promotes excellence in education, entrepreneurship, and workforce preparation. The EEC offers credit and non-credit courses and is conveniently located 3 blocks from I-95.

## **ARTICLE I: NAME, PURPOSE AND MEMBERSHIP**

### **SECTION 1: NAME**

The name of this organization shall be the Student Government Association (S.G.A) of Miami Dade College, North Campus (MDCNC).

### **SECTION 2: PURPOSE**

The purpose of this organization shall be as follows:

- A. To serve as the voice for all students at MDCNC.
- B. To unify the student body by encouraging cooperation between the students and the administration, faculty and staff.
- C. To serve as the governing umbrella for all student organizations.
- D. To enrich and enhance the student interest in all phases of collegiate life by increasing the sense of individual responsibility and awareness.
- E. To enhance community and state wide relations by:
  1. Providing a variety of volunteer services for the community.
  2. Participating in the Florida Junior Community College Student Government Association (FJCCSGA), which allows for statewide representation of students' views from the MDCNC.

### **SECTION 3: MEMBERSHIP**

All students matriculating and registered at MDCNC shall:

- A. Be members of this student body.
- B. Be governed by this Constitution.
- C. Be empowered to participate and have a voice in all campus issues affecting students.

## **ARTICLE II: EXECUTIVE BOARD**

### **SECTION 1: ELECTED POSITIONS**

The elected positions shall consist of a President, Vice President, Secretary, Treasurer, Public Relations Director and Governmental Relations Director.

### **SECTION 2: QUALIFICATIONS FOR THE ELECTED POSITIONS**

The qualifications for all elected position shall be:

- A. That they be students of MDCNC at the time of their election or appointment and throughout their tenure in office.
- B. That they be in clear academic standing.
- C. That they be required to have obtained and continue to maintain a cumulative and semester grade point average of 2.5 or better. (In case of new students, records from high school or other institutions will be taken into consideration).
- D. That they be enrolled in at least 6 credit hours at the time of and throughout his/her tenure in offices (in the case of non-credit students a conversion ratio or number of hours within a program will be worked out).

### **SECTION 3: THE DUTIES AND POWERS OF THE ELECTED POSITIONS**

The duties and powers of the elected positions shall be:

#### **President shall**

- Take and uphold the oath of office.
- Be responsible for all S.G.A functions.
- Provide leadership for all Executive Board members.
- Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the S.G.A at MDCNC.
- Call and preside over Executive Board meetings relative to S.G.A.
- Oversee and coordinate all actions of the Executive Board.
- Co-sign with the Treasurer on all monetary transactions of the S.G.A.
- May **NOT** hold office in any other MDCNC club or organization.
- To veto all measures enacted by the E-Board if deemed necessary.
- Will inform Executive Board, Senators and general members of FJCCSGA and college issues.
- Cast a vote in the event of a tie.

### **President shall**

- Assume responsibility of any standing committee in the absence of the chair.
- Enforce and administer the provisions of this Constitution and actions enacted thereto.
- Act as the official representative of the Student Body.
- Assume all powers and responsibilities pertaining to this office and faithfully execute this Constitution, its by-laws and the Student Government Statutes.
- Meet at least one a month with the Dean of Student Services.
- Meet weekly with the Vice President and SGA Advisor.
- Oversee the coordination of all S.G.A events.
- Report to Executive Board and Senate about meetings he/she attends.
- Shall assign all appointed positions as outlined under *Article III, Section 1*, no later than the end of Summer A, following the S.G.A official elections hosted at the end of the spring semester each school year.
- Prepare a typed agenda for all S.G.A Executive Board.

### **Vice President shall**

- Take and uphold the oath of office.
- Assume the duties of the President in his/her absence.
- Assume the office and duties of the President, with full power, upon the President's resignation, removal or abandonment of office.
- Preside over the Senate meetings.
- Has full voting power when not conducting a meeting.
- Fill out all appropriate paperwork pertaining to S.G.A events with Student Life.
- Maintain a calendar of all S.G.A meetings and committee meetings.
- Will be in charge in coordinating North Campus S.G.A Retreat with the Executive Director, including Incoming/Outgoing retreat as per *Article III, Section 6*.
- Will be in charge of creating, distributing, reporting, and analyzing S.G.A Surveys.
- Report to Executive Board and Senate about meetings he/she attends.
- Prepare a typed agenda for all S.G.A Senate meetings.
- Assist the President in fulfilling his/her duties.

### **Secretary shall**

- Take and uphold the oath of office.
- Keep accurate minutes of all S.G.A Executive Board and Senate meetings.
- Have the Senate minutes typed and turned in to the Vice President for approval two days before the meeting date.
- Distribute copies of previous meeting's minutes for approval in Senate meetings and Executive Board meetings.
- Keep a log of meetings attended by all Executive Board members.
- Be responsible for all official correspondence between the S.G.A and all other outside parties.
- Maintain member attendance records.

**Secretary shall**

- Maintain an archives consisting of the Constitution and its corrections.
- Send, receive and distribute all official correspondence.
- Responsible for the completion of the Oath of Office for all Executive Board and Executive Cabinet members.
- Assist the President in carrying out his/her duties.

**Treasurer shall**

- Take and uphold the oath of office.
- To maintain an accurate record of revenues and expenditures.
- To initiate all supplies request forms in order to utilize the S.G.A budget.
- Report the budget at least once a month at the Executive Board and Senate meeting
- Coordinate fundraising events with the Public Relations Director.
- Assist the President in carrying out his/her duties.

**Public Relations Director shall**

- Take and uphold the oath of office.
- Communicate S.G.A news and events to clubs, organizations, Senators and the general student population.
- Maintain a complete summary of all S.G.A events and functions.
- Report on any upcoming events at all S.G.A meetings, Campus and College Wide.
- Designing and formatting press releases to provide the student's information on what's going on with Student Government.
- To make any public announcements or advertisements required.
- Assist with the S.G.A newsletter and general advertising of S.G.A events.
- Be responsible simultaneously with the Executive Director for updating and maintaining the Student Government Association's web site.
- Maintain a pictorial and written record of all activities and programs, including the maintenance of the S.G.A website.
- Maintain the events calendar.
- Maintain bulletin board in building 1.
- Be in charge of coordinating the recruitment table.
- Assist the President in carrying out his/her duties.

**Governmental Relations Director shall**

- Take and uphold the oath of office.
- Communicate any information regarding current and proposed legislation in the State of Florida that may impact MDCNC students.
- Work directly with FJCCSGA District I Legislative Liaison.
- Handle all matters addressed by the student population accordingly.
- Communicate during local and national elections impartial information about candidates to S.G.A and North Campus students.

### **Governmental Relations Director shall**

- Keep S.G.A and the North Campus students informed on all local and state officials.
- Be in charge of organizing and coordinating Town Hall meetings and legislative awareness events.
- Chair the Elections Committee if not running for office as per *Article III Section 6*.
- Assist the President in carrying out his/her duties.

## **SECTION 4: TERM OF THE ELECTED OFFICES**

The term of office for all elected positions shall be for one year starting the first day of summer class and ending the day of commencement.

## **ARTICLE III: EXECUTIVE CABINET**

### **SECTION 1: APPOINTED POSITIONS**

The appointed positions shall consist of the Executive Director, Parliamentarian, Director of Communications, Director of Internal Affairs, Sergeant at Arms and Historian. As per *Article II Section 3*, all positions must be appointed by the President no later than the end of Summer A, following the S.G.A official elections hosted at the end of the spring semester each school year.

### **SECTION 2: QUALIFICATIONS FOR APPOINTED POSITIONS**

Those students seeking to perform the duties of an appointed Executive Board position must adhere to the qualifications as outlined in *Article II, Section 2*.

### **SECTION 3: THE DUTIES OF THE APPOINTED POSITIONS**

The duties of the appointed positions shall be:

#### **Executive Director shall**

- Take and uphold the oath of office.
- Assume the duties and the powers of the Vice President in his/her absence, resignation or removal from office.
- Preside over Executive Board and/or Senate meetings in the absence of the President and/or Vice President.
- Shall assist in recruitment of volunteers and/or attendees, for all Student Life sponsored events throughout the school year.

### **Executive Director shall**

- Responsible for organizing any and all committees made by S.G.A (The President elects the Chairperson/s of all committees).
- Will be in charge of coordinating educational development workshops for S.G.A members, in conjunction with the S.G.A Advisor.
- Will be in charge of coordinating North Campus S.G.A Retreats with the Vice President and S.G.A Advisor.
- Be responsible for organizing and maintaining a calendar for classroom presentations.
- Be responsible for the membership of incoming and current students in S.G.A.
- Submit an article to the Falcon Times, outlining S.G.A efforts at least one week before the deadline for submission of Articles to be published, for **ALL** Falcon Times publications.
- Assist the Public Relations Director as needed.
- Be responsible simultaneously with the Public Relations Director for updating and maintaining the Student Government Association's website.
- Assist the President and Vice President in fulfilling his/her duties.

### **Director of Communications shall**

- Take and uphold the oath of office.
- Maintain accurate event records and files for FJCCSGA District I, while communicating information pertinent to the student body of MDCNC.
- Have the Executive Board minutes typed and turned in to the President for approval two days before the meeting date.
- Work with the S.G.A Advisor on paperwork for S.G.A trips and conferences.
- Send correspondence through emails to S.G.A Senators, from the MDCNC S.G.A e-mail address.
- Be in charge of welcoming senators with card and trinkets.
- Maintaining birthday calendar and information
- Be in charge of beautifying S.G.A Executive Board office with any information given to him/her by any E-Board member.
- Keep record of all Senators hours and post them in the S.G.A office.
- Administer point system.
- Assist the President and Vice President in fulfilling his/her duties.

### **Parliamentarian shall**

- Take and uphold the oath of office.
- Be knowledgeable with regard to the S.G.A's Constitution.
- Ensure that the Constitution of S.G.A is not violated.
- Inform members of proper usage of parliamentary procedures, specifically, "Robert's Rule of Order."
- Alert the President and Director of Internal Affairs of any unconstitutional activities.

**Parliamentarian shall**

- Alert the Sergeant-at-Arms of any unconstitutional activities during S.G.A meetings.
- Create workshops each semester to educate S.G.A on the proper usage of parliamentary procedures, specifically, “Robert’s Rule of Order.”
- Give a presentation on “Robert’s Rule of Order”, at least once a month, to newly registered senators.
- Assist the President and Vice President in fulfilling his/her duties.

**Director of Internal Affairs shall**

- Take and uphold the oath of office.
- Assist the Governmental Relations Director as needed.
- Chair over any and all Impeachment Committees.
- Work with the President and Parliamentarian to ensure that the constitution is not violated.
- Assist the Governmental Relations Director with communicating during local and national elections, impartial information about candidates to S.G.A and North Campus students.
- Assist the Governmental Relations Director in keeping S.G.A and the North Campus students informed on all local and state officials.
- Assist the Governmental Relations Director with coordination of all Town Hall meetings.

**Sergeant at Arms shall**

- Take and uphold the oath of office.
- To keep order among delegates during S.G.A meetings in the manner specifically requested by the Chairperson, which can include but is not limited to imposing and enforcing a time limit on speakers, escorting persons from the meeting and upholding “Robert’s Rule of Order.”
- Works in conjunction with the Parliamentarian during all S.G.A meetings.
- Assist Parliamentarian in coordinating elections.
- Assist Executive Director in monitoring office Hours.
- Assist the Governmental Relations Director with coordinating the Elections Committee.
- Assist the President and Vice President in fulfilling his/her duties.

**Historian shall**

- Take and uphold the oath of office.
- Be responsible for taking pictures or appointing a photographer to take pictures at all S.G.A events.
- Be responsible for archiving pictures and flyers of all S.G.A events.
- Be responsible for making a Scrapbook that includes but is not limited to pictures of all events/projects sponsored by S.G.A within the respective year.
- Reports to the Public Relations Director.

**Historian shall**

- Responsible for filing out all nominations for awards.
- Assist the President and Vice President in fulfilling his/her duties.

**Miscellaneous Posts**

Any other cabinet post deemed necessary by the President or the E-Board may be created.

**SECTION 4: TERM OF APPOINTED POSITIONS**

Appointed position's term begin from the date of appointment and terminate at the end of the appointing President's term as outlined in *Article II, Section 4*.

**SECTION 5: REQUIREMENTS OF ALL EXECUTIVE BOARD AND CABINET POSITIONS**

- A. Shall take and uphold the oath of office.
- B. Shall be knowledgeable in regards to the S.G.A Constitution
- C. Shall know and understand parliamentary procedures.
- D. Shall not misrepresent S.G.A while on official S.G.A business/events.
- E. Shall wear S.G.A shirt ALL day every Wednesday and when attending Student Life and S.G.A sponsored events.
- F. Shall attend all SGA sponsored Activity Hour events on Wednesdays.
- G. Shall perform 5 office hours each week, which must be submitted to the Secretary no later than the second week of all semesters. (2 Must be posted.)
- H. Shall be required to communicate with at least five senators, who will be known as their "buddies".
- I. Shall attend all Executive Board and Senate meetings.

**SECTION 6: REQUIREMENT OF S.G.A BEFORE TERM EXPIRES**

Before the end of an administration's term, the incumbent S.G.A shall perform the following:

- A. Establish and coordinate the elections in accordance with *Article IX*.
- B. Provide the succeeding administration with a "Transition Manual."
- C. Hold an Incoming/Outgoing Retreat for the newly elected officers in Summer A.

## **ARTICLE IV: THE SENATOR AND INTERN PROGRAM**

### **SECTION 1: SENATOR SELECTION**

As per Student Life Organization guidelines all registered clubs and organizations of MDCNC must appoint or elect one person actively involved in their organization to hold the office of an S.G.A Senator.

### **SECTION 2: QUALIFICATION FOR SENATORS**

- A. Maintain a minimum of 2.0 GPA while serving as senator. If lower then a 2.0 GPA or does not have clear academic standing students must complete "Student Probationary Period Form."
- B. Be enrolled in at least 6 credit hours while serving as senator.
- C. Student must be registered for their majority of classes at the North Campus.

### **SECTION 3: Procedures for Senator Applications**

- A. All SGA applications will be given to the Student Organization Advisor. The advisor will check and approve the potential Senator and then give approved application to the Executive Director.
- B. After the student has attended 3 meetings and one event requirement the student will be eligible to become a senator.
- C. Once steps A and B are completed the SGA President shall immediately have the student take the oath of office. Director of Communications will be responsible for welcoming the new Senator with a card and trinket.

### **SECTION 4: DUTIES AND RESPONSIBILITIES OF STUDENT SENATORS**

- A. Shall attend all S.G.A Senate meetings unless other wise exempt by President.
- B. Shall know and understand parliamentary procedures.
- C. Shall not misrepresent S.G.A while on official S.G.A business/events.
- D. Shall wear S.G.A shirt ALL day every Wednesday and when attending Student Life and S.G.A sponsored events.
- E. Shall perform 5 office hours each week. (2 Must be posted). 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.
- F. Shall be an active member of at least 1 Committee.
- G. Must be in clear academic standing and have a 2.0 GPA to earn S.G.A traveling privileges.

## **SECTION 5: QUALIFICATIONS FOR INTERNS**

- A. Be enrolled in at least 6 credit hours while serving as senator.
- B. Must submit an application letter stating why he/she, wishes to serve as an intern.

## **SECTION 6: DUTIES AND RESPONSIBILITIES OF INTERNS**

- A. Shall wear S.G.A shirt ALL day every Wednesday and when attending Student Life and S.G.A sponsored events.
- B. Shall complete three (3) office hours in conjunction with a Senator or Executive Board member.
- C. Shall commit to the entire term he/she has applied for.
- D. Must apply for each term (Does not automatically renew).
- E. Interns are not eligible for any travel.
- F. Do not have voting rights.

## **SECTION 6: VOTES**

When necessary to pass legislation, all active Senators and active Executive Board members shall have one vote only. Interns do not have voting rights.

## **ARTICLE V: COMMITTEES**

For each new administration, the President can appoint Standing and Ad Hoc committees. Committees are formed to accomplish specific purposes which may include but are not limited to:

- A. Standing Committees exist for a period not to exceed one academic year (e.g., Cultural, community service, entertainment, awarness and leadership events.).
- B. Ad Hoc Committees are established and disbanded after their tasks have been completed and a report made to the Executive Board and general S.G.A assembly.
- C. A Chairperson must be chosen to prepare for and preside over all committee meetings. (The President appoints this person. The chairperson only casts a vote in the event of a tie.)
- D. The chairperson of each committee must report back to the Executive Director, who in turn reports to S.G.A's Senate meetings of the committee's progress.

- E. A Co-Chair will also be appointed to a committee by the President, and assume all duties of the Chairperson in his/her absence.

#### ARTICLE VI: SENATE POINT SYSTEM

A. Purpose: The point system will assist the President and Executive Board to award S.G.A. members for their efforts. An example how this system rewards members for their efforts is those members will receive priority to represent S.G.A. on leadership conferences and other “out of college” events.

- B. How will points be acquired? Senators shall earn points as per the outline below:
  - I. Involvement at SGA-sponsored/related events: 40 points
  - II. Attendance to SGA-sponsored/related events (for non committee members):10 points
  - III. Involvement in intercampus SGA-sponsored/related events: 60 points
  - IV. Completion of weekly office hours: 10 points (for ever extra 3 hours: 10 additional points)
  - V. Participation in Extra Committees: 10 points for each extra committee project (max: 1 additional committee)

C. How will the points be administrated?

Tasks completed should be submitted to the Director of Communication by Senators, at end of every two week period during the semester and the records will be kept by the secretary.

### ARTICLE VII: MEETINGS

#### **SECTION 1: STUDENT GOVERNMENT ASSOCIATION SENATE MEETINGS**

Student Government Senate meetings are **mandatory** for all Executive Board officers and Senators unless otherwise approved by the President.

- A. A general meeting should be held at Meek Entrepreneurial Education Center at least once for the month. The E-Board should decide who attends the meeting.
- B. All meeting times must be arranged and finalized before the semester begins.
- C. S.G.A Senate meeting will be held weekly for the purpose of communication and clarification of issues and events at MDCNC and within FJCCSGA. The S.G.A calendar and Student Activities calendar will be discussed and made available to all S.G.A Senators and Interns as well as the general student population. S.G,A, Calendar must be finalized 4 weeks after semester begins.

- D. Meetings must be conducted according to the guidelines of “Robert’s Rule of Order.”
- E. An agenda should be presented and approved by the Advisor, at least two (2) week days before business can be conducted.
- F. Senate meetings must be open to all general students, faculty and interested parties.
- G. Members who arrive to the Senate meetings more than 15 minutes late will be considered absent, unless a notice was given to the chair no later than four (4) hours before the meeting start time.
- H. Senators and Executive Board/Executive Cabinet members with special responsibilities within any upcoming Senate or Executive Board meetings, who cannot attend the meeting is responsible for delegating their task/s to someone else prior to the start of the meeting.

## **SECTION 2: EXECUTIVE BOARD MEETINGS**

- A. Executive Board meetings of the S.G.A must be held at least once weekly and are **mandatory** for Executive Board members and Executive Cabinet members unless approved by the President. Failure to attend meetings without a valid written excuse will result in penal measures to be decided upon by regulations of the Constitution with terms for removal from office. Executive members who arrive to the Executive Board meetings more than 15 minutes late will be considered absent, unless a notice was given to the chair no later than twelve (12) hours before the meeting start time.
- B. Any Executive Board or Executive Cabinet member who misses 2 consecutive or 4 Executive Board meetings within a semester will be placed in inactive status and will be removed from office five (5) school days after the time of notification. All Executive Board and Executive Cabinet members will be given the opportunity to appeal their right to stay in office, through a written explanation. The explanation will be reviewed by the President and Advisor, who will make the final decision on the members appeal. In the event that the charge is against the President, his/her explanation would be reviewed by the entire Executive Board.
- C. In the event that the explanation is not accepted as per the outline above, the accused member will be given an opportunity to appeal his/her case in an Impeachment hearing as per Article X of this constitution.

## **ARTICLE VIII: PARTICIPATION AT EVENTS**

Attendance and participation during events will be significant when it pertains to decision making in the organization. If a member is not present at an S.G.A function, the individual must present a valid reason.

- A. It is mandatory that all Executive Board members attend SGA sponsored Activity Hour events. Executive Board members, appointed officers and Senators are highly encouraged to attend all other events not during this time. Attendance during community service events is not mandatory for Senators but is highly encouraged. .
- B. Student Population and/or Town Hall meetings are to be held at least once a semester or as deemed necessary. Student Population meetings are to serve as special sessions for the Executive Board to communicate with or gather information from the general student population about issues of special interest.
- C. S.G.A will help students and organizations to the best of its ability that are seeking assistance of any kind through referrals or direct assistance.

## **ARTICLE IX: ELECTIONS PROCESS**

The election is the time for the incumbent S.G.A to ensure the perpetuation of a strong and vibrant S.G.A. The Student Life Department shall work in conjunction with the S.G.A to facilitate the election process. No candidate or supporter of a candidate shall directly or indirectly give, pay or expend any money or give anything of value to secure or infer vote from students. Student Life **MUST** approve any and all campaign materials for distribution.

### **SECTION 1: APPLICATION FOR CANDIDACY**

Candidates must complete an application declaring his/her intent to run for one of the elected positions along with all necessary documents (i.e., a copy of the applicant's transcript verifying GPA and any other documents verifying his/her involvement in other organizations). This information must be provided to the **Student Life Department**, no later than the Student Life elections packet deadline.

### **SECTION 2: CANDIDATE DEBATE**

The Executive Board shall utilize one of their S.G.A Senate meetings, one **month** before the date of elections, as a forum to allow each **President and Vice-President** candidate the opportunity to declare his/her candidacy for an elected position. A

“Candidate’s Debate” must held at least one (1) week before the first day of voting, in an effort to allow the general student body the opportunity to see candidates platform.

### **SECTION 3: ELECTIONS TIME AND PLACE**

Elections shall be held annually during the 2<sup>nd</sup> week in April. Voting must take place in an easily accessible area. The time and place of the elections must be conspicuously advertised to the student body at least two weeks prior to the date of the elections and include all MDCNC remote campuses.

### **SECTION 4: ELECTION METHODOLOGY**

Elections must be by ballot or online with the results noted in the minutes of the next Senate meeting.

### **SECTION 5: INAUGURATION CEREMONY**

The inauguration ceremony shall be held in an open and conspicuous manner to ensure that the general student body of MDCNC has the opportunity to witness this event. The “oath of office,” shall be coordinated by the **Dean of Students**

**SECTION 6: OATH OF OFFICE**

**Miami Dade College, North Campus  
DEPARTMENT OF STUDENT LIFE  
STUDENT GOVERNMENT ASSOCIATION**

The Charge

At all time while serving office, you will strive within the capacity of the Student Government Association at North Campus, to represent the best interests 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 the student at the North Campus of Miami Dade College.

The Oath

I, \_\_\_\_\_(state your name), having been duly elected by the student body of Miami Dade College, North 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 I will faithfully discharge the responsibilities of the Office of \_\_\_\_\_(state your position of office)\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oath Administered by

## **ARTICLE X: IMPEACHMENT AND REMOVAL FROM OFFICE**

### **SECTION 1: TERMS FOR IMPEACHMENT**

A. Any S.G.A member missing three activity hour events during any major semester (Fall and Spring Term) will be placed on inactive status and his/her case will be reviewed to decide if he/she should be removed from office.

B. Any member failing to complete his/her office hours three times during a semester (Fall, Spring and Summer) will be placed on inactive status and his/her case will be reviewed to decide if he/she should be removed from office.

C. All Executive Board and Executive Cabinet members will be given the opportunity to appeal their right to stay in office, through a written explanation. The explanation must be submitted to the President and Advisor no later than two school days after the charge is brought upon him/her. The President and Advisor will review the explanation and make the final decision on the members appeal. In the event that the explanation is not accepted as per the outline above, the accused member will be given an opportunity to appeal his/her case in an Impeachment hearing as per Article X of this constitution.

In the event that the charge is against the President, his/her explanation would be reviewed by the entire Executive Board and Advisor.

D. All members shall be liable for removal from 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 S.G.A Advisor or the Director of Student Life.

### **SECTION 2: 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 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.

#### **Section 3: 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 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 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. 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. 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 XI: PARLIAMENTARY RULES OF ORDER**

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the S.G.A in all cases to which they are applicable and in which they are consistent with Constitution of the S.G.A.

## **ARTICLE XII: AMENDING PROCEDURES**

### **SECTION 1: EXECUTIVE BOARD**

All proposed amendments of the Constitution and all resolutions of this organization must be presented to the E-Board for initial review. After the E-Board approves the proposals for Constitutional amendment consideration, it will be presented to the Senate for ratification.

### **SECTION 2: SENATE MEETING**

A Constitutional amendment may be presented by any senator or E-Board member and be voted upon within the official S.G.A elections campaign and voting periods. The constitution will become effective as of the first day of the following summer semester.

## **ARTICLE XIII: RATIFICATION**

### **SECTION 1: CONSTITUTION**

This Constitution shall become effective immediately upon ratification when approved by a simple majority vote of the members voting in the Senate meeting.

### **SECTION 2: AMENDMENTS**

Any and all amendments to this Constitution shall immediately become law when ratified by a two-third (2/3) vote in the Senate meeting.

## **ARTICLE XIV: ADVISOR**

The duties of the Advisor shall be:

- A. Responsible for participating in the “Incoming/Outgoing Retreat” as needed.
- B. Available to all board members for clarification, feedback and opinions on all S.G.A related issues.
- C. Will act as a liaison between the S.G.A and faculty, staff and administration when appropriate.
- D. To advise, *not* make decisions for the President and or Executive Board in S.G.A events, unless asked to.
- E. To meet with the President and Vice-President weekly.

## **ARTICLE XV: SOURCE OF FUNDS**

S.G.A funds shall be managed and allocated by the President and Executive Board. All expenditures will be subject to college guidelines and procedures.

## **ARTICLE XVI: FJCCSGA ISSUES**

### **SECTION 1: MEMBERSHIP**

The S.G.A of MDCNC shall be an active member of the Florida Junior Community College S.G.A (FJCCSGA).

### **SECTION 2: CONFERENCE DELEGATION**

S.G.A at MDCNC will have the following minimal representation at FJCCSGA conferences as follows:

- A. S.G.A, North Campus will send a **minimum** delegation of 6 officials (maximum 12) to both the Fall and Spring conferences. The delegation will be made up of the President, Vice-President, 4 delegates and no more than 2 alternates.
  - 1. The Spring Conference delegation will consist of the President, the Vice-President, and 4 Senators in good standing. Two (2) Senators of the delegation must be returning members for the following year.

## **ARTICLE XVII: HOUSE BILL 4259**

### **SECTION 1: PROHIBITION TO ELECTED OFFICE**

No student previously convicted of violation of criminal law or found civilly liable for an act of moral turpitude is ineligible to hold an elected office in S.G.A of MDCNC as per Florida State House Bill 4259.

### **SECTION 2: REMOVAL FROM OFFICE**

Any student holding an elected position in S.G.A of MDCNC and while holding the elected position is convicted of a violation of criminal law or has been found civilly liable for an act of moral turpitude will be removed from the elected office by the Dean of Student Services, after all available rights and judicial appeals have been exercised, waived and or expired.

### **SECTION 3: COMPLAINT ABOUT AN ELECTED OFFICER**

Any student attending MDCNC may register a complaint about an elected officer of S.G.A in writing to either S.G.A c/o Director of Internal Affairs or the Director of Student Life, stating the criminal or civil violation(s) they believe the elected S.G.A officer has committed. Upon review and investigation by the Director of Student Life, if the allegation(s) are true impeachment procedures are as outlined in *Article VIII* and must be adhered to.