



CONSTITUTION
Of
The Student Government Association
Of
Borough of Manhattan Community College

Effective July 1, 2011

Resolved on March 23, 2011 by the 2010-2011 Student Government
Association of BMCC

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Preamble

This Student Government Association, deriving its full power from the student body of the Borough of Manhattan Community College, shall be held responsible to, and represent that body to the fullest extent of this Constitution which is composed of substantive and procedural portions.

Article I – Name

This organization shall be known as the Student Government Association of Borough of Manhattan Community College, hereinafter referred to as SGA.

Article II – Purpose

SGA shall be a college-wide student organization taking as its mandate the following responsibilities:

- A.** To represent the needs and aspirations of all students at Borough of Manhattan Community College (BMCC).
- B.** To seek, enhance, and maintain reciprocal channels of communication between students, faculty, and administration at BMCC.
- C.** To secure meaningful participation in the decision-making bodies within the academic community.
- D.** To guide and inspire colleagues by upholding the moral integrity and professional standards of mature, respectable student leaders.

Article III – Government Structure

Section 1 – Constituency

All registered students at the Borough of Manhattan Community College shall be considered constituents of the SGA and shall have the right to participate in all elections and referenda held under the provisions of this Constitution.

Section 2 - Members

SGA shall be governed by a total body of nineteen (19) Members who are annually elected by the general student population at Borough of Manhattan Community College during each spring semester. This governing body shall be composed of four (4) Executive Officers and fifteen (15) Senators.

- 2.1** Executive Officers include the President, Vice President, Treasurer, and Secretary, who collectively make up the Executive Committee.

2.2 All Members of the SGA have the right to schedule a meeting with any member of the administration, faculty and staff when deemed appropriate or necessary.

2.3 Each Senator shall be appointed:

- a. Regardless of the individual major of the Senator, to a designated area of academic focus which may encompass several BMCC academic departments.
- b. To not less than three Standing Committees as defined in Article VI, Section 2, and in this role shall continuously review the performance of BMCC in its delivery of student services in the areas served by that Standing Committee as determined by the Executive Committee.

Section 3 – Qualifications

To serve as a Member in SGA, a candidate must be a student enrolled at BMCC who has earned at least 12 credits at the college. SGA candidates must be available to present themselves throughout the duration of General Meetings (pursuant to Article VII, Section 1).

- 3.1** To run for President, a candidate must have a minimum cumulative G.P.A. of at least 2.8. Candidates for all remaining Executive Officer positions need a minimum cumulative G.P.A. of 2.5.
- 3.2** Candidacy for a Senator position requires a minimum cumulative G.P.A of at least 2.3.
- 3.3** During their term of office, all Members must maintain the required minimum cumulative G.P.A. for the position obtained.

Section 4 – Term of Office

The term of office for a Member of the SGA shall be one (1) year beginning the July 1st following election through June 30th. The general election for office will be held every spring semester within the BMCC campus.

Section 5 – Vacancies

All Membership vacancies, but not limited to resignation, disqualified from serving, withdrawal from BMCC, removal by impeachment or such other process that may be adopted by the SGA, shall be filled within a period not exceeding two (2) weeks from the effective date of vacancy. Vacancies can only be filled during either fall or spring semester

- 5.1** In the event that a vacancy occurs within the Executive Committee, it shall be filled by a qualified Member from among the current SGA Membership by a majority vote of the members present at the meeting. That Member shall serve for the remainder of the term of the officer.

- 5.2** Should a vacancy of a Senator position occur, the Personnel Committee (Article VI, Section 2.8), at a General or Special Meeting, shall refer registered BMCC students to the SGA Membership at that meeting, prospective Members shall be required to participate in an interview process by the Members present. The Members shall then vote on a replacement to the open position via a majority of Members present at the meeting. That Member shall serve for the remainder of the term of the officer.
- 5.3** Any Member who wishes to resign shall be required to submit, in writing, a letter of resignation to the SGA via either the Executive Committee or the Office Manager. The resignation shall be effective as of the date of the communication to the SGA.

Section 6 - University Student Senate

The SGA shall appoint two (2) Delegates and two (2) Alternates, from among its Members, to the University Student Senate (“USS”) who shall be nominated at a General or Special Meeting of the SGA Membership and then elected by a majority vote of the SGA Members present at said meeting. A majority vote shall be required to remove Delegates and Alternates from USS. The Delegates and their Alternates shall:

- 6.1** Attend all USS meetings and USS-related events of importance to SGA.
- 6.2** Provide a Delegate Report for SGA at each General Meeting.
- 6.3** Prior to each USS meeting, be provided with a directive by the SGA Membership in anticipation of, and to be presented at, that meeting of the USS, and, following the USS meeting, relate all communication from the USS meeting to the SGA at the next General Meeting.

Section 7 – Student Representatives

Student Representatives are non-voting volunteer participants of SGA who assist in the work of the SGA Membership and participate in SGA activities and programs.

- 7.1** Eligible candidates for Student Representative positions are drawn from the SGA constituency (as defined in Article III, Section 1).
- 7.2** At the time of their candidacy, all candidates, except for incoming freshmen and students taking only remedial courses as provided below, must have earned a cumulative GPA of at least 2.0 after their first semester at BMCC, and continued to have maintained a minimum 2.0 overall GPA thereafter. Incoming freshman and students taking only remedial courses may participate as a Student Representative during their first semester at BMCC, but may lose their eligibility to participate in later semesters if they do not earn a cumulative GPA of at least 2.0 after their first semester and thereafter continue to maintain a minimum overall GPA of 2.0.
- 7.3** Student Representatives shall be appointed and removed by a majority vote of the SGA Members present at a special or general meeting

7.4 Student Representatives shall report to, and be under the direct supervision of, the Vice President of SGA (pursuant to Article V, Section 2.3).

Section 8 - Faculty Advisors

Faculty Advisors are working faculty members at BMCC dedicated to guide and support the SGA in all of its endeavors. A minimum of one Faculty Advisor shall be appointed by a majority vote of SGA Members to advise SGA for the duration of the office term. Additional advisors may be appointed throughout the office term by a majority vote of SGA Members. Faculty advisors may also be removed by two-thirds (2/3) vote of the Members that would be in the SGA if there were no vacancies and no one was disqualified from serving.

Section 9 – Office Managers

Office Managers are hourly clerical employees hired by the SGA to assist the governing body in its deliberations and shall:

- 9.1** Be appointed by a majority vote of the SGA.
- 9.2** Be removed by two-thirds (2/3) vote of the Members that would be in the SGA if there were no vacancies and no one was disqualified from serving.
- 9.3** Report to, and be under the direct supervision of, the Executive Committee.
- 9.4** Maintain and oversee all SGA personnel files and computer data, as directed by the Secretary
- 9.5** Accept proposed meeting agenda items from an SGA member for placement on the General Meeting Agenda.
- 9.6** Transmit the Meeting Agenda to all SGA Members prior to each weekly General Meeting (pursuant to Article VII, Section 1).
- 9.7** Greet all visitors entering the SGA complex, address any of their questions or requests, and/or direct them to proper outlets.
- 9.8** Answer and direct all incoming calls.
- 9.9** Perform such other duties as are deemed necessary by the Executive Committee.
- 9.10** Follow the directive of the Executive Officers in the following priority order President, Vice President, Treasurer, and Secretary.

Article IV – Duties and Responsibilities (of the SGA as a Whole)

Section 1

The SGA as a whole shall have the responsibility for the administration of the Student Activity Fees in accordance with the purposes set forth in this Constitution. A budget process shall be conducted as per stated within the bylaws and policies of the Board of Trustees of the City University of New York, BMCC and SGA policies. Any one executive may sign disbursement vouchers.

Section 2

The SGA may fund programs and activities for the general benefit of the SGA constituency in accordance with the purposes set forth in this Constitution.

Section 3

- 3.1** The SGA shall have the power to charter student clubs/organizations, to allocate funds from Student Activity Fees to those clubs/organizations, and to coordinate the activities of those clubs/organizations within stated SGA policies. Should a student club/organization violate a policy of the SGA or BMCC, the SGA shall have the authority to revoke the club/organization's charter.
- 3.2** The SGA shall have the power to freeze and/or reallocate a student club/organization's funds when that club/organization becomes inactive, i.e., when it repeatedly fails to meet and is declared inactive by the SGA. The SGA shall also have the power to freeze and/or reallocate previously budgeted funding if financial regulations for administering these funds are violated by the budgeted club/organization.

Section 4

The SGA may, at any duly called meeting, review any action or decision made by an Executive Officer or the Executive Committee, and, if in disagreement with said decision or action, shall have one attempt to over-rule any such Executive action or decision by a two-thirds (2/3) affirmative vote of the total number of Members that the SGA would have if there were no vacancies and no one was disqualified from serving.

Section 5

The SGA shall have the power to remove from the SGA any of its Executive Officers or Members for the causes listed in and in accordance with the impeachment procedures set forth in, Article XI - Impeachment.

Section 6

The SGA may study and debate any issue or problem pertaining to campus life and student activities. On the basis of such study and debate, the SGA may adopt such resolutions or make such recommendations to the administration, faculty, or student body of BMCC as it sees fit.

Section 7

Within the procedures and requirements established by this Constitution, the SGA shall adopt bylaws in accordance with Article IX, and may adopt such other rules and regulations, create such temporary committees or empower such agents as it deems fit to carry out its duties.

Article V – Roles and Responsibilities (of SGA Members)

All Members of the SGA shall establish and maintain a regular schedule of no less than 10 hours per week, during which time their respective office doors shall remain open and they shall be available to students. These weekly office hours do not include, and are exclusive of, regularly scheduled General, Special and Executive Meeting times. These weekly office hours shall be posted in the SGA office along with the times of regularly scheduled General Meetings and on the doors of the individual Executive Officers and Senators.

Each Member of the SGA shall be required to faithfully attend all General Meetings of the SGA and of the committees to which he/she is assigned. Two (2) unexcused absences or four (4) excused (as defined in Article VII, Section 1.5) absences from General Meetings during a semester shall be considered valid grounds for impeachment (Article XI Section 1.1).

Should any Member of the SGA fail to perform a promised obligation or deliberately neglect on one occasion such responsibilities (including Standing Committee roles and Executive Committee requests), said failure or neglect shall be considered valid grounds for impeachment.

Section 1 – The President

The President shall be the Chief Executive Officer (CEO) of the SGA and its Executive Committee. The President shall be directly responsible for implementing the policies of the SGA and the decisions of the Executive Committee. In the event of his/her absence from the meetings and deliberations requiring his/her presence or in the event he/she is temporarily unavailable to perform his/her duties under the current section, the highest-ranking Executive Officer present shall serve in his/her stead by way of the following order: Vice President, Treasurer, Secretary.

The President shall:

- 1.1** Be the chief representative and spokesperson for the SGA and its constituency to BMCC students, faculty, and administration, and to the general public.

- 1.2 Prepare in consultation with the Executive Committee, the Tentative Agenda for all General Meetings (pursuant to Article VII, Section 1). He/she should consider suggestions from Senators regarding this matter.
- 1.3 Convene and preside over meetings of the SGA and its Executive Committee.
- 1.4 Report to the SGA all action(s) and meetings taken by him/her in the discharge of his/her duties and responsibilities and in the implementation of its policies and decisions.
- 1.5 Report to the SGA decisions and actions taken by its Executive Committee in the discharge of its duties and responsibilities and in the implementation of SGA policies.
- 1.6 Review and sign disbursements and expenditures of the SGA.
- 1.7 Provide a full written report at the end of his/her term stating the initiatives undertaken by the SGA during his/her term and the status of those initiatives at the end of his/her term, which will serve as governing guidelines for the newly elected, incoming SGA body.
- 1.8 Serve as a member on the boards of the BMCC Association and the BMCC Auxiliary Enterprise Corporation and make monthly reports to the SGA on the activities of those bodies.
- 1.9 Make adequate reasonable efforts in responding to issues and events on campus as they arise.
- 1.10 Represent the SGA at meetings and deliberations of outside agencies as necessary.
- 1.11 Assume such other responsibilities as SGA may require.
- 1.12 Supervise the Office Manager(s).

Section 2 - The Vice President

The Vice President (“VP”) shall be the Chief Internal Affairs Officer (CIAO) and Deputy CEO of the SGA. In this capacity, the VP shall oversee Members of the SGA in the discharge of their duties and responsibilities. In the event of a vacancy in the Presidency, the Vice President shall exercise all duties and responsibilities of the President until the next regular meeting or a special meeting can be called to fill the vacancy. He/she shall:

- 2.1 Oversee internal affairs and business within the SGA, including personnel, attendance, obligations, participation, and conduct of its Members.
- 2.2 Serve as permanent Chairperson on the Committee of Personnel (pursuant to Article VI, Section 2.8).
- 2.3 Supervise the Student Representatives of SGA.
- 2.4 Attend meetings of the SGA and its Executive Committee.

- 2.5 Review and sign disbursements and expenditures of the SGA.
- 2.6 Attend any other meetings and deliberations as necessary for the purpose of representing SGA and/or gathering information.
- 2.7 Represent the SGA at meetings and deliberations of outside agencies as necessary.
- 2.8 Assume such other responsibilities as SGA may require.
- 2.9 Supervise the Office Manager(s).

Section 3 - The Treasurer

The Treasurer shall be the Chief Financial Officer (“CFO”) of the SGA. The Treasurer shall fill in for and exercise all duties and responsibilities of the President and Vice President in the event of their absence. The Treasurer shall:

- 3.1 Serve as permanent Chairperson of the Committee on Finance (pursuant to Article VI, Section 2.5).
- 3.2 Enforce those regulations concerning the general financial aspects of the campus organizations as prescribed by the SGA.
- 3.3 Keep all financial records of the SGA, and in this capacity, shall:
 - a. Present full financial reports to the SGA on a bi-weekly basis and when otherwise directed to do so by the SGA.
 - b. Submit financial reports at Executive Committee Meetings (pursuant to Article VII, Section 3).
 - c. Continuously review the expenditures of SGA and its chartered student clubs/organizations.
- 3.4 Review and sign disbursements and expenditures of the SGA.
- 3.5 Record and process all SGA purchase orders, check requests, and invoices.
- 3.6 Serve as a member on the boards of the BMCC Association and the BMCC Auxiliary Enterprise Corporation.
- 3.7 Represent the SGA at meetings and deliberations of outside agencies as necessary.
- 3.8 Assume such other responsibilities as SGA may require.
- 3.9 Supervise the Office Manager(s).

Section 4 - The Secretary

The Secretary shall be the Chief Communications Officer (CCO) of the SGA. The Secretary shall fill in for and exercise all duties and responsibilities of the President, Vice President and Treasurer in the event of their absence. The Secretary shall:

- 4.1 Attend meetings of the SGA and its Executive Committee and shall be responsible for composing minutes and ensuring that all relevant data is recorded at each General, Executive Committee, and Special Meeting.
- 4.2 Transmit these minutes within forty-eight (48) hours after each General, Executive Committee, and Special Meeting in electronic format to all Members of SGA.
- 4.3 Keep non-financial records of the SGA.
- 4.4 Maintain and oversee all SGA personnel files and computer data.
- 4.5 Accept proposed meeting agenda items from an SGA member for placement on the General Meeting Agenda.
- 4.6 Review and sign disbursements and expenditures of the SGA.
- 4.7 Represent the SGA at meetings and deliberations of outside agencies as necessary.
- 4.8 Assume such other responsibilities as SGA may require.
- 4.9 Email decisions made in the meeting to the appropriate parties as directed by the SGA body.
- 4.10 Supervise the Office Manager(s).

Section 5 – Senators

Each Senator shall be appointed (a) regardless of the individual major of the Senator, to a designated area of academic focus which may encompass several BMCC academic departments and (b) to not less than three (3) Standing Committees as defined in Article VI, and in this role shall continuously review the performance of BMCC in its delivery of student services in the areas served by that Standing Committee as determined by the Executive Committee.

Each Senator shall:

- 5.1 Serve on at least three (3) Standing Committees of the SGA (pursuant to Article VI, Section 2).
- 5.2 Attend all General and Special meetings of the SGA.
- 5.3 Assume such other responsibilities as SGA may require.

Article VI – Committees

Section 1 - Executive Committee

The Executive Committee shall act to implement the policies of the SGA and shall act on behalf of the SGA at times when it is not feasible for the full SGA body to convene. The Members of this Committee are limited to the Executive Officers of the SGA, (Article III, Section 1). The Executive Committee shall:

- 1.1** Meet at least once each week at a time and location to be determined by the majority of the Executive Committee.
- 1.2** Schedule special meetings of SGA as necessary, which may be called by the President or any two (2) Members of the Executive Committee other than the President.
- 1.3** Make decisions and act in accordance with the purposes and policies of SGA.
- 1.4** Record its decisions and actions in an Executive Committee report which shall be presented by the President to the SGA at the beginning of each General Meeting.
- 1.5** Review the operations of the SGA and make recommendations to the SGA body.
- 1.6** Advise the college president, administration, and faculty of BMCC on all matters of interest to the SGA and its constituency.
- 1.7** Establish Ad Hoc Committee to undertake such duties and responsibilities as it may deem necessary in furtherance of SGA policies and procedures.
- 1.8** Appoint or remove any member from, any Standing or Ad Hoc Committee via a majority vote of the Executive Committee.
- 1.9** Assign each Senator, regardless of the individual major of the Senator, to a designated academic area of focus which may cross BMCC academic department lines, and continuously review the Senator's representation of and advocacy for his/her assigned academic constituency.
- 1.10** Exercise such further powers and duties as may be conferred upon it by the SGA.

Section 2 - Standing Committees

Standing Committees are permanent and are of utmost priority to the SGA body in their deliberations of student affairs and activities. A Chairperson, who must be an SGA Member, is appointed to each Standing Committee by a majority vote of the Executive Committee. The Chairperson of each Standing Committee shall:

- a. Make a full weekly or bi-weekly report to the SGA during its General Meetings.
- b. Present a final written report to the entire SGA body no later than June 1st of the year in which

the government holds office.

- c. Assume such other responsibilities as the SGA and its Executive Committee may direct.

Standing Committees shall include:

2.1 Committee on Accessibility

Consisting of the appointed Chairperson and four (4) other students, this Committee shall:

- a. Review BMCC and SGA plans & policies for accessibility.
- b. Continuously review the performance of the College in the delivery of services related to accessibility.
- c. Make reports as necessary at General Meetings.
- d. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.2 Committee on Activities, House of Clubs & Public Relations

Consisting of the appointed Chairperson, and eight (8) other students, this Committee shall:

- a. Continuously review the activity requests of chartered clubs.
- b. Develop appropriate public relation campaigns on behalf of the body of SGA and in support of SGA and club sponsored events and activities.
- c. Visit clubs during club hours
- d. Meet with club executives no less than twice per semester.
- e. Make recommendations to SGA about college events and activities.
- f. Present regular bi-weekly reports at all General Meetings.
- g. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.3 Committee on Constitution and Bylaws

Consisting of the appointed Chairperson who shall be the Parliamentarian and shall not be a member of the Executive Committee, and four (4) other Members of SGA, this Committee shall:

- a. Oversee all actions and decisions of the SGA to make sure they are in accordance with the Constitution and with any bylaws, rules and/or regulations adopted pursuant thereto.
- b. Continuously make recommendations to the SGA body regarding amendments and revisions to the Constitution and bylaws.
- c. Present regular bi-weekly reports at all General Meetings.
- d. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.4 Committee on Elections

Consisting of a Chairperson, and four (4) other Members of SGA, this Committee shall:

- a. Create and review the election guidelines for SGA elections for approval by the Student Election Review Committee (SERC).
- b. Prepare all questions and resolutions to appear on ballots to be submitted to the Student Election Review Committee (SERC).
- c. Nominate student Members to the Student Election Review Committee (SERC).

- d. Prepare and arrange for the election process in accordance with the rules concerning all election procedures.
- e. Make reports as necessary at General Meetings.
- f. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.5 Committee on Finance

Consisting of its permanent Chairperson, the SGA Treasurer, and six (6) other Members of SGA, this Committee shall:

- a. Establish and maintain an SGA budget for each fiscal year to be submitted to the SGA for confirmation.
- b. Embody its own procedures in By-laws, which shall be available to any Member of the SGA (the by-laws of this committee shall not be inconsistent with this document or any By-laws established by the SGA).
- c. Establish an equitable system to allocate funds to chartered clubs and submit their plans to the SGA for confirmation.
- d. Examine budget requests for the Student Activity Fees and make recommendations to the SGA for adoption by that body.
- e. Present regular biweekly reports at all General Meetings.
- f. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.6 Committee on International Students

Consisting of the appointed Chairperson and eight (8) other students, this Committee shall:

- a. Review BMCC and SGA plans & policies for international students.
- b. Continuously review the performance of the College in the delivery of services to international students.
- c. Make regular biweekly reports at all General Meetings.
- d. Represent the SGA at all events related to international students at BMCC.
- e. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.7 Judiciary Committee

No member of the Executive Committee may serve on the Judiciary Committee. Consisting of the appointed Chairperson and four (4) other Members of the SGA, this Committee shall

- a. Investigate all complaints of misconduct regarding any standing Member that it receives from any standing Member of the SGA.
- b. Upon its full investigation of a complaint of misconduct, present its report to the SGA body along with its recommendations, which may include a recommendation to implement impeachment procedures in accordance with Article XI.
- c. Assume such other duties as the SGA may, from time to time, direct.

2.8 Committee on Personnel

Consisting of its permanent Chairperson, i.e., the SGA Vice President, and four (4) other Members of SGA, this Committee shall:

- a. Recommend a screening process of applicants for vacated seats in the SGA and also for the position of Office Manager.
- b. Create public awareness of vacated positions.
- c. Recommend candidates from the general student body for vacated positions.
- d. Apply the same criteria and applications for vacant Senator Seats that are applicable to elected Members.
- e. Make reports as necessary at General Meetings.
- f. Assume such other responsibilities as the SGA and its Executive Committee may direct.

2.9 Committee on Technology

Consisting of the appointed Chairperson and six (6) other students, this Committee shall:

- a. Manage the SGA website and any of its other electronic communication platforms including but not limited to Facebook, Twitter, MySpace, etc.
- b. Continuously plan and review policies regarding SGA technology.
- c. Make reports as necessary at General Meetings.
- d. Oversee the performance of all SGA technological equipment.
- e. Assume such other responsibilities as the SGA and its Executive Committee may direct.

Article VII – Meetings

Section 1 - General Meetings

- 1.1** The first General Meeting of the SGA shall take place on the first Wednesday of July, wherein appointments to the standing Committees of the SGA and college wide committees USS, BMCC Association, Auxiliary, Early Childhood and Media Board shall be made as well as the announcement of office selections. During the months of August and January a minimum of one meeting shall be conducted.
- 1.2** The first general meeting of each semester shall take place no later than the first full week of that semester. All subsequent General Meetings of the SGA shall:
 - a. Take place every Wednesday at 4pm convening at the meeting table within the SGA complex, unless otherwise specified by the Executive Committee. The first General meeting of each fall semester the SGA shall appoint the members of the College Council and Academic Senate.
 - b. Be open to the public except where there is a majority vote among the SGA Members present to go into “closed” session, during which the meeting remains open only to the Members of the SGA and any of its invited guests.

- 1.3** Each individual Member serving on the SGA, with exception of the President or Acting President as provided herein, shall be qualified to cast one vote at General Meetings. The President or Acting President shall be qualified to cast one vote at General Meetings only in the event of a tie vote or in those cases where a written ballot is cast. Proxy voting shall not be permitted. Audio visual modes of voting shall be as provided in the bylaws.
- 1.4** Quorum at all General Meetings shall be defined as a majority of the current Members of SGA.
- a. A quorum count must be made by the Secretary before each vote is called. Otherwise, no official business may be transacted by the SGA.
 - b. Except as otherwise provided herein, a majority vote of all Members present is required to take action on a matter within its authority.
- 1.5** To constitute an excused absence, a SGA Member must inform at least two (2) Members of the Executive Committee, twenty-four (24) hours prior to an expected absence via writing, telephone, or e-mail, along with a documented excuse upon their return. Classes scheduled during regular meeting times will not constitute an excused absence. What is considered to be a reasonable excuse shall be subject to the approval of two-thirds (2/3) of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving.
- 1.6** The order of business for a General Meeting of the SGA shall be as follows:
- Roll Call
 - Public Announcements
 - Approval of Agenda
 - Approval of Minutes
 - Reports by Executive Officers
 - Reports of Committees
 - Reports of USS Delegates
 - SGA Directive to USS Delegates
 - Old Business
 - New Business
 - Announcements
 - Adjournment

Section 2 - Special Meetings

Special meetings of the SGA may be called by the President or by any other two members (in concert) of the Executive Committee other than the President. Special meetings may also be called if seven (7) members sign a petition or send email to all the members of the Executive Committee to hold such special meeting. All Members of SGA shall be given 24 hour notice of such meetings via phone and/or email or other communication as provided in the bylaws. Special meetings shall be open to the public except where there is a majority vote among the SGA Members present to go into “closed” session, during which the meeting remains open only to the Members of the SGA and any of its invited guests.

- 2.1** Each individual Member serving on the SGA, with exception of the President or Acting President as provided herein, shall be qualified to cast one vote at Special Meetings. The President or Acting President shall be qualified to cast one vote at Special Meetings only in the event of a tie vote or closed ballot. Proxy voting shall not be permitted. Audio visual modes of voting shall be as provided in the bylaws.
- 2.2** Quorum at all Special Meetings shall be defined as a majority of the current Members of SGA.
- a. A quorum count must be made by the Secretary before any voting process can be called. Otherwise, no official business may be transacted by the SGA.
 - b. Except as otherwise provided herein, a majority vote of all Members present is required to take action on a matter within its authority.

Section 3 – Executive Committee Meetings

The Executive Committee must meet once a week during the spring and fall semesters and at least once in July, August, and January, respectively. Meetings must adhere to the following:

- 3.1** All decisions of the Executive Committee shall be made by a majority vote of the total number of Executive Officers within the Executive Committee.
- 3.2** A quorum of all Executive Committee Meetings shall be defined as the President and two (2) Members of the Executive Committee.

Article VIII – SGA Logo

Any change to the existing SGA logo must be presented to the SGA body and passed with a two-thirds (2/3) majority vote of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving before it can be put in a referendum to be presented to the BMCC student body pursuant to Article XII. The SGA logo must appear on flyers or any other publication associated with an event, program, or other that is sponsored by the SGA. A banner or other structure bearing the SGA logo must be displayed at events run by the SGA.

Article IX - Bylaws and Parliamentary Procedure

Section 1

The SGA shall develop and adopt a set of bylaws to govern its internal business not inconsistent with this Constitution by a two-thirds (2/3) majority vote of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving. These bylaws may be amended at any General and Special meeting of the SGA by a two-third (2/3) majority vote of the total

number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving. These bylaws (and any amendments thereto) shall govern all entities that function under the jurisdiction of the SGA and shall hold precedence over the governing documents of those entities.

Section 2

Any Member can propose an amendment to the bylaws by submitting such proposed amendment in writing (print or email) to a member of the Committee on the Constitution and Bylaws. Advanced notice of the proposed amendment will be made to the membership at large via email. The proposed amendment will be formally addressed at the next scheduled SGA meeting following such notice.

Section 3

The rules contained in the current edition of Robert's Rules of Order shall govern SGA meetings in all cases to which they apply and consistent with the procedural portions of this Constitution and the bylaws.

Article X – Code of Ethics and Conduct

SGA Members are required to provide conform to all rules of BMCC and the City University of New York, and to conform to the requirements of generally accepted decorum. As student leaders and representatives of BMCC, Members of SGA are held accountable to a respectable standard and should exercise a level of professional maturity to maintain a reputable impression of the college. Cheating on any exam or plagiarism (as defined by the BMCC's Policy on Plagiarism) shall not be tolerated in any circumstances.

Section 1 – Remedies Against Misconduct or Dereliction of Duty in Office

No chairperson at any General, Special, Executive Committee, Summer or Winter Session meeting shall ignore a motion duly made and seconded or a point of order made at such meeting. Should a chair ignore such a motion or point of order, the SGA body shall have the remedies as set forth in the current edition of Robert's Rules of Order.

Article XI – Impeachment

Section 1 – Initiation of Impeachment Procedure

The question of impeachment may be brought forth by a serving SGA Member to the SGA body at a General or Special Meeting. The matter shall immediately be referred to the Judiciary Committee for investigation and a motion to impeach the particular SGA Member will be placed on the agenda for a meeting of the entire SGA body, which meeting shall occur no later than 1 week following the presentation of the initial allegation. At the meeting upon which agenda the motion has been placed, the Judiciary Committee shall present its investigative report and recommend whether charges shall be brought and shall specify the charges it recommends that the SGA considered. The SGA body shall then

vote on whether to commence impeachment proceedings. Impeachment proceedings may only be commenced if a majority vote of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving is in agreement that the charges brought forth against the Member in question is an impeachable offense. Grounds for impeachment include, but are not limited to, the following:

- 1.1 More than two (2) unexcused absences or four (4) excused absences from General Meetings per semester.
- 1.2 Gambling, drinking, smoking or drug use while on college premises.
- 1.3 Theft, vandalism, or intentional misuse of SGA, College property or property belonging to another.
- 1.4 Repeated and ongoing failure to perform promised obligations or repeated and ongoing deliberate neglect of such responsibilities which include Standing Committee roles and Executive Committee requests.
- 1.5 Any willful or reckless violation of any provision of this Constitution.
- 1.6 Engagement in excessive and willful behavior that is counterproductive to the goodwill and productivity of SGA.

Section 2 - Hearing

A Hearing can commence only after a charge presented at a General or Special Meeting is deemed an impeachable offense. The impeached Member, if not present at the meeting at which the vote is cast authorizing the Hearing, shall be given immediate notice of the Hearing via phone or such other communication as provided in the bylaws. The Hearing shall occur no later than 1 week following the vote authorizing the hearing. At the Hearing, (a) the accused may defend him/herself or may designate an agent to conduct his/her defense; (b) both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the opposing party; and (c) the SGA will review all pertinent evidence and vote on the charges. In the event that the President or more than one member of the Executive Committee are undergoing impeachment simultaneously, the highest-ranking Executive Officer (pursuant to Article V Section1) not being impeached or, in the event the entire Executive Committee is under impeachment, the chair of the Judiciary Committee will preside over the Hearing.

Section 3 - Conviction

An affirmative vote of two-thirds (2/3) of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving shall be necessary to formally convict an impeached SGA Member. Should none of the charges be sustained, the impeached Member shall be considered acquitted.

Section 4 - Sentencing

An affirmative vote of two-thirds (2/3) of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving shall be necessary to formally

sentence a convicted SGA Member. The convicted SGA Member will be subject to one or more of certain penalties including, but not limited to, the following:

- 4.1 Censure
- 4.2 Temporary suspension of one or more stipend.
- 4.3 Immediate disqualification from SGA and Forty-eight (48) hour notice to remove their belongings from office. No student, once so disqualified, shall again be eligible to hold any office or position within the SGA during that academic year.

Article XII – Amendments

- 12.1 Any proposed amendment to this Constitution may be introduced in writing at a General or Special Meeting for official consideration by the SGA Membership by a SGA Member.
- 12.2 The SGA Membership may then vote upon the proposed amendment at the next General or Special Meeting, provided that due notice has been given to all Members of the SGA.
- 12.3 If the proposed amendment is approved by an affirmative vote of two-thirds (2/3) of the total number of Members that would be in the SGA if there were no vacancies and no one was disqualified from serving, the amendment shall be submitted to the full BMCC student body for ratification. A referendum shall be held during the April elections or during a special election if approved by the College President. Before any referendum, the SGA shall inform the BMCC student body of the proposed amendment by using all possible means of communication.
- 12.4 An amendment shall be adopted if approved by a simple majority of all members of the entire registered student population voting in that referendum.

Article XIII - Implementation

Upon the implementation of the Constitution, all existing constitutions, charters and bylaws governing the Student Government Association of Borough of Manhattan Community College are null and void. The constitutions of all chartered student organizations associated with the SGA shall be subject to the provisions of this Constitution and any bylaws, rules, or regulations promulgated hereto and to periodic review in light of this Constitution and any bylaws, rules, or regulations promulgated hereto.