

MIAMI-DADE COMMUNITY COLLEGE
NORTH CAMPUS

CONSTITUTION

OF THE STUDENT BODY



“We Will Achieve Excellence!”

ARTICLE I: NAME, PURPOSE AND MEMBERSHIP

SECTION 1: NAME

The name of this organization shall be the Student Government Association (SGA) of Miami-Dade Community College, North Campus (MDCCNC).

SECTION 2: PURPOSE

The purpose of this organization shall be as follows:

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

SECTION 3: MEMBERSHIP

All students matriculating and registered at MDCCNC shall:

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

ARTICLE II: EXECUTIVE BOARD

SECTION 1: ELECTED POSITIONS

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

SECTION 2: QUALIFICATIONS FOR THE ELECTED POSITIONS

The qualifications for all elected position shall be:

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

SECTION 3: THE DUTIES AND POWERS OF THE ELECTED POSITIONS

The duties and powers of the elected positions shall be:

A. President

- 1. Responsible for all SGA functions.
- 2. Provide leadership for all Executive Board (E-Board) members.
- 3. Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the SGA at MDCCNC.
- 4. To call and preside over Executive Board meetings relative to SGA.
- 5. To oversee and coordinate all actions of the E-Board.
- 6. To co-sign with the Treasurer on all monetary transactions of the SGA.
- 7. May **NOT** hold office in any other MDCCNC club or organization.
- 8. To veto all measures enacted by the E-Board if deemed necessary.
- 9. Will inform E-Board, Senators and general members of FJCCSGA and college issues.
- 10. Cast a vote in the event of a tie.
- 11. Take and uphold the oath of office.

B. Vice President

1. To assist the President in fulfilling his/her duties.
2. To assume the duties of the President in his/her absence
3. To assume the office and duties of the President, with full power, upon the President's resignation, removal or abandonment of office.
4. To preside over the Senate meetings.
5. Responsible for organizing any and all committees made by SGA.
6. Has full voting power when not conducting a meeting.
7. Take and uphold the oath of office.

C. Secretary

1. To prepare a typed agenda for all SGA meetings under the direction of the Chairperson.
2. To keep accurate minutes of all SGA meetings.
3. To have the minutes typed and turned in to the Chairperson for approval two days before the meeting date.
4. To distribute copies of previous meeting's minutes for approval in Senate meetings and E-Board meetings.
5. To assist in coordinating and arranging the President's itinerary.
6. Assist the President in carrying out his/her duties.
7. Take and uphold the oath of office.

D. Treasurer

1. To maintain an accurate record of revenues and expenditures.
2. To report all revenues and expenditures at every SGA meeting.
3. To initiate any paperwork necessary in order to utilize the SGA budget.
4. Assist the President in carrying out his/her duties.
5. Take and uphold the oath of office.

E. Public Relations Director

1. To communicate SGA news and events to clubs, organizations, Senators and the general student population.
2. To maintain a complete summary of all SGA events and functions.
3. To report on any upcoming events at all SGA meetings, Campus and College Wide.
4. Assist the President in carrying out his/her duties.
5. Take and uphold the oath of office.

F. Governmental Relations Director

1. To communicate any information regarding current and proposed legislation in the State of Florida that may impact MDCCNC students.
2. To work directly with FJCCSGA District I Legislative Liaison.
3. To coordinate the MDCCNC SGA elections by forming a committee, and overseeing the SGA elections.
4. Handle all matters addressed by the student population accordingly.
5. Assist the President in carrying out his/her duties.
6. Take and uphold the oath of office.

SECTION 4: TERM OF THE ELECTED OFFICES

The term of office for all elected positions shall be for one year starting July 1st and ending June 30th of the following year.

SECTION 5: APPOINTED POSITIONS

The appointed positions shall consist of the Executive Director, Parliamentarian, Director of Public Affairs, Director of Communications, Director of Internal Affairs and Sergeant at Arms.

SECTION 6: QUALIFICATIONS FOR APPOINTED POSITIONS

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

SECTION 7: THE DUTIES OF THE APPOINTED POSITIONS

The duties of the appointed positions shall be:

A. Executive Director

1. To assist the President and Vice President in fulfilling his/her duties.
2. To assume the duties and the powers of the Vice President in his/her absence, resignation or removal from office.
3. To oversee and assist in the coordination of the duties of all appointed positions.
4. To preside over the meetings in the absence of the President and Vice President.

B. Parliamentarian

1. To be knowledgeable with regard to the SGA's Constitution
2. To ensure that the Constitution of SGA is not violated.
3. To inform members of proper usage of parliamentary procedures, specifically, "Robert's Rule of Order."
4. To alert the President and Director of Internal Affairs of any unconstitutional activities.
5. To alert the Sergeant-at-Arms of any unconstitutional activities during SGA meetings.

C. Director of Public Affairs

1. To be responsible for raising student and community awareness of SGA's purpose and activities as directed by the E-Board.
2. To be responsible for the membership of incoming and current students in SGA.
3. Attempt to maintain a SGA column in the school's newspaper. (Space negotiated yearly).
4. Assist the Public Relations Director as needed.

D. Director of Communication

1. To maintain accurate event records and files for FJCCSGA District I, while communicating information pertinent to the student body of MDCCNC.
2. Mandatory attendance to all FJCCSGA District I meetings.
3. Assist the Secretary as needed.

E. Sergeant at Arms

1. 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."
2. Works in conjunction with the Parliamentarian during all SGA meetings.

F. Director of Internal Affairs

1. To assist the Government Relations Director as needed.
2. To Chair over any and all Impeachment Committees.
3. Work with the President and Parliamentarian to ensure that the constitution is not violated.

G. Miscellaneous Posts

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

SECTION 8: TERM OF APPOINTED POSITIONS

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

SECTION 9: REQUIREMENTS OF ALL EXECUTIVE BOARD POSITIONS

- A. Shall know and understand parliamentary procedures.
- B. Shall not misrepresent SGA while on official SGA business/events.
- C. Shall wear SGA shirt **ALL** day Wednesdays.
- D. Shall attend Activity Hour on Wednesdays.
- E. Shall perform 5 office hours. (2 Must be posted.)
- F. Shall be an active member of at least 1 Committee.

SECTION 10: 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 VII*.
- B. Provide the succeeding administration with a "Transition Manual."
- C. Hold an Incoming/Outgoing Retreat for the newly elected officers in Summer A.

ARTICLE III: THE SENATOR AND INTERN PROGRAM

SECTION 1: SENATOR SELECTION

It is **strongly** suggested that all registered clubs and organization of MDCCNC appoint or elect a maximum of two persons actively involved in their organization to hold the office of an SGA student Senator.

SECTION 2: QUALIFICATION FOR SENATORS

All SGA Senators shall meet the requirements as outlined in *Article II, Section 2*.

SECTION 3: DUTIES AND RESPONSIBILITIES OF STUDENT SENATORS

- G. Shall attend all SGA Senate meetings.
- H. Shall attend all meetings of the club that they represent. (If applicable)
- I. Shall be responsible to make SGA announcements at club meetings and club announcements at SGA meetings. (If applicable)
- J. Shall inform the SGA of club response to SGA projects and policies. (If applicable)
- K. Shall know and understand parliamentary procedures.
- L. Shall not misrepresent SGA while on official SGA business/events.
- M. Shall wear SGA shirt **ALL** day Wednesdays.
- N. Shall attend Activity Hour on Wednesdays.
- O. Shall perform 5 office hours. (2 Must be posted.)
- P. Shall be an active member of at least 1 Committee.

SECTION 4: QUALIFICATIONS FOR INTERNS

All SGA Senators shall meet the requirements as outlined in *Article II, Section 2*.

SECTION 5: DUTIES AND RESPONSIBILITIES OF INTERNS

- A. Shall wear SGA shirt **ALL** day Wednesdays.
- B. Shall be present at either Activity Hour or Senate Meetings.
- C. Shall complete three (3) office hours in conjunction with a Senator or E-Board member.
- D. Shall commit to the entire term he/she has applied for.
- E. Must apply for each term. (Does not automatically renew.)
- F. Interns are not eligible for any travel.

SECTION 6: VOTES

When necessary to pass legislation, all Senators and E-board members shall have one vote only. Interns do not have voting rights.

ARTICLE IV: COMMITTEES

For each new administration, the President and E-Board can appoint Standing and Ad Hoc committees. Committees are formed to accomplish a specific purpose:

- A. Standing Committees exist for a period not to exceed one academic year (i.e., Events Committee, Community Service Committee, Fund Raising Committee, Advertising Committee, etc.).
- B. Ad Hoc Committees are established and disbanded after their tasks have been completed and a report made to the E-Board and general SGA assembly.
- C. A Chairperson must be chosen to prepare for and preside over all committee meetings. (E-board 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 Director of Public Affairs, who in turn reports to SGA's Senate meetings of the committee's progress.
- E. A Co-Chair will also be appointed to a committee by the committee Chairperson, and assume all duties of the Chairperson in his/her absence.

ARTICLE V: MEETINGS

SECTION 1: STUDENT GOVERNMENT ASSOCIATION SENATE MEETINGS

- A. A SGA Senate meeting will be held weekly for the purpose of communication and clarification of issues or events at MDCCNC and within FJCCSGA. 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.
- B. Meetings must be conducted according to the guidelines of "Robert's Rule of Order."
- C. An agenda should be presented and approved before business can be conducted.
- D. Student Government Senate meetings are mandatory for all E-Board officers and Senators.

- E. Senate meetings must be open to all general students, faculty and interested parties.

SECTION 2: EXECUTIVE BOARD MEETINGS

E-Board meetings of the SGA must be held at least once weekly and are mandatory for E-Board members.

ARTICLE VI: 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. Events are **mandatory** for all E-Board members, appointed officers and Senators. Attendance during community service events is not mandatory for Senators who hold office in other organizations, but are **strongly** encouraged to include their organization in SGA events.
- B. Student Population meetings are to be held at least once a semester or as deemed necessary. Student Population meetings are to serve as special sessions for the E-Board to communicate with or gather information from the general student population about issues of special interest. E-Board officers and all Senators are required to attend meeting.
- 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.

ARTICLE VII: ELECTIONS PROCESS

The election is the time for the incumbent SGA to ensure the perpetuation of a strong and vibrant SGA. A standing Election Committee shall be form, chaired by the Governmental Relations Director to see that this process is carried out fairly and equitably. If no Governmental Relations Director has been elected, the President shall appoint a chairperson to that committee. 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 **Elections Committee**, no later than **TWO** weeks before the elections are scheduled to occur.

SECTION 2: CANDIDATE DEBATE

The E-Board shall utilize one of their SGA Senate meetings, one week before the date of elections, as a forum to allow each candidate the opportunity to declare his/her candidacy for an elected position. This "Candidates' Debate" must be held during Activity Hour of the same week in a public manner in an effort to allow the general student body the opportunity to ask questions of the candidates. The E-Board shall determine the format of the event.

SECTION 3: ELECTIONS TIME AND PLACE

Elections shall be held annually on the 2nd Tuesday in April. Voting must take place in an easily accessible area, from not later than 9:00 a.m. to 9:00 p.m. The time and place of the elections must be advertised conspicuously to the student body at least two weeks prior to the date of the elections and include all MDCCNC remote campuses.

SECTION 4: ELECTION METHODOLOGY

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

SECTION 5: INAUGURATION CEREMONY

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

SECTION 6: OATH OF OFFICE

The official SGA Oath of office shall be:

"I, (state your name), do solemnly swear or affirm to carry out my duties as (state your position), as stated in the constitution of MDCCNC Student Government Association and will uphold this Constitution and all its by-laws to the best of my abilities."

ARTICLE VIII: IMPEACHMENT

In the event that an SGA E-Board officer has abandoned his/her office or needs to be removed from office, the following shall be the course of action taken.

SECTION 1: EVIDENCE

The impeachment of an SGA officer will only take place when significant evidence is made available to the E-Board proving that the accused officer may be unsuited for office or is alleged to have engaged in conduct considered unacceptable for an officer.

SECTION 2: DUE PROCESS

To ensure that all affected parties of impeachment receive a fair and equitable treatment an impeachment committee shall be formed to hear all parties and the following procedures will apply.

- A. The charge of impeachment shall require the signatures of all remaining E-Board members (Not including assistants) before being brought to the Senate meeting.
- B. The accused officer shall be notified in writing of the alleged violation and of the intent of E-Board to initiate an impeachment hearing.
 1. Written notification must contain a detailed description of the charges, a list of witnesses, if any, and the time, date and place of the hearing.
 2. The hearing shall be held no earlier than 48 business hours from the date of notice. In some cases the officers may waive his/her right to a hearing and elect to accept the decision of the E-Board.
- C. The accused officer shall be entitled to speak at the Senate meeting hearing and to have a representative of his/her choice present as council. They may ask questions of any college official, witness or present evidence at the hearing relevant to his/her case in an effort to prohibit impeachment.
- D. The final decision will consist of a majority vote by the committee.
- E. The accused officer is entitled to a written report on the results and findings of the hearing. Such a report shall be issued within seven business days following the decision of the impeachment committee.
- F. SGA will keep records of the proceedings, which will be made available to the accused officer.

Anyone who is impeached from his/her position within SGA as a result of the actions of an impeachment committee shall have the right to appeal the decision to the Director of

Student Life. The appeal must be in writing and shall be filed no later than the fifth school day following the student's receipt of the committee's decision.

Within three days after the receipt of an appeal, the Director of Student Life shall appoint a three member ad hoc committee composed of disinterested faculty and students, excluding the Director, who shall make a full inquiry into the case. After a full and complete review of the case, the Ad Hoc Appeals Committee shall make its written recommendation to the Director of Student Life to be read by the E-Board during the SGA Senate meeting.

Any officer who is dissatisfied with the decision may file a written appeal through the Dean of Students. The decision of the Dean of Students shall be **Final**.

SECTION 3: RESULTS OF IMPEACHMENT

The adjudication of guilt on violation of office will result in a written reprimand and/or the immediate removal from office subject to the recommendation of the impeachment committee. Judgment of Impeachment shall not extend further than a written reprimand and/or immediate removal from office.

SECTION 4: THE PRESIDENT'S ROLE

In the event of an officer of the SGA E-Board results in his/her removal from service, the President shall appoint a new officer to the vacant position. In the event that the President is impeached the Vice-President shall assume the office and duties of the President.

SECTION 5: OVERSIGHT OF IMPEACHMENT PROCESS

In all cases of impeachment the Director of Internal Affairs shall Chair the committee, consisting of the appointed executive board positions plus seven (7) randomly chosen senators, oversee and be responsible for publishing committee recommendations and ensure that proceedings were administered justly, legally and carried out according to the Constitution of the SGA of MDCCNC. (Officers of the **MAIN** E-Board cannot be a part of this committee.)

SECTION 6: DOCUMENTATION

Falsification of any documents testifying to the eligibility requirements submitted by and E-Board officers to the SGA shall be grounds for impeachment.

ARTICLE IX: 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 X: AMENDING PROCEDURES

SECTION 1: EXECUTIVE BOARD

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

SECTION 2: SENATE MEETING

A Constitutional amendment may be presented by any senator or E-Board member and be voted upon at the next scheduled Senate meeting.

ARTICLE XI: RATIFICATION

SECTION 1: CONSTITUTION

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

SECTION 2: AMENDMENTS

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

ARTICLE XII: ADVISOR

The duties of the advisor shall be:

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

ARTICLE XIII: SOURCE OF FUNDS

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

ARTICLE XIV: F.J.C.C.S.G.A. ISSUES

SECTION 1: MEMBERSHIP

The SGA of MDCCNC shall be an active member of the Florida Junior Community College SGA (FJCCSGA).

SECTION 2: CONFERENCE DELEGATION

SGA at MDCCNC will have the following minimal representation at FJCCSGA conferences as follows:

- A. SGA, North Campus will send a **minimum** delegation of 10 officials (maximum 12) to both the Fall and Spring conferences. The delegation will be made up of the President, Vice-President, 8 delegates and no more than 2 alternates.
 1. The Fall Conference delegation will consist of the President, the Vice-President, and 8 Senators in good standing. Two (2) Senators of the delegation must be returning members for the following year.
 2. The Spring Conference delegation will consist of the President, the Vice-President, and 8 Senators in good standing. Two (2) Senators of the delegation must be returning members for the following year.

ARTICLE XV: 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 illegible to hold an elected office in SGA of MDCCNC as per Florida State House Bill 4259.

SECTION 2: REMOVAL FROM OFFICE

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

SECTION 3: COMPLAINT ABOUT AN ELECTED OFFICER

Any student attending MDCCNC 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.