



The Constitution of the Student Government Association of Ramapo College of New Jersey

Preamble

We, the students of Ramapo College of New Jersey, in order to improve student life and serve in the best interest of the student body; to represent, lead, and unify the student body; and to work with the Board of Trustees, Administration, Faculty and Staff of Ramapo College, do hereby establish the Student Government Association of the Ramapo College of New Jersey and adopt this constitution.

Article I: Name

The name of this organization shall be called the Student Government Association of Ramapo College of New Jersey; hereafter referred to as "SGA."

Article II: Objectives

The purpose of SGA is to serve as the official voice of the student body while acting as the formal liaison to the Board of Trustees, Administration, Faculty and Staff. SGA shall work to improve student life and serve in the best interest of the student body.

Article III: Executive Board

Section 1: Members

Clause 1: The Executive Board of SGA shall be comprised of the Student Government President, Vice President, Treasurer, and Secretary.

Clause 2: All Executive Board members shall maintain office hours on a weekly basis, as defined in the Bylaws.

Clause 3: All Executive Board members shall maintain at least a 2.5 cumulative GPA and maintain good social and academic standing within the policies of Ramapo College.

Section 2: President

Clause 1: The Student Government President shall be the officer to establish the vision of the Executive Board and ensure that the goals of the SGA are aligned with those of the Constitution.

Clause 2: No person shall be Student Government President who shall not: be a full-time matriculated student of Ramapo College; be a student for at least two consecutive semesters at the



time of election; maintain a cumulative GPA of 2.75; and be in good academic and social standing within the policies of Ramapo College.

Clause 3: The Student Government President shall be in attendance of all SGA organizational meetings, Executive Board meetings, and Board of Trustees meetings.

Clause 4: The Student Government President shall meet with the President of the College at least, but not limited to, once a month.

Clause 5: The Student Government President must sign all Senate approved policies, bills, resolutions, and legislation in order for them to become valid.

Clause 6: The Student Government President shall have the power to veto legislation approved by the Senate within a timely manner.

Clause 7: The Student Government President shall have the power to appoint SGA members to college-wide committees.

Clause 8: In the event of a vacancy in the position of Student Government President, the Student Government Vice President will assume the position and duties of the Student Government President as stated in Article III Section 2.

Clause 9: The Student Government President must propose Bylaws within one month of taking office to the Senate for approval by a 2/3 majority.

Clause 10: The Student Government President shall hold a term of office lasting 1 May through 30 April.

Section 3: Vice President

Clause 1: The Student Government Vice President shall assume the responsibilities of the Student Government President in the absence of the Student Government President.

Clause 2: The Student Government Vice President shall be in attendance of all SGA organizational meetings and Executive Board meetings.

Clause 3: The Student Government Vice President shall chair the Constitutional Review Committee.

Clause 4: No person shall be Student Government Vice President who shall not: be a full-time matriculated student of Ramapo College; be a student for at least two consecutive semesters at the time of election; maintain a cumulative GPA of 2.75; and be in good academic and social standing within the policies of Ramapo College.

Clause 5: In the event of the vacancy in the position of Student Government Vice President, the Student Government President shall appoint a current elected, appointed, or delegate member to fill the Vice Presidential position. This nominee is to be confirmed by two-thirds vote of the Senate.

Clause 6: The Student Government Vice President shall hold a term of office lasting 1 May through 30 April.

Section 4: Treasurer

Clause 1: The Treasurer shall be in attendance of all SGA organizational meetings and Executive Board meetings.

Clause 2: The Treasurer shall oversee all financial operations of the SGA.

Clause 3: The Treasurer shall submit monthly financial reports, which include budget updates, monthly expenditures and a year to date budget update to the Executive Board and the Senate.

Clause 4: The Treasurer shall run at least one audit of the organization per academic year.

Clause 5: The Treasurer shall hold at least, but not limited to, one monthly meetings with the Chief Planning Officer or equivalent position.



Clause 6: The Treasurer shall hold at least, but not limited to, one monthly meetings with the Bookkeeper of Student Activities Revenue Management or equivalent position.

Clause 7: The Treasurer shall remain in regular contact with Student Activities Revenue Management.

Clause 8: The Treasurer shall serve on the Allocations Committee.

Clause 9: The Treasurer shall be in charge of keeping record of all Student Government Check Requisition paperwork and submitting it to Student Activities Revenue Management and a file copy to the Secretary of SGA.

Clause 10: The Treasurer shall act as an ex officio member of the Audit and Finance committees of the Board of Trustees.

Clause 11: The Treasurer shall hold a term of office lasting 1 May through 30 April.

Section 5: Secretary

Clause 1: The Secretary shall be in attendance of all SGA organizational meetings and all Executive Board meetings.

Clause 2: The Secretary shall record the minutes of all organizational and Cabinet meetings, and forward copies of the minutes to the Organization.

Clause 3: The Secretary shall maintain all organizational documents.

Clause 4: The Secretary shall maintain attendance records of members at all organizational meetings.

Clause 5: The Secretary shall maintain and file all organizational and club minutes in the Student Government Office.

Clause 6: The Secretary shall maintain and file all financial documents in the Student Government Office.

Clause 7: The Secretary shall maintain and file all Liaison Reports in the Student Government Office.

Clause 8: The Secretary shall coordinate the maintenance of SGA mail, SGA legislative policies, Cabinet office hours, Senate office hours, and enforce SGA member duties.

Clause 9: The Secretary shall be responsible for bringing forth all impeachment charges.

Clause 10: The Secretary shall hold a term of office lasting 1 May through 30 April.

Article IV: Cabinet

Section 1: Members

Clause 1: The Student Government President shall have the power to appoint his/her Cabinet, with the approval of two-thirds of the Senate under set guidelines.

Clause 2: The Cabinet shall consist of a Secretary of Public Relations, a Secretary of Academic Affairs, a Secretary of Fraternity and Sorority Life, a Secretary for Commuter Affairs, and a Secretary of Delegate Affairs.

Clause 3: The Student Government President shall nominate a student candidate for each position to be confirmed by the with a two-thirds vote.

Clause 4: Vacancies in the Cabinet are to be filled such that the Student Government President shall nominate a student candidate for the vacancy to be confirmed by the Senate with a two-thirds vote.

Clause 5: The Student Government President shall be held accountable for maintaining the effectiveness of their Cabinet.



Section 2: Secretary of Public Relations

Clause 1: The Secretary of Public Relations shall be in attendance of all SGA organizational meetings and Cabinet meetings.

Clause 2: The Secretary of Public Relations shall serve as the chair of the Public Relations Committee.

Clause 3: The Secretary of Public Relations shall serve as the official correspondent to other colleges and universities.

Clause 4: The Secretary of Public Relations shall be responsible for communicating to the public about SGA events, meetings, and necessary updates.

Clause 5: The Secretary of Public Relations shall maintain any and all necessary work to upgrade and maintain SGA's technological assets, as well as assuming the position of webmaster if applicable.

Clause 6: The Secretary of Public Relations shall hold a term of office lasting from 1 May through 30 April.

Section 3: Secretary of Academic Affairs

Clause 1: The Secretary of Academic Affairs shall be in attendance of all SGA organizational meetings and Cabinet meetings.

Clause 2: The Secretary of Academic Affairs shall serve as the chair of the Academic Affairs Committee.

Clause 3: The Secretary of Academic Affairs shall be an ex officio member of the Academic Affairs Committee of the Board of Trustees.

Clause 4: The Secretary of Academic Affairs may prescribe legislation which concerns the Division of Academic Affairs of Ramapo College.

Clause 5: The Secretary of Academic Affairs shall remain in regular contact with the Division of Academic Affairs and the Faculty Assembly.

Clause 6: The Secretary of Academic Affairs shall hold at least, but not limited to, two monthly meetings with the Provost/Vice President of Academic Affairs or equivalent position.

Clause 7: The Secretary of Academic Affairs shall serve as the student representative at Provost Council meetings.

Clause 8: The Secretary of Academic Affairs shall hold a term of office lasting 1 May through 30 April.

Section 4: Secretary of Fraternity and Sorority Life

Clause 1: The Secretary of Fraternity and Sorority Life shall be in attendance of all SGA organizational meetings and all Cabinet meetings.

Clause 2: The Secretary of Fraternity and Sorority Life shall hold at least, but not limited to, two monthly meetings with the Director of Fraternity and Sorority Life, or equivalent position.

Clause 3: The Secretary of Fraternity and Sorority Life shall hold at least, but not limited to, two monthly meetings with the President of the Inter-Greek Senate or equivalent position.

Clause 4: The Secretary of Fraternity and Sorority Life shall act as an advocate for the Fraternities and Sororities of Ramapo College.

Clause 5: The Secretary of Fraternity and Sorority Life may prescribe legislation that concerns Fraternity and Sorority Life within Ramapo College.



Clause 6: The Secretary of Fraternity and Sorority Life shall act as an intermediary for the Fraternities and Sororities.

Clause 7: The Secretary of Fraternity and Sorority Life shall work as a liaison between the community of Fraternities and Sororities and the student body at large to develop a wholly integrated community.

Clause 8: The Secretary of Fraternity and Sorority Life shall be in attendance of all Inter-Greek Senate meetings.

Clause 9: The Secretary of Fraternity and Sorority Life shall hold a term of office lasting 1 May through 30 April.

Section 5: Secretary of Commuter Affairs

Clause 1: The Secretary of Commuter Affairs shall be in attendance of all SGA organizational meetings and Cabinet meetings.

Clause 2: The Secretary of Commuter Affairs must be a non-resident student.

Clause 3: The Secretary of Commuter Affairs shall serve as the chair of the Commuter Affairs Committee.

Clause 4: The Commuter Affairs Committee shall be a body of non-resident students working to unite and represent the best interests of commuter students.

Clause 5: The Commuter Affairs Committee will be open to all registered non-resident students.

Clause 6: The Secretary of Commuter Affairs shall have the option to appoint Council members for organizational or Commuter Affairs Committee administrative duties.

Clause 7: The Secretary of Commuter Affairs shall hold a term of office lasting 1 May through 30 April.

Section 6: Secretary of Delegate Affairs

Clause 1: The Secretary of Delegate Affairs shall be in attendance of all SGA organizational meetings and Cabinet meetings.

Clause 2: The Secretary of Delegate Affairs shall oversee the Delegate Program as stated in Article VI, Section 1.

Clause 3: The Secretary of Delegate Affairs shall maintain a portfolio of all active delegates and file said portfolio with the Secretary.

Clause 4: The Secretary of Delegate Affairs shall hold a term of office lasting 1 May through 30 April.

Article V: Class Council Board

Section 1: Members

Clause 1: The Class Council Board shall consist of the four class Presidents, one representing the rising freshman, sophomore, junior, and senior classes.

Clause 2: The Class Council Board is an invitational member to Cabinet Meetings.

Clause 3: The Class Council Board is required to be in attendance of all SGA organizational meetings.

Clause 4: Class Presidents must hold at least, but not limited to, two monthly Class Council meetings.



Clause 5: Class Council Representatives for the rising sophomore, junior and senior classes will be elected during the SGA general elections.

Clause 6: The President of the freshman class shall be elected by means of a special election in the fall semester as outlined in the Bylaws.

Clause 7: No person shall be a Class Council Representative who shall not: be a member of the graduating class which they represent; be a student of the Ramapo College for at least two consecutive semesters at the time of election; maintain a cumulative GPA of 2.50; and be in good academic and social standing within the policies of Ramapo College.

Clause 8: Vacancies in the Class Council Board are to be filled such that the Student Government President shall nominate a student candidate for the vacancy to be confirmed by the Senate with a two-thirds vote.

Clause 9: Class Council Representatives shall hold a term of office lasting 1 May through 30 April.

Article VI: Legislative Branch

Section 1 Definition

Clause 1: All Legislative Powers herein granted shall be vested in the Legislature of the Student Government Association of Ramapo College of New Jersey, which shall consist of a Senate.

Section 2 Members

Clause 1: A Senator is a student who represents the student body by exercising their vote on associated issues and hearing their concerns, as well as creating resolutions to pass on to the administration of Ramapo College.

Clause 2: The Senate of the SGA shall be composed of fifteen Senators elected by the student body.

Clause 3: The Senate shall be comprised of the following:

1. School Senators
2. Senators-at-Large

Clause 4: The Senate shall have the power to vote on SGA policies, bills, resolutions, and legislation.

Clause 5: Quorum is required in order to vote. Quorum shall be defined as one more than one half of all current senators.

Clause 6: A simple majority is required to pass any legislation. A simple majority shall be defined as one more than one half of non-abstaining votes.

Clause 7: A two-thirds vote is required to override a Presidential veto.

Clause 8: The Senate shall elect a Senate President.

Section 3 Senators-at-Large

Clause 1: The number of Senators-at-Large is the difference between academic schools present at Ramapo College and Senate seats.

Clause 2: Senators-at-Large shall be in attendance of all SGA organizational meetings and all Senate meetings.



Clause 3: No person shall be a Senator-at-Large who shall not: be a student of Ramapo College for at least one semester at the time of election, maintain a cumulative GPA of 2.50, and be in good academic and social standing within the policies of Ramapo College.

Clause 4: Each Senators-at-Large shall have one vote in the Senate.

Clause 5: Each Senator-at-Large shall hold one Senate liaison, to be approved by the Senate President.

Clause 6: Each Senator-at-Large shall submit no less than two liaison reports each semester.

Clause 7: Senators-at-Large shall maintain office hours on a weekly basis, as defined in the Bylaws.

Clause 8: Senators-at-Large shall hold a term of office lasting from 1 May through 30 April.

Section 4 School Senators

Clause 1: There shall be one School Senator elected to represent each academic School at Ramapo College.

Clause 2: School Senators shall be in attendance of all SGA organizational meetings and all Senate meetings.

Clause 3: No person shall be a School Senator who shall not: be a student of Ramapo College for at least one semester who has declared a major in the school that they wish to represent at the time of election and throughout their term in office as to be confirmed by the registrar as well as meet and maintain any other requirements of their respective school, maintain a cumulative GPA of 2.50, and be in good academic and social standing within the policies of Ramapo College.

Clause 4: Each School Senator shall have one vote in the Senate.

Clause 5: Each School Senator shall hold a Senate liaison with the dean of the academic school which they represent.

Clause 6: Each School Senator shall submit no less than two liaison reports each semester.

Clause 7: School Senators shall maintain office hours on a weekly basis, as defined in the Bylaws.

Clause 8: School Senators shall hold a term of office lasting from 1 May through 30 April.

Section 5 Senator President

Clause 1: The Senate President shall be an elected Senator.

Clause 2: The Senate President shall be elected by the incoming Senate prior to inauguration by a majority vote. The incoming Student Government Vice President shall hold a tie-breaking vote, if necessary.

Clause 3: The Senate President shall maintain a secure working knowledge of Robert's Rules of Order.

Clause 4: The Senate President shall moderate all SGA organizational meetings through the use of Robert's Rules of Order.

Clause 5: The Senate President shall serve as liaison to the Cabinet.

Clause 6: The Senate President shall appoint a Senate Vice President to be approved by a simple majority of the Senate.

Clause 7: The Senate President shall appoint a Senate Secretary.

Clause 8: The Senate President shall hold at least, but not limited to, two monthly meetings with the Dean of Students and/or the Vice President(s) of Student Affairs, or equivalent position.

Clause 9: The Senate President shall remain in regular contact with the Division of Student Affairs.

Clause 10: The Senate President shall act as an ex officio member of the Student Affairs Committee of the Board of Trustees.



Section 6 Senate Vice President

Clause 1: The Senate Vice President shall be an elected Senator in the same term as the appointing Senate President and approved by the Senate.

Clause 2: The Senate Vice President shall assume the responsibilities of the Senate President in the absence of the Senate President.

Clause 3: In the event of a vacancy in the position of Senate President, the Senate Vice President will assume the position and duties of the Senate President as stated in Article IV Section 6.

Section 7 Senate Secretary

Clause 1: The Senate Secretary shall be in good social and academic standing within the policies of Ramapo College.

Clause 2: The Senate Secretary shall record and maintain the minutes at all Senate meetings.

Clause 3: The Senate Secretary shall maintain office hours on a weekly basis, as defined in the Bylaws.

Clause 4: The Senate Secretary shall hold a term of office lasting from 1 May through 30 April.

Section 8 Interim Elections

Clause 1: In the event of a vacancy of the Senate an interim election shall be held in the following manner:

1. The Senate must pass legislation by a two-thirds majority to initiate an election;
2. The Secretary of Public Relations will advertise the vacancy to the student body;
3. Candidates must complete a petition to become eligible;
4. Eligible candidates will be elected by the Senate.

Clause 2: Elected Senators will assume the position and duties of the Senate as stated in Article VI.

Clause 3: An interim election must take place in the event that there are less than ten (10) total senators.

Clause 4: Any appeals shall be directed to the SGA Advisor(s).

Article VI: Associate Members

Section 1 Delegates

Clause 1: All students have the opportunity to become an SGA Delegate by meeting the following requirements:

1. Completion of a mentorship program with an elected or appointed SGA member;
and
2. Attendance at a delegate training day or an equivalent program.

Clause 2: Delegates must serve on at least one SGA Committee.



Clause 3: Delegates must maintain office hours as per the Bylaws, to be arranged with the Secretary of Delegate Affairs.

Clause 4: Delegates shall be eligible to represent SGA on college-wide committees.

Clause 5: Delegates will be required to maintain regular participation as well as other minimum requirements, as defined in the Bylaws.

Clause 6: Delegate status will be revoked in the event that requirements are not met.

Section 2 Student Trustee

Clause 1: The Student Trustee shall act as a liaison between SGA and the Board of Trustees.

Clause 2: The Student Trustee and Alternate Student Trustee shall be in attendance of all SGA organizational meetings.

Clause 3: The Student Trustee and Alternate Student Trustee shall be invitational members to Cabinet meetings.

Clause 4: The Student Trustee shall meet with the Student Government President at least, but not limited to, twice a month.

Clause 5: Selection of an Alternate Student Trustee shall occur in a manner to be decided by the current Alternate Student Trustee, including:

1. By a vote of the Senate with a majority vote at a specially designated organizational meeting in the spring semester. The Student Government Vice President shall hold a tie-breaking vote, if necessary, or
2. Through SGA general elections, or
3. Through special elections to be organized by the Alternate Student Trustee.

Clause 6: In the event of a vacancy in the position of Student Trustee, the Alternate Student Trustee will assume the position and duties of the Student Trustee. The selection process for a new Alternate Student Trustee shall begin immediately.

Clause 7: In the event of a vacancy in the position of Alternate Student Trustee, the selection process for a new Alternate Student Trustee shall begin immediately.

Clause 8: The Student Trustee shall hold a term of office lasting 1 July through 30 June.

Clause 9: The Alternate Student Trustee shall hold a term of office lasting 1 July through 30 June. The Alternate Student Trustee shall become the Student Trustee following their term as Alternate Student Trustee.

Section 7 Student Governor

Clause 1: The Student Governor shall act as a liaison between SGA and the Ramapo College Foundation and Board of Governors.

Clause 2: The Student Governor and Alternate Student Governor shall be in attendance of all SGA organizational meetings.

Clause 3: The Student Governor and Alternate Student Governor shall be invitational members to Executive Board meetings.

Clause 4: The Student Governor shall meet with the Student Government President at least, but not limited to, twice a month.

Clause 5: Selection of an Alternate Student Governor shall occur in a manner to be decided by the current Alternate Student Governor, including:

1. By a vote of the Senate with a majority vote at a specially designated organizational meeting in the spring semester. The Student Government Vice President shall hold a tie-breaking vote, if necessary, or
2. Through SGA general elections, or
3. Through special elections to be organized by the Alternate Student Governor.

Clause 6: In the event of a vacancy in the position of Student Governor, the Alternate Student Governor will assume the position and duties of the Student Governor. The selection process for a new Alternate Student Governor shall begin immediately.

Clause 7: In the event of a vacancy in the position of Alternate Student Governor, the selection process for a new Alternate Student Governor shall begin immediately.

Clause 8: The Student Governor shall hold a term of office lasting 1 July through 30 June.

Clause 9: The Alternate Student Governor shall hold a term of office lasting 1 July through 30 June. The Alternate Student Governor shall become the Student Governor following their term as Alternate Student Governor.

Article VI Impeachment

Section 1 Grounds

Clause 1: The Senate may impeach any and all elected members of the Student Government Association including Associate Members.

Clause 2: Grounds for impeachment include violations, disregard, or non-compliances of any part of the Bylaws or Constitution of the Student Government Association.

Clause 3: Grounds for impeachment include failure to maintain policies of eligibility for the position he or she holds.

Clause 4: Grounds for impeachment include failure to maintain conduct that is in the best interest of the Student Government Association or of the student body.

Section 2 Proceedings

Clause 1: Impeachment charges may be proposed by any member of the student body and must be introduced to the Senate by any currently serving Senator

Clause 2: Initiation of impeachment processes must be approved by the Senate by a two-thirds vote.

Clause 3: Upon Senate approval of impeachment processes, the impeached member shall be given no less than one week to prepare a defense.

Clause 4: Impeachment hearings shall occur in closed session meetings chaired by the Senate President and attended by the Senate, the Secretary, Student Government Association Advisor(s), and the member being impeached.

Clause 5: An impeached member may be removed from office following a four-fifths vote by the Senate.

Clause 6: Senate quorum at an impeachment hearing will be two-thirds of the Senate.



Section 3 Appeals

Clause 1: A member impeached or removed from office has the right to one formal appeal, to be heard and decided upon by the SGA Advisor(s).

Clause 2: The appeal meeting will be scheduled by the Advisor(s) and will not be a regularly scheduled SGA meeting.

Clause 3: The Advisor(s) may submit a written recommendation to the Senate for reinstatement of the impeached member, which would require a two-thirds vote.

Section 4 Sanctions

Clause 1: If impeached and removed from office the student shall be stricken of all rights and privileges granted by their office immediately.

Clause 2: If impeached and removed from office the student may not run for or be appointed to any SGA office for a period of one year.

Section 5 Non-Elected Members

Clause 1: Any non-elected SGA member may be removed from office by request of the Student Government President, withstanding the Senate Secretary, which is to be at the discretion of the Senate.

Clause 2: In the event of the removal from office, the Student Government President shall appoint a replacement upon approval of the Senate with a majority vote.

Article VII Amendments

Section 1 Constitution

Clause 1: Amendments to the Constitution may be proposed by any member of the student body and must be introduced to the Senate by any currently serving Senator.

Clause 2: Proposed amendments to the Constitution must be passed by three-fourths of the Senate.

Clause 3: Senate quorum required to pass a Constitutional amendment will be two-thirds of the Senate.

Section 2 Bylaws

Clause 1: Amendments to the Bylaws may be proposed by any member of the student body and must be introduced to the Senate by any currently serving Senator.

Clause 2: Amendments to the Bylaws may not be introduced if they shall decrease the representation of the student body.

Clause 3: Proposed amendments and revisions to the Bylaws must be passed by two-thirds of the Senate.

Clause 4: Revisions to Bylaws Article I: Election Procedures must be proposed by the Election Committee Chair each year four weeks prior to elections.

Clause 5: Revisions to Bylaws Article II: Meetings must be proposed by the Student Government President each year within the two weeks following Inauguration.

Section 1

Clause 1: This Constitution of the Student Government Association of Ramapo College of New Jersey hereby is ratified with a three-fourths vote of the Senate.

Clause 2: The effective date of this Constitution shall be 19 April 2011.