

BRONX COMMUNITY COLLEGE
Of the City University of New York

CONSTITUTION
OF THE
STUDENT GOVERNMENT ASSOCIATION OF
BRONX COMMUNITY COLLEGE

Approved by the Executive Committee of the College Senate
May 9, 1984

ARTICLE I – NAME

The name of this organization shall be the Student Government Association, herein after known as SGA (presently known in the Board of Trustees Bylaws, Article XV as the Student Association).

ARTICLE II – PURPOSE

- Section 1: To represent the student body.
To expand and coordinate a program of student activities to stimulate student interest.
To support the development, assessment, and execution of curricular, social, cultural and recreational programs.
To ensure, uphold and protect the rights of students on campus, and all benefits that the Bronx Community College Association, Inc. (hereinafter known as BCC, Inc.) provides regardless of race, sex, creed, color, religion, and or nationality.
- Section 2: To direct and control student activities by regulations. To set policy and budgeting as guided by BCC, Inc.
- Section 3: To govern the activities that are funded through the student activities fees, in accordance with the Board of Trustees (herein after known as B.O.T.) Bylaws and all Bylaws established by BCC, Inc., the Auxiliary Enterprise Board and the Governance Plan of the College. To develop communication among students, administrators, faculty, and the community, in order to further the goals of this educational institution.
- Section 4: To review and approve all charters, constitutions, and budgets for the student clubs and organizations, in accordance with the Inter-Organization Council (herein after known as the I.O.C.) constitution and procedures governing college-wide organizations before presentation to the committee on Student Activities, the

Budget Committee of BCC, Inc. and the Auxiliary Enterprise Board in accordance with section 15.2 (B.O.T. Bylaws).

Section 5: To elect one of the four (4) student members of the Budget Committee of BCC, Inc. To elect one of the three (3) student members of the Rules and Procedures Committee of BCC, Inc.

ARTICLE III – MEMBERSHIP

Section 1: Membership is open to all students registered at Bronx Community College.

ARTICLE IV – OFFICERS ELIGIBILITY DUTIES

Section 1: *Officers*

The SGA shall consist of fifteen (15) senators elected by the student body, who will then elect from its membership the Executive Board.

Section 2: *Student Government Association Executive Board*

The Executive Board shall consist of a President, a Vice President for I.O.C. clubs and college-wide organizations, an Executive Officer for Legal and Legislative Affairs, a Treasurer, and a Secretary.

Section 3: *Qualifications of Senators*

3.1 All senators shall be matriculated students, registered for at least one (1) three credit course, and possessing a 2.00 cumulative index at the time of filing for candidacy, which must be maintained.

3.2 Candidates for office shall not have more than 56 degree credits, in any particular curriculum.

3.3 A senator shall serve for a one (1) year term and shall serve no more than two (2) consecutive terms.

3.4 Candidates who have filled vacancies on the SGA for a term that exceeds 6 months shall be considered to have served a full term.

3.5 No senator of the SGA may be an officer of a club, component or organization on campus.

3.6 A student who has received an Associate Degree from BCC cannot be an officer of SGA, the College Association Board, Auxiliary Enterprise Board, or serve on any committee of the College Senate.

Section 4: *Duties of the Executive Board*

- 4.1 Through majority vote, act on behalf of the SGA in any matter when the SGA is not in session and must report its actions at the next regular or special meeting.
- 4.2 Recommend for appointment employees needed to conduct the business of SGA in accordance with the personnel practices of BCC, Inc.
- 4.3 The Executive Board plus two (2) senators elected by and from the SGA shall serve as directors on BCC, Inc.
- 4.4 The SGA President, Vice President for I.O.C. clubs and college-wide organizations, Executive Officer for Legal and Legislative Affairs, the Treasurer, plus one senator elected by and from the SGA shall serve as directors on the Auxiliary Enterprise Board.
- 4.5 At the request of three (3) members of the Executive Board, the SGA President must convene an emergency meeting of the Executive Board.
- 4.6 Prepare an agenda for all meetings of the SGA.
- 4.7 Review and approve the annual SGA Budget before submission to the Budget Committee of BCC, Inc.

Section 5: *Duties of the President*

- 5.1 Be the chief executive officer of the SGA and its Executive Board, being responsible for implementing the policies and the decisions of the SGA and its Executive Board.
- 5.2 Convene and preside at all meetings of the SGA and its Executive Board.
- 5.3 Report to the SGA all actions taken to implement the resolutions of the Executive Board, committees of the College Senate, BCC, Inc., and the Auxiliary Enterprise Board.
- 5.4 Be the principal spokesperson for the SGA in its dealings with the College Senate, BCC, Inc., the Auxiliary Enterprise Board, the Office of the College President, the University Student Senate, the B.O.T., and all administrative units of the city, state, and federal governments, and all other organizations.
- 5.5 Forward to the appropriate bodies all appointments made by the SGA to committees of the College Senate and BCC, Inc.

- 5.6 In conjunction with the Executive Board, conduct research, and other functions necessary to formulate proposals pertaining to the overall policies of the SGA with regard to the Auxiliary Enterprise Board, the College Senate, BCC, Inc., the University Student Senate, the B.O.T., and all other city, state, and federal agencies that formulate policies affecting the well being of the student body.
- 5.7 Have the authority, after consultation with the Executive Board, to appoint the chairpersons of the standing committees that meet the needs of the student body.
- 5.8 Have the power to call emergency meetings of the Executive Board.
- 5.9 Be one of the three (3) student members of the Senate Committee on Governance and Elections.
- 5.10 Be one of the three (3) student members of the Senate Committee on Student Activities.
- 5.11 Be one of the four (4) student members on the Budget Committee and one of three (3) student members on the Rules and Procedures Committee of BCC, Inc.
- 5.12 Be one of the two (2) delegates to the University Student Senate and appoint two (2) alternate delegates from the SGA or the student body at large.
- 5.13 Be one of the three (3) student members of the Executive Committee of the Senate.

Section 6: *Duties and Qualifications of the Vice President for I.O.C. Clubs and College-wide Organizations*

- 6.1 (a) Be elected from among the fifteen (15) senators by the I.O.C. General Assembly.

(b) For purposes of this election the electorate shall consist of the I.O.C. General Assembly plus one (1) representative from each chartered college-wide media organization and athletic team within the Athletic Association.
- 6.2 Be the chairperson of the Inter-Organization Council, which shall consist of one (1) representative from each club and college-wide organization, and which shall create rules and procedures governing college-wide clubs.

- 6.3 Review and implement recommendation for all charters and constitutions, annual budgets, and college-wide organizations before presentation to the SGA or its Executive Board.
- 6.4 Review and approve all vouchers for expenditures of I.O.C. clubs and college-wide organizations, before submission to BCC, Inc.
- 6.5 In the absence of the SGA President, assume those duties and powers delegated to the President.
- 6.6 Be one of the three (3) student members of the Senate Committee on Governance and Elections.
- 6.7 Be one of the three (3) student members of the Senate Committee on Student Activities.
- 6.8 Be one of the four (4) student members of the Budget Committee, of BCC, Inc.
- 6.9 Be one of the five (5) student members of the Auxiliary Enterprise Board.

Section 7: *Duties of the Executive Officer for Legal and Legislative Affairs*

- 7.1 Keep the SGA informed of legislative and legal proceedings, and actions implemented by the College Senate, the Auxiliary Enterprise Board, BCC, Inc., and the B.O.T., the University Student Senate, or any city, state, or federal agencies, which may affect the College and the well-being of students.
- 7.2 Coordinate the activities of all student senators on all College Senate, and BCC, Inc. committees.
- 7.3 Be the principal spokesman for the SGA before the legislative bodies, as directed by the President and in accordance with policies made by the SGA and the decisions of its Executive Board, and receive and review monthly reports from SGA senators, of all actions, policies, and procedures enacted by BCC, Inc., the College Senate and its committees.
- 7.4 Be one of the three (3) student members of the Executive Committee of the Senate.
- 7.5 Be one of the three (3) student members of the Senate Committee on Governance and Elections.
- 7.6 Be one of the three (3) student members of the Senate Committee on Student Activities.

- 7.7 Be one of the three (3) student members of the Rules and Procedures Committee of BCC, Inc.
- 7.8 Be one of the two (2) delegates to the University Student Senate.
- 7.9 Shall be one of the five (5) student members of the Auxiliary Enterprise Board.

Section 8: *Duties of the Treasurer*

- 8.1 Maintain the financial records, and keep an accurate account of all expenditures and receipts of the SGA, college clubs and organizations.
- 8.2 Make a full financial report to the SGA of the financial affairs of BCC, Inc., and the Auxiliary Enterprise Board, upon request.
- 8.3 Prepare the SGA budget for presentation to the SGA Executive Board and in conjunction with the Executive Board, review all budget requests for clubs and college-wide organizations before presentation to the SGA, BCC, Inc., and the Auxiliary Enterprise Board.
- 8.4 Be one of four (4) student members of the Budget Committee of BCC, Inc.
- 8.5 Sign all vouchers for expenditures of the SGA.
- 8.6 Develop and administer fund raising projects for the SGA.
- 8.7 Distribute the monthly budget reports of BCC, Inc. and the Auxiliary Enterprise Board to all senators of the SGA.
- 8.8 Assume such other duties as the SGA President or the Executive Board may direct.

Section 9: *Duties of the Secretary*

- 9.1 Receive conduct, and direct all the necessary correspondence as directed by the SGA.
- 9.2 Distribute the agenda after its approval by the Executive Board to the members of the SGA.
- 9.3 Notify all members of the SGA of the time and place of each meeting and post such information in designated areas of the campus.

- 9.4 Record the minutes of all meetings.
- 9.5 Keep an accurate roster of members and their attendance at meetings of the SGA.
- 9.6 Keep on file all official records of the SGA including the constitutions of all clubs and organizations chartered by the SGA.
- 9.7 Be responsible for the coordination and daily operation of the office and its staff in accordance with the Executive Board's decisions.

ARTICLE V – ELECTIONS [See Addendum for Amendments p. 11]

Section 1: Election of members for the SGA shall be conducted under the direct supervision of the Senate Committee on Governance and Elections.

- 1.1 A Student Election Review Committee (herein after know as SERC) shall be established. The SERC in consultation with the Committee on Governance and Elections, shall approve the election procedures as specified in the B.O.T. Bylaws, Article 15, Section 15.2.
- 1.2 The Dean of Students, or designee, shall solicit from each club and college-wide organization the name of two (2) student nominees that may serve on SERC.
- 1.3 The Dean of Students shall appoint seven (7) students to serve on SERC, at least 2 weeks before an election.
- 1.4 A chairperson shall be elected by and from the membership of SERC.
- 1.5 Any candidate adversely affected by a determination of SERC shall, within seven (7) school days after the annual elections, send a written appeal to the Dean of Students stating any alleged procedural impropriety. The Dean of Students shall thereafter consider the appeal and present his/her findings as soon as possible.
- 1.6 SERC in consultation with the Senate Committee on Governance and Elections shall establish timetables, requirements, and recommendations for the yearly elections, which should not extend beyond May 15. This information must be presented to the Committee on Student Activities for ratification.
- 1.7 SERC shall collect declaration of candidacy statements, and ensure that each candidate meets the requirements of Article IV – Section 3 of this document.

- 1.8 Each candidate shall be given the opportunity to make a declaration statement. It shall be the responsibility of SERC to mail these statements to all student clubs and organizations.
- 1.9 SERC shall mail to every student club and organization, the approved list of candidates eligible for election to the SGA.
- 1.10 The certification of elections shall be under the direct supervision of the Senate Committee on Governance and Elections.
- 1.11 Elections of the Executive Board and other officers within the SGA shall be the first order of business at the first meeting of the newly elected SGA. This meeting must take place before May 31 of each year.
- 1.12 Vacancies of the SGA will be filled from the certified list of candidates.
- 1.13 If this list is exhausted, all student organizations shall be informed and solicited to nominate qualified candidates to fill vacancies. The SGA Executive Board shall then screen all candidates and submit its recommendations to the SGA and Executive Committee of the College Senate, for final ratification.

ARTICLE VI – IMPEACHMENT AND REMOVAL FROM OFFICE

Section 1: Grounds for impeachment and removal from office shall be misfeasance, and nonfeasance.

Misfeasance: The performance of an otherwise lawful act in an unlawful or culpably negligent manner.

Nonfeasance: The non-performance of some act which one is bound by legal or official duty to perform.

PROCEDURES

- 1.1 Upon written notifications signed by at least ten (10) senators or at least one hundred (100) members of the BCC student body, charging a SGA officer with dereliction of his/her duties or misfeasance in office, the SGA Executive Board shall be responsible for determining the validity of the charges.
- 1.2 Any SGA officer or senator charged with an impeachable offense shall automatically forfeit his/her voting privileges on the judiciary committees during the times when those committees are deliberating. They are the: (a) SGA Executive Board, (b) SGA.

- 1.3 Upon the determination, the Executive Board shall send to the full SGA a report of the charges and its recommendations for action.
- 1.4 The SGA upon receipt of such recommendation from the Executive Board, shall, at a special meeting, carefully and fully examine all evidence and testimony with the various parties directly involved.
- 1.5 After considering all testimony, the SGA shall reach a decision by secret ballot. Impeachment requires a vote by two-thirds of the entire SGA.
- 1.6 The Dean of Students shall chair all meetings of the Judiciary committees of the SGA, but have no voting privileges.
- 1.7 The role of the Dean of Students is intended to be limited to the sole purpose of upholding and ensuring the legal rights of any person(s) charged with violations of the B.O.T. Bylaws or policies, or any policy regulations or order of the College in accordance with the Bylaws of SGA.

ARTICLE VII – MEETINGS

- Section 1: Regular meetings of the SGA shall be held biweekly; a quorum shall be a majority of the SGA.
- Section 2: All regular meetings shall be open to the entire student body. Non-members of the SGA may speak only with permission of the President.
- Section 3: In the event that any member is absent from three (3) consecutive meetings and fails to provide a letter of resignation, the SGA will temporarily suspend his/her membership.
 - (a) Notification will be made in writing to the suspended member by certified mail to his/her residence.
 - (b) At the next regularly scheduled meeting a two-thirds vote is required to permanently suspend this member.
- Section 4: A special meeting of the SGA may be cancelled by the President or at least four (4) senators of the SGA.
- Section 5: Robert’s Rules of Order (Revised) shall be the governing procedures of the SGA except when superseded by this constitution and/or by the B.O.T. Bylaws.

ARTICLE VIII – COMMITTEES OF THE SGA

Section 1: Standing Committees and Special (ad hoc) Committees shall be appointed as prescribed in this constitution.

- 1.1 The President shall have the authority after meeting with the Executive Board members to establish and appoint special (ad hoc) committees in accordance with these bylaws and the needs of the SGA.
- 1.2 All senators must take at least one committee assignment. Failure to attend two consecutive assigned committee meetings may be grounds for impeachment by virtue of nonfeasance in accordance with Article VI.
- 1.3 Standing Committees will serve for one year, June 1 through May 31.
- 1.4 Annual reports of Standing Committees must be prepared and circulated to SGA members no later than May 15.
- 1.5 A quorum for the transaction of business in a committee will be the majority of its membership.
- 1.6 Committee designations and appointments by the President can be disapproved by a two-thirds vote of the entire SGA.

Section 2: Standing Committees

- 2.1 *Special Programming and Cultural Affairs*
Shall be established within the framework of the Executive Board of the SGA, whose sole purpose is to plan, coordinate, and administer a full social, cultural and recreational program, and support any projects or activities which will serve the general interests of students, college and/or community. This committee shall consist of at least three (3) senators.
- 2.2 *Constitution and Bylaws Review Committee*
Shall maintain a continual check on the use of and adherence to the bylaws, their practicality and possible areas which may need examinations, revisions and/or amendments. This committee shall meet periodically to review the bylaws, report to the SGA when errors, violations, or problems occur, and make necessary recommendations for amendments or revisions. This committee shall consist of at least three (3) senators.

ARTICLE IX – AMENDMENTS

- Section 1: An amendment to this constitution must be purposed by at least two (2) senators of the SGA and must be submitted in writing to the secretary at least two (2) weeks prior to the meeting at which it will be considered.
- Section 2: The secretary shall prepare copies of the proposed amendment and distribute them to all members prior to the next meeting.
- Section 3: A two-thirds vote of the entire SGA is required to approve an amendment to the constitution.
- Section 4: After the amendment is approved by SGA it shall be forwarded to the Committee on Student Activities and subsequently to the College Senate for approval.
- Section 5: Final ratification shall occur by a simple majority of those students voting on the amendment in a college-wide referendum, provided that a minimum of (10%) of all the students participate in the referendum.

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