

**The Bylaws of  
The Constitution of the  
Student Government Association  
of Ramapo College of New Jersey**  
revised 21 February 2010

**Article I Election Procedures**

**Article II Meetings**

**A. General/Organizational**

1. The General (Organizational) Meetings of SGA shall take place weekly, on Mondays at 1pm in the Pavilion.
2. All members of the Senate and the Executive Board 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 member, appointed member, or a delegate and a second.
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 of Personnel 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. Adjournment.
8. Roll Call is issued by the General Secretary.
9. Minutes shall be kept by the General Secretary and emailed to the entire organization.
10. Attendance will also be taken for the Delegates.

**B. Executive Board**

1. The Executive Board shall meet in the Student Government Office bi-weekly on Thursday nights at 9:30pm.
2. On off weeks, select members of the Executive Board shall hold press conferences in the RCTV studios. Attendance is not mandatory for those not presenting.
3. Meetings shall be informal, with speaking order determined by recognition of the President.
4. Meetings shall be open, unless otherwise noted.
5. The General Secretary shall keep minutes and distribute them to the entire organization via e-mail.

**C. Senate**

1. The Senate shall meet in the Student Government Office every Tuesday night at 9:20pm.
2. All Senate meetings shall be open to the public unless otherwise noted.
3. Meetings shall be informal, with speaking order determined by recognition of the Senate President.
4. The Senate Secretary shall keep minutes and distribute them to the entire organization via e-mail.
5. All Senate Liaison reports shall be submitted in a timely manner, no later than deadline provided by Senate President.

**D. Delegate**

1. Delegate meetings shall be called by the General Secretary, Clifton Shambry as needed.

2. Delegate meetings shall be open to the public to discuss issues, projects, and events.
3. Training of students who wish to be a representative of SGA as a Delegate will take place once a semester, with additional training and development during Delegate meetings.
4. Delegates shall nominate a Delegate to be responsible for keeping minutes of all meetings.
5. Delegates will be chosen on a case-by-case basis to represent the Delegation during General Organizational Meetings, which may not be every meeting.

### **Article III Committees**

#### **A. Student Affairs**

1. Shall serve to address concerns regarding student services and develop solutions to improve the quality of life for students.
2. Shall meet Thursdays at 1:00pm in the Student Government office (SC-223).
3. Shall be chaired by Secretary of Student Affairs Jason Krisza (jkrisza@ramapo.edu).
4. Important administrative contacts include Associate Vice President of Student Affairs/Development Miki Cammarata (mcammara@ramapo.edu) and Associate Vice President of Student Affairs/Services Pat Chang (pchang@ramapo.edu).

#### **B. Academic Affairs**

1. Shall serve to address student concerns regarding academic quality, programming, advisement, and support.
2. Shall meet biweekly on Wednesdays at 10:00am in the Student Government office (SC-223).
3. Shall be chaired by Secretary of Academic Affairs Marlene Botros (mbotros@ramapo.edu).
4. Important administrative contacts include Provost Beth Barnett (bbarnett@ramapo.edu).

#### **C. Public Relations**

1. Shall serve to advertise the accomplishments of Student Government Association and run outreach programs to better understand the needs of the student body.
2. Shall meet Sundays at 9:00pm in the Student Government office (SC-223).
3. Shall be chaired by Secretary of Personnel Noelle Nocera (nnocera@ramapo.edu).
4. Important administrative contacts include Director of the Student Center John Costa (jcosta1@ramapo.edu).

#### **D. Higher Education**

1. Shall serve to raise awareness regarding cuts to Ramapo College from the state that ultimately lead to 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 10:00pm in the Student Government office (SC-223).
3. Shall be co-chaired by Senators Adam Biener (abiener@ramapo.edu) and Christine Mockert (cmockert@ramapo.edu).
4. Important administrative contacts include Interim Director for Enrollment Management and SGA Advisor Chris Romano (cromano@ramapo.edu).
5. Important contact for state wide initiatives include The College of New Jersey Alternate Student Trustee and Garden State Student Alliance General Chair Thomas Little (thomas.thomaslittle@gmail.com) and New Jersey Association of State Colleges and Universities Communications and Marketing Director Paul Shelly (prshelly@njascu.org).

#### **E. Election**

1. Shall serve to set and over see election policies for Student Government Association Elections in the spring.
2. Shall attend meeting times as determined by the election committee chair.
3. Shall be chaired by Secretary of Personnel Noelle Nocera (nnocera@ramapo.edu).

4. Important administrative contacts include Banner System and Program Manager Bill Johnston (bjohnsto@ramapo.edu).

#### F. Constitutional Review

1. Shall serve to analyze and reform the Student Government Association Constitution to make it more inclusive and reflective of the changing characteristics and needs of the student body.
2. Shall meet Sundays at 8:00pm in the Student Government office (SC-223).
3. Chaired by Senator Daniel Lawlor (dlawlor@ramapo.edu).

#### G. Octoberfest

1. Shall serve to plan, develop and execute events relating to Ramapo's annual Octoberfest event in the fall semester.
2. Meets Tuesdays at 1:00pm in the Student Government office (SC-223).
3. Chaired by Senator Allison Snyder (asnyder@ramapo.edu).
4. Important administrative contacts include Director of Student Activities Mandy Restivo (mrestivo@ramapo.edu).

#### H. Founders' Day

1. Shall serve to plan, develop and execute events relating to Ramapo's annual Founders Day/College Anniversary event in the fall semester.
2. Shall not meet regularly in the Spring 2010 semester unless otherwise determined by the Founders Day Committee Chair.
3. Chaired by Senator Christine Mockert (cmockert@ramapo.edu).

### **Article IV**

#### A. Office Hours

1. An Office hour shall be defined as:
  - a. An hour spent keeping the office open to be coordinated with the Secretary of Personnel.
  - b. An hour of SGA related work outside of the office approved ahead of time by the Secretary of Personnel, including but not limited to tabling for committee events and book drop hours.

#### B. Advisors

1. Members of the administration to act as advisors to the Student Government Organization for the 2009-2010 school year are to be:
  - a. Stephen Rice, Professor of American Studies, AIS.  
B-204. x7486. (srice@ramapo.edu)
  - b. Christopher Romano, Acting Director of Enrollment Management.  
A-234. x7609. (cromano@ramapo.edu)
  - c. Selection of these advisors shall occur by vote of the entire organization at an organizational meeting prior to the 2009 inauguration.

#### C. Delegates

1. Delegates are to be required or expected to do the following:
  - a. Attend a Delegate Training
  - b. Participate in SGA events
  - c. Complete the mentor program
  - d. Join a committee or class council

#### D. Student Organizations

1. Umbrella Organizations are to be defined as any organization representing a collective of other organizations, including the Student Government Association, the Black Student Union, and the Inter-Greek Senate.

#### E. Newsletter

1. Shall serve as a form of internal communication in the form of an electronic newsletter released biweekly.
2. Shall be administered by General Secretary Shambry and Senate Secretary Anderle.
3. Shall include updates of the Executive Board, Senate, Delegates, Committees, Organizational Achievements and immediate needs.

#### F. Training

1. Training shall be held prior to each semester where organizational and individual goals for the semester are to be established.
2. There will be a mid-semester training program on a weekend to be determined to evaluate progress on organizational and individual goals.
3. Attendance at training events is expected of all elected and appointed members of the organization and Delegates are welcome.

#### G. Audits

1. The Secretary of Financial Affairs shall set up an appointment with the Book Keeper of Student Activities Revenue Management to obtain print outs of year to date status' of all SGA accounts.
2. A meeting of this sort shall take place during Winter Training, during the last week of the administration, and when the Secretary of Financial Affairs sees fit due to discrepancies.
3. The Secretary of Financial Affairs shall compare year to date activity from SARM with internal SGA records.
4. There shall be a complete count of every supply, item, miscellanea, etc. and the count shall be recorded as to item and location that the item is stored.
5. All accounts shall be reconciled and documented.