

The Bylaws of The Constitution of the Student Government Association of Ramapo College of New Jersey Revised 28 September 2016

Article I Organization

A. The name of the organization shall be Student Government Association of Ramapo College of New Jersey (SGA).

Article II Election Procedures

B. To be determined by the Election Committee.

Article III Meetings

A. General/Organizational

1. The General (Organizational) Meetings of SGA shall take place weekly, on Wednesdays at 1:00PM location specified in Daily Digest.
2. All members of the Senate and the Executive Board and Cabinet shall have a designated seat at each meeting.
3. All meetings shall be open to the public, unless determined prior to the meeting and the public is notified ahead of time
4. An open meeting may become closed with a motion by an elected or appointed member and a second by a senator followed by a vote.
5. All meetings shall be facilitated by the Senate President and follow Robert's Rules of Order.
6. Any items for the agenda shall be sent to the Secretary the night before the meetings, who is also responsible for assembling the agenda and bringing it to the General Meetings.
7. The agenda of the General Meetings shall include as follows: I. Roll Call; II. Approval of Minutes; III. Presidential Report; IV. Senate Report; V. Reports of Committees; VI. Special Orders; VII. New Business; VIII. Open Forum; IX. Adjournment.
8. Roll Call is issued by the Secretary.
9. Minutes shall be kept by the Secretary and emailed to the entire organization.
10. Attendance will also be taken for delegates by the Secretary of Delegate Affairs.

B. Executive Board

1. The Executive Board shall meet bi-weekly, on Monday nights immediately following the 9:40PM Senate meetings.
2. Emergency Executive Board meetings may be called by the President as necessary in accordance with the following provisions:
 - i. The President shall send notice via email to all board members if the meeting is to take place no sooner than twelve (12) hours after email is sent;
 - ii. The President must notify all board members via telephone if meeting is to take place within twelve (12) hours of notification.
3. Meetings shall be informal, with speaking order determined by recognition of the President.
4. Meetings shall be open, unless otherwise noted.
5. Decisions made during E-Board meetings shall be included within the President's Announcements or sent out via email, if necessary.

C. Senate

1. The Senate shall meet in every Monday night at 9:40PM in ASB 522 or another available room should ASB 522 be unavailable.
2. Emergency Senate meetings may be called by the Senate President as necessary in accordance with the following provisions:
 - i. The Senate President shall send notice via email to all board members if the meeting is to take place no sooner than twelve (12) hours before email is sent;
 - ii. The Senate President must notify all board members via telephone if meeting is to take place within twelve (12) hours of notification.
3. All Senate meetings shall be open to the public unless otherwise noted.
4. Meetings shall be informal, with speaking order determined by recognition of the Senate President.
5. The Senate Secretary shall keep minutes and distribute them to the entire organization via e-mail.
6. All Senate Liaison reports shall be submitted in a timely manner, no later than the deadline provided by Senate President.

D. Cabinet

1. The Cabinet shall meet weekly, on Tuesdays promptly at 9:45PM in the SGA Office.
2. Emergency Cabinet meetings may be called by the President as necessary in accordance with the following provisions:
 - i. The President shall send notice via email to all cabinet members if the meeting is to take place no sooner than twelve (12) hours after email is sent;

- ii. The President must notify all cabinet members via telephone if meeting is to take place within twelve (12) hours of notification.
3. Meetings shall be informal, with speaking order determined by recognition of the President.
4. Meetings shall be open, unless otherwise noted.
5. The Secretary shall keep roll call and minutes and distribute them to the entire organization via e-mail.

Article IV Committees

A. Academic Affairs

1. Shall serve to address concerns regarding academic quality, programming, advisement, and support.
2. Shall meet Wednesdays at 10:45AM..
3. Shall be chaired by Secretary of Academic Affairs, Alec Weissman.
4. Important administrative contacts include Provost Beth Barnett (bbarnett@ramapo.edu) and the acting Director of the Center for Student Success Joseph Connell (jconnell@ramapo.edu).

B. Public Relations

1. Shall serve to communicate with the college regarding specific events, initiatives and issues regarding SGA.
2. Shall meet Thursdays at 5PM.
3. Shall be chaired by Secretary of Public Relations, Daniella Luciano.
4. Important administrative contacts include Director of Student Development Rick Brown (rbrown2@ramapo.edu) and Associate Director of the Center for Student Involvement Edward Seavers (eseavers@ramapo.edu).

C. CA\$H

1. Shall serve to raise awareness regarding New Jersey state funding to Ramapo College and its reflection on tuition increases; to engage, motivate, and mobilize students to create change at the college and state level to address this issue.
2. Shall meet Wednesdays at 7PM.
3. Shall be co-chaired by Student Trustee, Stephen Geerlof and Alternate Student Trustee, Alaina Seyler.
4. Important administrative contacts include Dean of Students, Melissa Van Der Wall (mvanderw@ramapo.edu).

D. Election Committee

1. Shall serve to ensure that election participants abide by rules and regulations agreed upon by committee members and enforced by committee chairperson.

2. Fall 2016 Committee shall be chaired by Student Governor and Student Trustee, Princep Shah and Stephen Geerlof.
3. Spring 2017 Committee shall be chaired by Alternate Student Governor and Alternate Student Trustee, Sarah Brown and Alaina Seyler; however, elections policies can be overseen by Student Governor and Student Trustee, Princep Shah and Stephen Geerlof.
4. Meeting times shall be determined by the chairperson of the committee.

E. Constitutional Review Committee

1. Shall serve to address concerns regarding review of a new club's constitution, recharterment of established clubs, and SGA Constitution concerns.
2. Meeting times shall be Mondays at 7PM.
3. Shall be chaired by Vice President, Kevin Alamo.
4. Important administrative contacts include Director of Student Development Rick Brown (rbrown2@ramapo.edu) and Financial and Technological Advisor for Clubs and Organizations Eric Montgomery (emontgom@ramapo.edu).

F. Programming Committee

1. Shall serve to plan, develop and execute events relating to SGA tradition and co-sponsorships with other clubs or organizations.
2. Shall meet Thursdays at 1PM.
3. Shall be chaired by Secretary of Programming, Christian Saeboe.
4. Important administrative contacts include Assistant Director of Student Development Eddie Seavers (eseavers@ramapo.edu).

I. Philanthropy Committee

1. Shall serve to raise awareness about the importance of philanthropy within Ramapo's campus; to emphasize that special campus projects and renovations are because of donations; to engage and motivate students to attend philanthropy events on campus such as the Run With Color
2. Shall meet Wednesdays at 12PM.
3. Shall be co-chaired by Student Governor, Princep Shah and Alternate Student Governor Sarah Brown.

J. Commuter Affairs

1. Shall serve to address the concerns of, plan events for, and advocate for the commuter population at Ramapo.
2. Meeting times will be Tuesdays at 12PM.

3. Shall be chaired by the Secretary of Commuter Affairs, Megan Valdes.
4. Important administrative contacts include Coordinator of Commuter Affairs, Megan Kearney (mkearney@ramapo.edu).

Article V

A. Office Hours

1. An Office hour shall be defined as:
 - i. An hour spent keeping the office open to the public and serving students in an SGA-related manner.
 - a. Senators are required to hold 2 office hours per week
 - b. Executive Board and Cabinet members are required to hold 3 office hours per week
 - ii. An hour of SGA related work outside of the office approved ahead of time by Secretary, i.e. tabling for book drop.
 - iii. Office hours are from 11AM-9PM Monday through Friday.
2. Office hours shall be coordinated by the Secretary.

B. Members

1. A Member shall be defined as:
 - i. Any elected or appointed position.
 - ii. All Ramapo students are technically considered members of SGA.

C. Organization

1. The Organization shall be defined as:
 - i. All positions in SGA.

D. Advisors

1. Rick Brown, Director for the Center for Student Involvement x7593 (rbrown2@ramapo.edu).
2. Beth Ricca, Director of the Cahill Career Development Center x7445 (bricca@ramapo.edu)

F. Check Requisition Policy

1. All Check Requisitions must go to the Treasurer.
2. All monetary expenditures from the following budgets over the amount of two-hundred and fifty (250) dollars shall be brought to and cleared by the Treasurer and then approved by a Senate vote at an Organizational meeting:
 - i. Conferences and Training
 - ii. Co-Sponsorships

- iii. Office Supplies
- iv. Raised Revenue

3. All monetary expenditures from the following budgets do not require a vote by the Senate, however, still need to be cleared by Treasurer:

- i. Academic Affairs
- ii. Commuter Affairs
- iii. Contingency
- iv. Delegate Affairs
- v. Elections
- vi. Founder's Day
- vii. Fraternity and Sorority Life
- viii. Freshman Leadership Conference
- ix. Inauguration Activities
- x. Oktoberfest
- xi. Programming
- xii. Public Relations
- xiii. Student Governor
- xiv. Student Trustee

4. In the event that expenditure needs to be approved before the next Organizational meeting, an emergency Senate meeting shall be called. In the event that an emergency meeting cannot be established or quorum cannot be obtained, the expenditure can be approved upon the consensus of the SGA President, SGA Vice President, and the Senate President.

H. Student Organizations

1. Umbrella Organizations are any organization representing a collective group of other organizations, including SGA, the Black Student Union, and the Inter-Greek Senate.

I. Training

1. Training shall be held prior to each semester where organizational and individual goals for the semester are to be established.
2. Attendance at training events is expected of all elected and appointed members of the organization.
3. The SGA should receive training as a whole as well as separate Senate and Cabinet training sessions at the beginning of each semester.
4. It is the responsibility of the Senate President, once elected, to train their Senate Vice President and all Senate members.
5. It is the responsibility of the President to train their Executive Board and Cabinet.

J. Audits

1. The Treasurer shall set up an appointment with the Book Keeper of Student Activities Revenue Management (SARM) to obtain print outs of year to date status' of all SGA accounts.
 - i. A meeting of this sort shall take place during Winter Training, during the last week of the administration, and when the Treasurer sees fit due to discrepancies.
2. The Treasurer shall compare year to date activity from SARM with internal SGA records.
3. All accounts shall be reconciled and documented.

K. Attendance

1. All members are expected to be at all Organizational Meetings with the exception extenuating academic/personal circumstances and notifying the appropriate people in advance of the meeting.
2. Any members must notify the President and Secretary 24 hours in advance of the general meeting if they will not be able to attend or it will automatically be counted as an unexcused absence, emergency situations will be taken into consideration.
2. All Executive Board members are expected to be at all Executive Board meetings with the exception of extenuating academic/personal circumstances and notifying the appropriate people in advance of the meeting.
3. All Senators are expected to be at all Senate meetings with the exception of extenuating academic/personal circumstances and notifying the appropriate people in advance of the meeting.
4. Senators must notify the Senate President and Senate Secretary 24 hours in advance of the meeting if they will not be able to attend or it will automatically be counted as an unexcused absence.
5. All Cabinet members are expected to be at all Cabinet meetings with the exception of extenuating academic/personal circumstances and notifying the appropriate people in advance of the meeting.
6. All Cabinet members must notify the President and Secretary 24 hours in advance of the Cabinet meeting if they will not be able to attend or it will automatically be counted as an unexcused absence.
7. Any member with 3 unexcused absences or tardiness at meetings results in meeting with the Executive Board during an E-board meeting.
8. All members are required to be a member of one of the committees within SGA, which include but do not limit the committees listed in Article IV.

L. Misrepresentation of SGA

1. Any SGA member that publicly uses the term “on behalf of SGA” without a two-thirds Senate approval vote prior to using the phrase is subject to disciplinary action.

M. Disciplinary Action

1. The SGA President can propose disciplinary action for a SGA elected or non-elected member to the Senate when they see fit.
2. The proposed disciplinary action needs to be approved by both SGA advisors.
3. The proposed disciplinary action can consist of temporary suspension or fulfillment of an additional task that will improve the organization.
3. The proposed disciplinary action will be presented to the Senate with an explanation of the incident that led to said proposed disciplinary action, an opportunity for the accused SGA member to speak, and an open forum period for all SGA members.
4. Disciplinary action hearings must have Senate present; Cabinet has the option to be present at all hearings.
5. Both Senate and Cabinet have the option to voice their opinions during a hearing, but only the Senate can vote on the outcome of the hearing.
6. A formal email must be sent to the subject of the disciplinary hearing at least one week prior to the hearing outlining why the hearing is occurring.
7. Anyone can approach the SGA President and Vice President with means for a disciplinary action hearing regarding any SGA member. Before making the executive decision to have a disciplinary action hearing, the SGA President must bring up the allegations to the executive board to make a decision on continuing with the hearing.
8. The Senate can choose to bring about no disciplinary action as a result of the hearing.
9. An advisor must be present during a disciplinary action hearing. The advisor’s role for a hearing is to make sure the hearing is maintaining Robert’s Rules of Order, to voice their opinion if they see fit and to make sure the meeting is being run in a professional manner.
10. During the hearing, the subject is able to explain their case before the Senate and Cabinet.
11. Both Senate and Cabinet are able to ask questions to the subject for clarification of the case.
12. The SGA President will present the possible outcomes of the disciplinary action hearing to be voted on by the Senate. One of the outcomes can be that no disciplinary action is decided on.
13. The Senate must have a two-thirds vote to make the disciplinary action final.
14. The SGA President can veto the vote and have the case revisited if they see fit.
15. The Senate can override the SGA President’s veto with a two-thirds vote.
16. Senate quorum at a disciplinary action hearing will be two-thirds of the Senate.

