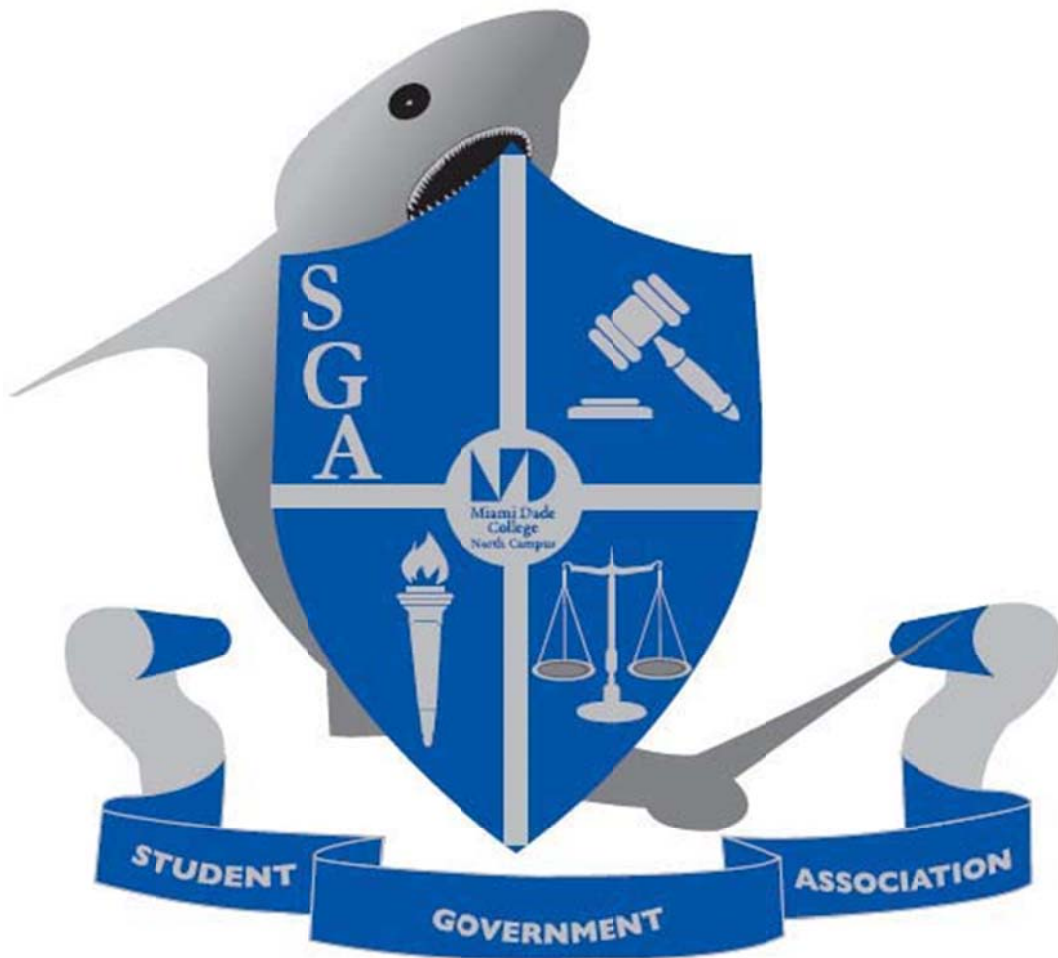


**MIAMI DADE COLLEGE
NORTH CAMPUS**

CONSTITUTION

OF THE STUDENT BODY



“We Will Achieve Excellence!”

PREAMBLE

The student members of Miami Dade College, North Campus and the Carrie P. Meek Entrepreneurial Education Center* to ensure 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 Carrie P. Meek Entrepreneurial Education Center, which shall recognize all rights and privileges extended to the students by this constitution.

* The Carrie P. Meek 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.

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ARTICLE I: NAME, PURPOSE AND MEMBERSHIP

SECTION 1: NAME

The name of this organization shall be the Student Government Association (SGA) 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 impartial governing umbrella for all student organizations.
- D. To enrich and enhance student interest in all aspects of collegiate life by increasing the sense of individual responsibility and awareness.
- E. To enhance community and statewide relations by:
 1. Providing a variety of volunteer service opportunities for the community.
 2. Participating in the Florida College System Student Government Association (FCSSGA) which allows for statewide representation of students' views from the MDCNC.
- F. To bring awareness to collegiate issues that directly, or indirectly, affect the student body by the explicit powers of this constitution.

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 represent, and have a voice in, all campus issues affecting students.
- D. Membership in SGA shall not be limited on the basis of race, religion, national origin, age, sex, or sexual orientation.

SECTION 4: AUTHORITY VESTED

The Student Government Association of Miami Dade College, North Campus is the official representative and the legislative agent of the Miami Dade College, North 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 North 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.

ARTICLE II: EXECUTIVE BOARD

SECTION 1: ELECTED POSITIONS

The elected positions shall consist of a President, Vice President, Secretary, Treasurer, Public Relations

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Director and Governmental Relations Director.

SECTION 2: QUALIFICATIONS FOR THE ELECTED POSITIONS

In order to hold an elected position of Student Government Association, candidates shall be:

- A. Students of MDCNC at the time of their election or appointment and throughout their tenure in office.

SECTION 2: QUALIFICATIONS FOR THE ELECTED POSITIONS (continued)

- B. In clear academic standing.
- C. Required to have obtained and continue to maintain a cumulative grade point average of 3.0 or better. (In case of new students, records from high school or other institutions will be taken into consideration).
- D. Enrolled in at least 6 credit hours at the time of, and throughout, his/her tenure in office (in the case of non-credit students, a conversion ratio or number of hours within, a program will be worked out).
- E. Completed 9 credit hours prior to submitting an application.
- F. In the case of Presidential and Vice Presidential candidates, an active Senator or Executive Board member per Constitution during the Fall semester and must be currently active during the Spring term.
- G. Registered for the majority of their classes at the North Campus.
- H. Complications in meeting qualifications by candidate will be evaluated by the advisor on an individual basis.
- I. Candidates must have attended at least 5 meetings before turning in their application.
- J. Candidates must have at least 12 office hours before turning in their application.

SECTION 3: THE DUTIES AND POWERS OF THE ELECTED POSITIONS

The duties and powers of the elected positions shall be:

President shall:

- NOT hold office in any other MDCNC club or organization.
- Cast a vote in the event of a tie.
- Take and uphold the oath of office.
- Be responsible for all SGA functions.
- Provide leadership for all Executive Board members, with candidness and integrity.
- Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the SGA at MDCNC.
- Call and preside over Executive Board meetings relative to SGA.
- Oversee and coordinate all actions of the Executive Board.
- Co-sign with the Treasurer on all monetary transactions of the SGA.
- Veto all measures enacted by the E-Board if deemed necessary.
- Inform Executive Board, Senators and general members of FCSSGA regarding college issues.
- Assume responsibility of any standing committee in the absence of the chair.
- Enforce and administer the provisions of this Constitution and actions enacted there of.
- Act as the official representative of the Student Body.
- Assume all powers and responsibilities pertaining to this office and execute this Constitution, its by-laws and the Student Government Statutes.
- Meet, at least, once a month with the Dean of Students.
- Meet, weekly, with the Vice President, Executive Director and SGA Advisor.

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- Oversee the coordination of all SGA events.
- Report to Executive Board and Senate about meetings he/she attends.
- Be responsible for the completion of the Oath of Office for all Executive Board and Executive Cabinet members.
- Assign all appointed positions as outlined under Article III, Section 1, by the beginning of September.
- Attend Inner Club Council Meetings.
- Prepare a typed agenda for all SGA Executive Board meetings, due two business days before the following E-Board meeting to the SGA Advisor.
- Shall explain thoroughly the purpose of trip and any other opportunities during a Senate Meeting which will take place within the first month of each semester
- Must attend monthly Presidents' Council Meetings.

President shall: (continued)

- E-mail E-Board Agenda with agenda packet, to all E-Board members, at least three days before the E-Board Meeting once approved by the SGA Advisor.
- Be responsible for completion of all nomination packets for the Student Life Banquet as well as District and State Banquets.
- Make all final decisions pertaining to the organization.

Vice President shall:

- Take and uphold oath of office.
- NOT hold office in any other E-Board of other MDCNC clubs or organizations.
- 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.
- Have voting power when not conducting a meeting.
- Fill out all appropriate paperwork pertaining to SGA events with Student Life.
- Be in charge of creating, distributing, reporting, and analyzing SGA Surveys.
- Report to Executive Board and Senate about meetings he/she attends.
- Prepare a typed agenda and agenda packet for all SGA General Sessions, due two business days before the next General Session to the SGA Advisor.
- E-mail General Session Agenda with General Session Agenda Packet and corrected minutes from previous meeting to all members and Senators, at least, one day before the General Session.
- Assist the President in fulfilling his/her duties.
- Attend Inner Club Council Meetings.
- Meet weekly with the President, Executive Director, and SGA Advisor.
- Preside over the General Sessions.
- Coordinate the Senate Induction Ceremony.
- Collect community service hours from Executive Board officers and Senators.

Secretary shall:

- Take and uphold the oath of office.
- Keep accurate minutes of all SGA Executive Board and General Sessions meetings.
- Have the General Session minutes typed and turned in to the Vice President for approval, three days before the following meeting date for the minutes to be sent to members in addition to Agenda and Agenda Packet.

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- Have the Executive Board minutes typed and turned in to the President for approval, three days before the following meeting date for the minutes to be sent to E-Board in addition to Agenda and Agenda Packet.
- Keep attendance log of General Session and Executive Board meetings.
- Keep log of the two posted office hours of E-Board members, Senators and all prospective Senators.
- Display the operational hours of the SGA office on the office door according to the office hours of all members.
- Keep records of the submission of office hours reports by E-Board members and forward the reports to the Director of Internal Affairs.

Secretary shall: (continued)

- Notify the President of each E-Board officer's failure to submit office hours report.
- Maintain accurate event records for all events on/off campus for FCSSGA District I, while communicating pertinent information to the student body of MDCNC.
- Collect all written/e-mailed excuses of absence related to SGA and present them to the Executive Board for approval during the Executive Board meetings.
- Follow-up, in writing, with absent members regarding the E-Board's decision of their absence at respective meeting.
- Assist the President in carrying out his/her duties.
- Keep record of all SGA member application and degree audits in binder

Treasurer shall:

- Take and uphold the oath of office.
- Maintain an accurate record of revenues and expenditures.
- Keep records of all supply request forms submitted by SGA to the Student Life Department in order for SGA to track expenditures and abide by the annual budget.
- Report the budget, at least once a month, at the Executive Board and General Sessions.
- Coordinate fundraising events with the Public Relations Director and/or event chair.
- Complete an inventory of all SGA supplies throughout the semester, due the last Thursday of every month, and provide monthly reports to the Executive Board.
- Assist the President in carrying out his/her duties.
- Keeps a record of deposit slips.
- Keep log of SGA shirt infractions.

Public Relations Director shall:

- Take and uphold the oath of office.
- Communicate SGA related news and events to clubs, organizations, Senators, and the general studentbody.
- Maintain a complete summary of all SGA events and functions.
- Design and format press releases to provide the students with updates on current Student Government Association activities.
- Be responsible for creating monthly newsletters containing all pertinent information regarding the Student Government Association activities.
- Be responsible for notifying the SGA Advisor of any necessary updates to the SGA website.
- Keep the events calendar updated at all times.
- Maintain the SGA bulletin board in Building 1 by displaying relative information that is beneficial to the student body.

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- Be responsible for the coordination of a bi-weekly recruitment table.
- Be in charge of beautifying the SGA office with any information given to him/her by any E-Board member.
- Be responsible for maintaining and updating the general history of the Student Government Association in collaboration with the Historian.
- Schedule and attend clubs/organization meetings at least once a month.
- Act as the official liaison between the Student Government Association and student organizations.
- Be responsible for assisting the event chair in the creation of event flyers.
- Ensure that each event flyer is displayed on campus one week before the date of the event.
- Assist the President in carrying out his/her duties.
- Be responsible for the yearly organization catalog that contains all student clubs/ organization information.

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 FSCSGA District I Legislative Liaison.
- Handle all legislative matters addressed by the student population accordingly.
- Communicate, during local and national elections, impartial information about candidates to SGA and North Campus students.
- Keep SGA and the North Campus students informed on all local and state officials.
- Be in charge of organizing and coordinating legislative awareness events, Town Hall meetings and Inner Club Council meetings.
- Chair the Elections Committee if not running for office as per Article III Section 6.
- Assist the President in carrying out his/her duties.
- Shall inform the Senate of up-coming University application deadlines (according to the survey filled by Senators) during every other Senate Meeting. Survey shall be completed with these deadlines by November 1st.

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 classes and ending the day of commencement.

ARTICLE III: EXECUTIVE CABINET

SECTION 1: APPOINTED POSITIONS AND PROCEDURES

The appointed positions shall consist of the Executive Director, Parliamentarian, Director of Internal Affairs and Historian. As per Article II Section 3, all positions must be appointed by the President no later than September. There must be a formal interview and application process for all appointed positions. No other Executive Board member shall be required to attend the interview, neither is the advisor obligated to attend.

SECTION 2: QUALIFICATIONS FOR APPOINTED POSITIONS AND CRITERIA

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

- Must be interviewed by President.
- Must have a grade point average of 2.5 or better.

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- Take 6 credit courses as well as majority of courses at North Campus.

SECTION 3: THE DUTIES OF THE APPOINTED POSITIONS

The Executive Cabinet shall abide by all general duties and regulations set forth for the Executive Board within this constitution. In addition, the duties of each appointed positions shall be the following.

Executive Director shall:

- Take and uphold the oath of office.
- NOT hold office in any other MDCNC club or organization.
- 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 General Sessions in the absence of the President and/or Vice President.
- Assist Student Life in recruitment of volunteers and/or attendees, for all Student Life sponsored events throughout the school year.
- Be responsible for organizing any and all committees of SGA (The President elects the Chairperson/s of all committees).
- Be responsible for organizing and maintaining a calendar for classroom presentations.
- Be responsible for the membership of incoming students in SGA, with the use of the membership log that will be updated after every General Session for new members, and any other actions deemed necessary.

Executive Director shall: (continued)

- Work with the SGA Advisor on paperwork for all SGA conferences.
 - Send correspondences through emails to SGA Senators, from the MDCNC SGA e-mail address.
 - Keep the E-Board and Advisor informed as to the number of members in SGA monthly.
 - Keep track of attendance of all events sponsored by SGA.
 - Collect contact information from members, Advisors, the Director of Student Life and the Student Life Office Manager, and keep an updated copy in the SGA office.
 - Have an oath of office signed by each Inducted Senator and E-Board member on file.
 - Enforce the duties and responsibilities of Senators as stated in Article IV.
 - Attend Inner Club Council Meetings.
 - Meet weekly with the President, Vice President and SGA Advisor.
 - Assist all E-Board members in fulfilling his/her duties.
 - Maintain a calendar of all SGA meetings and committee meetings.
 - Oversee the work of the standing committees and collect committee reports which then need to be turned in to the Secretary.
 - Shall write a report for all SGA Initiatives and give to Secretary.
- Coordinate orientation, and skill development trainings for Senators.
- Shall coordinate Club Rush with Public Relations Director.
 - Shall keep a copy of all documents handled in the organization. (eg. deposit forms, General Session handouts and sign-in sheets, and Supply Request forms).

Parliamentarian shall:

- Take and uphold the oath of office.
- Be knowledgeable with regards to the SGA Constitution.

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- Ensure that the Constitution of SGA is not violated.
- Alert the President and Director of Internal Affairs of any unconstitutional activities.
- Create workshops each semester to educate SGA 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 to keep order among delegates during SGA 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.”
- Work in conjunction with the Governmental Relations during all SGA meetings.
- Assist the President and Vice President in fulfilling his/her duties.
- Assist the Governmental Relations Director with coordinating the Elections Committee if not running for office as per Article III Section 6.

Historian shall:

- Take and uphold the oath of office.
- Be responsible for taking pictures or appointing a photographer to take pictures at all SGA events.
- Be responsible for archiving pictures and flyers of all SGA events.
- Be in charge of beautifying SGA Executive Board office with any information given to him/her by any E-Board members.
- Assist the President and Vice President in fulfilling his/her duties.
- Be responsible for creating a Scrapbook, following FCSSGA regulations, that includes but is not limited to, pictures of all events/projects sponsored by SGA within the respective year.
- Be responsible for creating a Best Practice Display, following FCSSGA regulations, highlighting an imitative voted on by the E-Board within the respective year.
- Partner with the Public Relations Director in creating the SGA Bulletin Board in Building 1.
- Be the chair of the Scrapbook committee.

Director of Internal Affairs shall:

- Take and uphold the oath of office.
- Be in charge of impeachment trial.
- Be a part of the Elections Committee if not running for office as per Article III Section 6.
- Chair over the Constitutional Revision Committee.
- Participate in all Constitutional Activities.
- Assist the Governmental Relations Director during Town Hall meetings.
- Administer Senate Point system and Senatorial Contact List.
- Contact Senators to notify them of their Active or Inactive status.
- Be responsible of completing a monthly Progress Report for each Senator, which will detail if Senator is active or inactive following each semester.
- Be responsible for completing a weekly and monthly Progress Report for each E-Board Member.
- Maintain a current list of all members and their phone numbers, and distribute the list to all the E-Board officers.
- Inform the President, Vice President and Executive Director when any member misses more than 3 meetings.

Miscellaneous Posts:

Any other cabinet post deemed necessary by the President or by a 2/3 majority of the E-Board, may be

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created.

SECTION 4: TERM OF APPOINTED POSITIONS

Appointed position's term begins from the date of appointment and terminates 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 SGA Constitution
- C. Shall know and understand parliamentary procedures and Robert's Rules of Order.
- D. Shall not misrepresent SGA while on official SGA business/events.
- E. Shall wear SGA shirt ALL day, every Wednesday, and when attending Student Life and SGA sponsored events.
- F. Shall attend all SGA sponsored Activity Hour events on Wednesdays.
- G. Members are required to spend **no less** than four (4) 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 only. 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 explanation, to be approved by the President. Two posted hours must be turned in to the Secretary and the President.
- H. Shall be required to communicate with Senators, providing positive guidance within SGA.
- I. Shall attend all Executive Board and General Sessions.
- J. Shall be subject to evaluated through survey at the end of each semester by the members of the organization through a questionnaire and/or survey.
- K. All Executive Board members must be available for activity hour every Wednesday.
- L. The Eboard, must meet once every 6 weeks, for a bonding event.
- M. All SGA members must wear his/her SGA shirt every Wednesday or SGA sponsored event. If the individual fails to wear their shirt three times during a semester he/she will be placed on inactive status and is in jeopardy of being removed from office.

SECTION 6: REQUIREMENT OF SGA BEFORE TERM EXPIRES

Before the end of an administration's term, the incumbent SGA shall perform the following:

- A. Establish and coordinate the elections in accordance with Article IX.
- B. Provide the succeeding administration with a "Transition Manual."

ARTICLE IV: SENATORS OF STUDENT GOVERNMENT ASSOCIATION AND INTERN PROGRAM

SECTION 1: REPRESENTATION OF MDCNC ORGANIZATIONS

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 SGA Senator.

SECTION 2: QUALIFICATION FOR SENATORS

- A. Maintain a minimum of 2.0 GPA while serving as Senator. If s/he 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 a Senator.
- C. Student must be registered for the majority of classes at the North Campus.

SECTION 3: PROCEDURES FOR SENATOR APPLICATIONS

- A. All SGA applications will be reviewed by the SGA Advisor before the applicant is inducted as a Senator. The advisor will check and approve the potential Senator and then give approved application to the Vice President.

SECTION 4: PROCESS TO BECOME AN INDUCTED SENATOR AFTER GENERAL REQUIREMENTS ARE MET

- A. Attending the General Session Meeting (Students must attend all but three (3) scheduled General Sessions during the course of the term in question.)
- B. Attendance to SGA-sponsored/related events (Must participate in the planning process and attend at least three (3) events during the course of the semester for which they are applying.)
- C. Involvement in intercampus, and/or off-campus SGA-sponsored/related event
- D. Completion of weekly office hours (Must complete weekly office hours upon joining SGA, unless otherwise excused by the President.)
- E. Being an active member of a Standing Committee

****Please note this is based on SGA sponsored opportunities that are available to the entire membership.**

SECTION 5: DUTIES AND RESPONSIBILITIES OF STUDENT SENATORS

- A. Must be in clear academic standing and have a 2.5 GPA to earn SGA traveling privileges. 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 Vice President will contact the Senator in writing that he/she is in jeopardy of being removed from office.
- B. Shall attend all SGA General Sessions unless otherwise exempt by President.

SECTION 5: DUTIES AND RESPONSIBILITIES OF STUDENT SENATORS (continued)

- C. Shall know and understand parliamentary procedures and Robert's Rules of Order.
- D. Shall not misrepresent SGA while on official SGA business/events.
- E. Shall wear SGA shirt ALL day, during and when attending Student Life and SGA sponsored events.
- F. Shall be knowledgeable of all FCSSGA issues.
- G. Shall perform 3 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.
- H. Shall be an active member of at least 1 Committee.
- I. 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.
- J. 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, and Executive Director when the Senator violated any college procedure or does not maintain membership status as stated in the constitution.
- K. Senators are only allowed to attend two trips per year unless no other active Senator qualifies.
- L. Trips will be offered to the Senators who have accumulated the most points according to the point system, meet travel requirements and are active Senators.
- M. All SGA members must wear his/her SGA shirt every Wednesday or SGA sponsored event. If the

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individual fails to wear their shirt three times during a semester he/she will be placed on inactive status and is in jeopardy of being removed from office.

SECTION 6: QUALIFICATIONS FOR POTENTIAL SENATORS

- A. Shall be enrolled in at least 6 credit hours, and in clear academic standing while serving as an SGA Potential Senator.
- B. Must be in clear academic standing and maintain a 2.0 GPA.

SECTION 7: DUTIES AND RESPONSIBILITIES OF POTENTIAL SENATORS

- A. Shall wear SGA shirt ALL day, every, and when attending Student Life and SGA sponsored events.
 - 1. Initial SGA T-Shirts will be available at \$5 and will be available to all members.
 - 2. Once a Senator, SGA Polo Shirts will be provided free of cost.
- B. Shall perform three (3) office hours weekly. If unable to complete the office hours of a particular week, the hours must be made up by the end of the following week. This exception is only for those who have a written excuse approved by the President at the beginning of the week.
- C. Shall commit to the entire term he/she has applied for.
- D. Must apply for each.
- E. Shall be an active member of at least 1 Committee.
- F. Shall not have voting rights until inducted as a Senator.
- G. Shall be able to travel with the organization.
- H. Potential 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.
- I. A Potential 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, and Executive Director when the Senator violated any college procedure or does not maintain membership status as stated in the constitution.

SECTION 8: VOTES

When necessary to pass legislation and/or constitutional revisions, all active Senators and active Executive Board members shall have one vote only.

SECTION 9: QUORUM

- A. A majority of the membership of the Senate (50% + 1) shall constitute a quorum for General Session. 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: GENERAL SESSION MEETINGS

- A. There will be one General Session meeting every week. 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 General Session may not conflict with any Student Government Association or Student Life sponsored events, unless a special meeting is called for the Senators at the request of at least five Senators.
- B. Any major items to be addressed in the General Session must be turned to the Executive Board no later than five (5) days prior to the meeting day, so it can be placed on the agenda. The information must include all facts and issues to be addressed at the meeting.

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- C. All committee reports will be turned into the **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.** *

SECTION 11: WRITTEN MATERIALS

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

SECTION 12: ETHICS

- A. All members of the Student Government Association at the North 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 13: OFFICE RULES

- A. Keep the office clean.
- B. **NO** personal calls on the office phone
- C. Music is to be played at a low volume or with head phones.
- D. When no assignments have been given, students may work on other projects or study in the office.
- E. **DO NOT** remove any supplies from the office.
- F. All cellular devices should be on silent or vibrate.
- G. No social networking sites, except for chair of Marketing Committee or designee.
- H. Be respectful to each other at all times.
- I. **NO** profanity or obscene gestures.
- J. Noise is to be kept at a minimum.
- K. **NO** food or drinks (water in sealed container).
- L. Should always be dressed in an appropriate manner. (No miniskirts, uncovered tank top/strapless shirts, short shorts, hats, flip-flops, sandals with socks, etc.)
- M. The requirements to be inducted must be posted in the office throughout the entire year, as guidance for the Senators.

SECTION 14: DRESS CODE

All members in the Student Government Association of Miami Dade College, North Campus will dress in a manner that is considered appropriate and decent by **all** individuals while serving in SGA. When representing the North Campus at events the SGA Executive Board and Members will be required to wear the SGA Shirt 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 forbidden.

SECTION 15: INDUCTION CEREMONY

- A. All Potential Senators meeting the outlined guidelines will be eligible to be recognized during an Induction Ceremony to be held once each semester.
- B. Credentials of all Senators and Potential Senators to be inducted must be reviewed by the SGA Advisor before the induction ceremony.

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- C. The Induction Ceremony will be scheduled to applaud the efforts of active Potential Senators and recognize them before their peers, family members, other MDCNC students, MDCNC administrators, faculty and staff.
- D. The invitations for the Induction Ceremony will be sent, no later than, two (2) weeks before the date of the ceremony.
- E. The Vice President shall coordinate this ceremony as outlined in his/her duties, with the help of the Executive Board and SGA Advisors.

ARTICLE V: COMMITTEES

For each new administration, the President can appoint Standing and Ad Hoc committees. Committees are formed to accomplish specific purposes within SGA:

- A. Standing Committees exist for a period not to exceed one academic year (e.g., Cultural, community service, entertainment, awareness 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 SGA 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 SGA's General Sessions 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 SGA members for their efforts. An example how this system rewards members for their efforts is those members will receive priority to represent SGA during leadership conferences and other "out of college" events. This system is used to determine active or inactive status for Potential Senators and is used to determine Inductees for the Induction Ceremony.
- B. How will points be acquired. Senators shall earn points as per the outline below:
 - F. Attending the General Session Meeting: 5 points
 - G. Wearing SGA shirt on General Session Meeting: 3 points
 - H. Attendance to SGA-sponsored/related events (excludes committee):10 points
 - I. Involvement in intercampus, and/or off-campus community service events: 60 points
 - J. Completion of weekly office hours: 10 points (for every extra 3 hours: 10 additional points)
 - K. Being an active member of a Standing Committee: 40 points
 - L. Participation in Extra Committees: 10 points for an extra committee project (You will only be rewarded for one extra committee, but you are free to join as many as you like.)
 - M. The Point System cannot be used for induction purposes.
 - N. The Point System must be posted in the office throughout the entire year, as guidance for Senators.

How will the points be administered? Tasks completed should be submitted to the Director of Internal Affairs by the 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 GENERAL SESSION

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

- A. A General Session 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. SGA General Session will be held weekly for the purpose of communication and clarification of issues and events at MDCNC and within FCSSGA. The SGA calendar and Student Activities calendar will be discussed and made available to all SGA Senators and Interns as well as the general student population. SGA events calendar must be finalized 4 weeks after semester begins.
- D. Meetings must be conducted according to the guidelines of "Robert's Rules of Order."
- E. General Sessions will be open to all general students, faculty and interested parties.
- F. Members who arrive to the General Sessions 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.
- G. Senators and Executive Board/Executive Cabinet members with special responsibilities within any upcoming General Session 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 SGA 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 SGA 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 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. These 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. SGA will help students and organizations to the best of its ability that are seeking assistance of any kind through referrals or direct assistance.

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ARTICLE IX: ELECTIONS PROCESS

The election is the time for the incumbent SGA to ensure the perpetuation of a strong and vibrant organization. The Student Life Department shall work in conjunction with the SGA to facilitate the elections 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 SGA General Sessions, one **month** before the date of elections, as a forum to allow each candidate the opportunity to declare his/her candidacy for an elected position. A "Candidate's Debate" must be 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 2nd 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 General Session.

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**.

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SECTION 6:

**OATH OF OFFICE EXECUTIVE BOARD
Miami Dade College, North Campus
DEPARTMENT OF STUDENT LIFE
STUDENT GOVERNMENT ASSOCIATION**

The Charge

At all times, 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

MDCNC Student Government Association Constitution

SECTION 7:

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

The Charge

At all times 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 organization, 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), have fulfilled the requirements of Student Government Association at Miami Dade College, North Campus and 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 as a senator and I will faithfully discharge the responsibilities as a senator for the Student Government Association.

Signature

Date

Oath Administered by

ARTICLE X: IMPEACHMENT AND REMOVAL FROM OFFICE

SECTION 1: TERMS FOR IMPEACHMENT

- A. Any SGA 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 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 SGA 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 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 3: 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
 - I. 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 General Session agenda.
 - II. 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 the impeachment.
 - III. 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.

SECTION 3: CHARGES OF IMPEACHMENT (CONTINUE)

B. Ad-Hoc Committee for Purposes of Discovery

- I. 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.
- II. The committee will be responsible for conducting an investigation within 21 calendar days from the day the committee was appointed.
- III. 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

- I. 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.
 - II. The proceedings of the impeachment hearing will be as follows:
 - a. Presentation of findings by the committee
 - III. Presentation of defense by the charged student officer and rebuttal
 - IV. Redirect of findings by the committee
 - V. Redirect of defense by the charged student officer
 - VI. Questions by the Senate addressed to the charged student officer and/or committee
- D. 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.
- E. The decision of the impeachment hearing is considered final. If the decision is in the affirmative, the impeached officer will be immediately removed from office. If the decision is not in the affirmative, the charges will be dropped and cannot be brought up for another hearing on the same charges for at least one semester.

ARTICLE XI: PARLIAMENTARY RULES OF ORDER

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 Constitution of the SGA.

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. Constitution can only be amended once a year and all amending items will not take effect until the following Executive Board year.

SECTION 2: GENERAL SESSION

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

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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 General Session.

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 General Session.

ARTICLE XIV: ADVISOR

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 every General Sessions and Executive Board meeting. The advisor is responsible for assuring that all Student Government Association liaisons to Miami Dade College Committees are adhering to their responsibilities. The advisor is responsible for providing proper training through workshops to assure that 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.

The duties of the Advisor shall be:

- A. Available to all board members for clarification, feedback and opinions on all SGA related issues.
- B. Will act as a liaison between the SGA and faculty, staff and administration when appropriate.
- C. To advise, *not* make decisions for the President and or Executive Board in SGA events, unless asked to. All final decisions will be made by the President.
- D. To meet with the President and Vice-President and Executive Director weekly.
- E. Shall be subject to evaluation by the Executive Board and Senators at the end of each semester.

ARTICLE XV: SOURCE OF FUNDS

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

ARTICLE XVI: FCSSGA ISSUES

SECTION 1: MEMBERSHIP

The SGA of MDCNC shall be an active member of the Florida College System SGA (FCSSGA).

SECTION 2: CONFERENCE DELEGATION

SGA at MDCNC will have the following minimal representation at FCSSGA conferences as follows:

- A. SGA, North Campus will send a **minimum** delegation of 6 officials (maximum 12) to both the Fall and Spring conferences, unless otherwise decided by the Director of Student Life

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 SGA of MDCNC as per Florida State House Bill 4259.

SECTION 2: REMOVAL FROM OFFICE

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Any student holding an elected position in SGA of MDCNC and while holding the elected position is

SECTION 2: REMOVAL FROM OFFICE (continued)

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 SGA in writing to either SGA c/o Director of Internal Affairs or the Director of Student Life, stating the criminal or civil violation(s) they believe the elected SGA 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.