

# SGA CONSTITUTION REVISED 2010-2011



Student Government Association  
"For the Students, By the Students"  
Miami Dade College – Kendall Campus

MIAMI DADE COLLEGE

KENDALL CAMPUS  
STUDENT GOVERNMENT ASSOCIATION  
CONSTITUTION  
(Revised 10/1/2010)

**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: Student Government Association (SGA) of Miami Dade College, Kendall Campus.

**Section 2. Jurisdiction**

Only registered students at Miami Dade College, Kendall Campus whose home campus is Kendall Campus shall be members of the SGA and shall be subject to its Constitution and Status.

**Section 3. Organization**

The SGA shall be composed of a Senate and Executive Cabinet and all other independent agencies specified in this constitution.

**Section 4. Authority Vested**

The SGA shall be composed of a Senate, Executive Cabinet and all other independent agencies specified in this constitution. The Senate will consist of 25 senators who will elect a President Pro-Tempore, a Membership Director, a Legislative Relations Director, a Public Relations Director, a Treasurer, a Recording Secretary, a Corresponding Secretary, a Parliamentarian, a Community Service Chair, a Communications Chair, a Historian Chair, an Advertising Chair, and a Newsletter Chair. The Executive Board will consist of the President, the Vice-President, who are elected by the Student Body and a President Pro-Tempore, a Membership Director, a Treasurer, a Recording Secretary, a Corresponding Secretary, and a Legislative Relations Director, who are elected by the active senators in the Senate.

**Section 5. Rights**

The SGA 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 the SGA Constitution shall be supreme in all matters relating to the operation of the SGA.

**Section 6. Membership**

Membership shall be open to all Miami Dade College, Kendall Campus students that meet candidate qualifications. A candidate for the office of President, Vice President, Senator, and/or Intern, must be a registered student of Miami Dade College, Kendall Campus; must have graduated from high school or received a GED (with the exception of School for Advanced Studies students); must be enrolled in no fewer than nine (9) credits during the Fall and Spring terms, and three (3) credits during the Summer term; have a minimum, overall cumulative grade point average of 2.0; and be in good standing with the college.

**Section 7. Charge and Oath Required of All Officers**

**A. The Charge**

1. At all times, while serving in office, members will strive within the capacity of the SGA at Kendall Campus, to represent the best interests of the Student Body.
2. Members 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 of the Student Body of Miami Dade College, Kendall Campus.

4. All members in the SGA 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, and or garments revealing midriff areas are strictly forbidden.\*

5. All members of the SGA at the Kendall Campus will conduct themselves in a manner that is befitting of a student leader.

6. Misconduct such as illegal parking on campus, substance abuse (legal and/or otherwise), plagiarism, etc. will not be tolerated and will constitute immediate dismissal from SGA by the Advisor of SGA and the Director of Student Life.

## **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, the Student Life Director, or the SGA President.

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 from the SGA Advisor and/or the Student Life Director.

## **Section 9. SGA Office/Working Hours**

A. Members are required to spend no less than five (5) hours a week in the SGA office. 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 electronically mail a memorandum to the SGA Advisor and the Membership Director.

B. Within the first week of the term, each member will schedule office hours according to their schedules.

C. All SGA members must participate, as assigned during the previous Senate meeting, in Activity Hour, during the Fall and Spring Terms. (This time will not count toward office hours.)\*

D. 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 shall be worn all day.

E. All members elected to office during the college wide Spring Term elections are required to participate in summer workshops. Workshops for members elected during other terms will be provided on an as need basis by the Parliamentarian and the Legislative Relations Director.

## **Section 11. Advisor's Duties**

The Student Life Department shall designate an advisor to the SGA. 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 SGA liaisons to Miami Dade College Committees are adhering to their responsibilities. The advisor is responsible for providing 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 SGA members.

## **Section 12. SGA Meetings**

A. The SGA shall conduct a General Session meeting on a monthly basis. The purpose of the General Session meeting is to provide all clubs a time and place to share information on their activities, discuss important issues that the SGA is working on, and to show the Student Life calendar. The time and place of

the meeting will be the responsibility of the SGA Advisor with confirmation from the SGA Senate and the Student Life Director. All Executive Board members must attend this monthly meeting.

B. The SGA Senate shall conduct meetings on a weekly basis. The purpose of these meetings is to receive an update on the planning of projects the Senate has approved, approve projects, and conduct business as a whole. The time and place of the meeting will be the responsibility of the SGA Advisor with confirmation from the SGA Senate and the Student Life Director.

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 SGA 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 Session as well as the Senate meeting; and to discuss any internal affairs. 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 who wishes to attend.

D. Meeting times for Senate, Executive Board, and General Session meetings are to be determined during the summer workshops and approved by the SGA Advisor and the Student Life Director. The meeting times can only be changed by two-thirds (2/3) vote of those present once the time and day has been set.

F. 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 SGA Advisor with confirmation from the President and Vice-President. The President and Vice-President may ask the advisor to invite other Executive 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.

G. If a member is not present at any of their assigned meetings the member shall submit a memorandum to the Membership Director, and SGA Advisor to be voted on by the Executive Board.

## **Article II. Advisor Rights**

### **Advisor's Rights \***

The Advisor shall be treated with the utmost respect. He/She will be considered a part of the SGA as well as the liaison between the organization and the College unless it interferes with the proceedings of business. The advisor will be granted power to operate within the checks and balance system of the SGA. The advisor reserves the right to screen all members of the SGA 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 is not limited to memorandums, reports, flyers, letters, etc, that in anyway reflects or refers to SGA.

## **Article III. Legislative Authority**

### **Section 1. The Student Senate**

The legislative authority of the Student Body and SGA 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 by the Student Body or appointed by the President with approval from the Senate.

### **Section 3. Elections and Terms of Senators**

A. In order to become a Senator, a student must first fill out a SGA Application and gather the 300 student signatures required by the Senator Nomination Signature Sheet during the Fall/Spring term or 200 student signatures during the Summer term and a letter of recommendation. Once all documents have been turned in to the SGA Office, a SGA representative will contact the student to schedule an interview on a first come, first serve basis. If all requirements are met, the student will be sworn in at the next Senate meeting.

B. Senators will remain in office for one full, academic year. If a Senator was sworn in at any point other than the beginning of the academic year, they will serve the remaining time left until the end of the academic year. There is no limit to the number of terms a Senator may serve.

C. Appointments shall be considered if the minimum number of required Senators for an active Senate, eight (8), has not been reached after the first month of the Fall term.

#### **Section 4. Senate Officers**

A. The Vice-President of SGA 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, with 2/3 approval from the Senate (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 provided by the Treasurer.
2. The Pro-Temp will provide above record to the Senate and SGA Advisor on a monthly basis.
3. The Pro-Temp is responsible for maintaining the Senate's Standing Committee in working order, for reporting their activities at the Senate Meetings, and for keeping a balance number of members in each committee.
4. The Pro-Temp is responsible for reporting to the SGA Advisor about any committee member who is not fulfilling their responsibilities and/or assigned tasks.

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 e-mails. He/She is also responsible for distributing the list to all the members, the Advisor, and the Student Life Director.
3. The Membership Director is responsible for keeping track of attendance at SGA meetings (Senate, General Session, Executive Board, and Standing Committees), Student Activity Hour functions, and any function voted on by the Student Government Senate. When any member's attendance puts him/her at risk of removal from SGA, the Membership Director is responsible for informing the President, Vice-President, Pro-Tempore, and Advisor.
4. The Membership Director is responsible for collecting all memorandums and presenting them to the Executive board for approval during the Executive Board meetings. If a memorandum is not excused, the Membership Director will notify in writing to the member that his/her memorandum was not voted on to pass as excused so that the member has the opportunity to talk directly to the Executive Board at the next Executive Board meeting.
5. 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 SGA members are familiar with and proficient in Robert's Rule of Order and parliamentary procedures.
2. The Parliamentarian is responsible for insuring that all SGA members are familiar with the SGA and the FJCCSGA Constitutions.
3. The Parliamentarian will serve on the election committee and insure that the elections are run according to 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 preserving 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 SGA 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 to 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 5. Senate Committees**

A. All Senate Committees must have a chairman who reports to the Pro Tempore at the weekly Senate Committee Chairs meeting. All Senate Committees shall report weekly, in writing, to the Senate about 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. Community Service Committee - responsible for planning and organizing charitable activities and community service projects for the SGA to participate in.
2. Records Committee - in charge of maintaining a pictorial record of all SGA activities. This committee will keep copies of all ads, flyers, news and articles published about or by SGA. This committee is responsible for submitting the MDC - Kendall Campus SGA scrapbook at the FJCCSGA conferences.
3. Communications Committee:
  - The Advertisement Board – is responsible for informing the Student Body of all SGA actions and upcoming events through flyers and social networking sites.
  - The Telephone/EMAIL Board – is responsible for all SGA communication. The Chair is responsible for any phone calls that the President, Vice President, SGA Advisor and/or Student Life director deems necessary.
  - The Newsletter Board – is responsible for editing the SGA Newsletter and submitting it to the Senate for approval before distribution. This board is responsible for providing at least one (1) newsletter per month.
4. Legislative Issues Committee – is responsible for identifying and advocating for educational issues stated by FJCCSGA. It works with MDC – Kendall Campus Administration and FJCCSGA to coordinate campaigns and grass roots movements at the

local level. Committee activities will include voter registration drives, lobbying efforts, and legal issues.

5. Student Services Committee – is responsible for voicing student concerns on security, cafeteria, bookstore, and maintenance issues. Committee activities include managing student surveys, multicultural events, and the organization of Club Rush alongside the Student Life Program Coordinator.

#### **Section 6. Duties and Powers of the Senate**

- A. The Senate shall represent the Student Body. Enact such legislation and initiate such programs which may be in the best interest of the Student Body.
- B. SGA members must attend all Senate meetings. If a Senator misses a Senate meeting for any reason, he/she must submit a memorandum to the Membership Director within 48 business hours of the absence.
- C. Senators are required to submit reason for memorandums within three business days of an absence. Failure to comply with any of the following: mandatory meetings, Activity Hour, sanctioned SGA projects/events, and/or wearing their SGA shirt when required.
- D. 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 to the SGA Advisor, for an emergency meeting 24 hours after the motion has been voted on.
- E. The Senate has the right to establish policies and procedures for the execution of its business that are not already specified in this constitution.
- F. The Senate has the right to form committees. All committees are required to submit reports at every senate meeting after being presented to the SGA Advisor for proofreading of materials. \*
- G. No senator shall hold more than one Executive Board position unless the total membership falls below 11, which includes 9 senators, president and vice-president.

#### **Section 7. Legislative Ethics**

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

#### **Section 8. Quorum**

- A. A majority of the membership of the Senate (50% + 1) shall constitute a quorum for Senate meetings.
- B. When lacking quorum in a formal meeting, the Senate may meet as a committee as a whole, any action taken as the committee of the whole can be voted on when quorum is present.

#### **Section 9. Meetings**

- A. The Senate must meet on a weekly basis at the time chosen in accordance to Article I. Provision Section 12. SGA Meetings.
- B. The time and place can only be changed by 2/3's 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 SGA 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 2/3's of the Senate present and voting.
- C. Any major items to be addressed in the Senate meeting must be turned into the President of the Senate no later than one-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.
- D. The SGA minutes should be completed and turned into the SGA Advisor via e-mail no later than two days prior to the next scheduled meeting. They will be turned into the SGA Advisor for proofing before final printing.

#### **Section 10. Rules Required**

- A. All members are required to read and understand the Constitution.

B. The Senate shall determine, ratify and publish the Constitution and a written record of the Senate's actions shall be kept. If these are questionable it will be subject to the Director of Student Life and the SGA Advisor to interpret.

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 Executive Board or Senate meeting.

### **Section 11. 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 SGA membership requirements, legislative, executive and judicial requirements cannot be amended. Any amendments to the constitution will require preapproval by 2/3 of the senate in order to be voted on in a special election by the campus enrollment, which shall then require a simple majority (50% + 1) of votes casted to pass.

## **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 300 students endorse their candidacy.

**Section 2.** Special elections can be conducted if there are more then 5 vacancies in the Senate and the Senate 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 Government Association shall be vested in a President.

B. The President shall represent the Student Body within and outside the campus, ensure that the laws of 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 Senate as may be in the public interest, and may require from them such reports as may be reasonable in the performance of ones duties.

D. The President may call for special meetings of the Student Body and SGA. By proclamation, stating the specific purpose, he/she may convene the 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 2/3's 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 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 SGA to the Senate President for distribution during the weekly Senate meetings.

H. The President shall serve as the chairman of the monthly 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 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 based on priority determined by deadlines.
- 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. \*
- B. The President and Vice-President must meet the requirements set for all SGA 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 nine (9) credits during the Fall and Spring Terms. \*
- D. The President and Vice-President of SGA cannot be President or on the Executive 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 the Executive Board.

**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 Senate and SGA Advisor. Executive Board Officers must be members of the Senate thus meeting the same qualifications as all other SGA 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 and the SGA Advisor, must attend the Executive Board meetings.

**Section 7. Executive Ethics**

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

**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 One's 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 and state colleges and students as a whole.

5. The Legislative Relations Director is responsible for maintaining an open line of communication with all SGAs of 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 bi-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 monthly General Session meeting.

4. The Public Relations Director will be the liaison between SGA and all clubs/organizations on of Miami Dade College, Kendall Campus.

5. The Public Relations Director is responsible for 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 Treasurer:

1. The Treasurer must maintain a record of all income and expenditures of all activities the Senate has approved that have either income or expenditures.

2. The Treasurer must cooperate with and assist the Senate Community Service Committee.

3. The Treasurer must submit a copy of the Treasurer's Report to the Student Government Advisor and the Executive Board on a weekly basis.

4. The Treasurer is responsible for all SGA fundraisers.

D. 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 meetings. All minutes must be submitted for approval at the succeeding week's meeting. The minutes must be given to the Advisor for proofing before they are 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 his/her duties.

3. The Recording Secretary with the assistance of the Corresponding Secretary will be responsible for maintaining the SGA computers and files.

4. The Recording Secretary is responsible for maintaining the SGA Minutes Log located in the Club and Organization's filing cabinet and providing the Student Life Director and the SGA Advisor a copy of minute's packet.
5. The Recording Secretary must print out a hard copy of Senate and Executive Board minutes and post them up for the members to review in the office.

E. The Corresponding Secretary:

1. The Corresponding Secretary shall be responsible for tabulating and recording the office hours of all SGA 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 duty 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 substitute whenever the Recording Secretary is unable to fulfill his/her 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, and any information to the Recording Secretary so it can be placed in the SGA Minutes Log located in the Student Life Office.

**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 two 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 SGA in all cases to which they are applicable and in which they are consistent with the Constitution and bylaws of SGA.

**ARTICLE VIII. SOURCE OF FUNDS DEFINED \***

**Section 1.** SGA money shall be allocated by the Student Life Department.

**Section 2.** Student Life Director, SGA Advisor and the SGA Treasurer monitor the SGA Budget. The final approval of all funds allocated from Student Life will come from the Student Government Treasurer, SGA President, SGA Advisor, Student Life Director, Dean of Student Services and the Kendall Campus President. \*

### **ARTICLE IX. FJCCSGA**

**Section 1.** The SGA of Miami Dade College, Kendall Campus will be an active member of the Florida Junior Community College Student Government Association (FJCCSGA).

**Section 2.** FJCCSGA Fall Retreat and Spring Conference:

A. SGA, 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 than 4 alternates. \*

B. SGA, 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. SGA, 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 addressed 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 SGA Kendall Campus shall be considered qualified to run for any office in FJCCSGA. \*

B. Any SGA Kendall Campus member holding an office in FJCCSGA must maintain the minimum qualifications requirement for any SGA member throughout their term of office as mention in Article 1, Section 6, of this constitution. \*

C. Any SGA Kendall Campus member holding an office in FJCCSGA will not be held responsible for office hours during weeks when one is attending FJCCSGA meetings or activities. One will be responsible for reporting to the proper authority that he/she is on a FJCCSGA assignment and will report to the Senate what one is doing during their absence. \*

### **Article X. SERVICE GRANTS \***

**Section 1.** Service Grants will be presented to members of the SGA 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 12 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 and will provide a written report to the SGA Advisor and the Student Life Director at the end of each meeting. \*

**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**

### **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 Section 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 an impeachment charge, 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 ones case to the Senate when officially recognized on the agenda and will also provide a written statement detailing the grounds for impeachment.
3. A 2/3's vote is required by the Senate in order to forward an impeachment charge. Student(s) filing an impeachment charge and the elected officer charged with impeachment will be excluded from the vote. Following an affirmative 2/3's 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 to discover 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 elected official charged with impeachment.

#### **C. Impeachment Hearing:**

1. Upon issuance of the written report of the findings, a special session of the Senate will be scheduled within seven 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 elected official and rebuttal
  - c. Redirect of findings by the committee
  - d. Redirect of defense by the charged elected official

- e. Senate vote by secret ballot on the charges of impeachment
  - f. Questions by the Senate addressed to the charged elected official 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 2/3's vote by the Senate is required for impeachment. Student(s) filing a charge for impeachment and the elected official charged will be excluded from the vote.
  4. An affirmative vote at the conclusion of the impeachment hearing is considered final and the impeached elected official will be considered immediately removed from office.

**Section 3. Conditions for Impeachment and Removal of SGA Members**

- A. Any SGA member meeting any of the criteria below will be placed on inactive status and is in jeopardy of being removed from office.
- B. Any SGA member having three or more unexcused activity hours and/or community service events during any major semester (Fall and Spring Term).
- C. Any SGA member having three or more unexcused reasons for not wearing his/her SGA shirts during a semester when mandated.
- D. 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.
- E. Any SGA member having three or more unexcused absences for 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.
- F. All members will be given the opportunity to submit in writing, to the Membership Director, an explanation why any of the above mandatory activities (Senate Meeting, Activity Hour, Office Hours, and SGA Shirt) were not complied with. It will be up to the discretion of the Executive Cabinet to vote on as an excused absence in which case the missed activity will not count toward the three unexcused absences.
- G. All written explanations for having missed an activity hour, community service event and/or failure to wear SGA shirt must be submitted to the Membership Director no later than two business days after the infractions has been committed. Any explanation outside of this time period will be considered an unexcused absence.
- 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 place on inactive duty.
- I. If the President or the Vice-President is placed on inactive status for failure to follow the requirements above, 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 lawful judgment of the SGA Advisor or the Director of Student Life.
- B. The Senate, by 2/3's 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 2/3's vote of all Senators. A judgment of conviction shall remove the offender from office immediately.

**ARTICLE XII. GENERAL SESSIONS: \***

**Section 1.** The SGA shall conduct monthly 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 meetings.

**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.

\*Portions of sections and/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.