

New York City College of Technology-CUNY
Student Government Association Constitution
Approved and Ratified October 2016

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Preamble:

The Constitution reflected herein shall serve as a guide to the self-governance policies of the Student Government Association (SGA). We the students of New York City College of Technology, in order to promote justice and harmony between Certified Clubs and Students alike, hereby establish this Constitution for SGA. From this point on this document shall prevail as the new Constitution.

ARTICLE I

Name of Organization: This organization shall be the Student Government Association of New York City College of Technology, also to be referred to as the SGA.

ARTICLE II

Purpose & Objectives: The SGA shall represent the entire student body and as such shall have the responsibility to make decisions, rules and regulations according to the functions and purposes of this association. The SGA shall conform and abide by the policies and procedures established by New York City College of Technology, The College Association Board of Directors and the Bylaws of the Board of Trustees of the City University of New York.

Each member of the Student Government Association has the responsibility to serve as a representative of the students of New York City College of Technology. The positions and actions taken while in office must directly reflect opinions and needs of the entire student body.

ARTICLE III

Membership: All full-time and part-time students are constituents, and are entitled to the rights and privileges of this organization.

ARTICLE IV

Section: 1

Executive Board: The elected officers of the SGA shall be: The President, Vice President, Treasurer, Secretary, Social Director, Chief Justice and Part-time/Evening Student Representative. They shall be known as the Executive Board.

Section: 2

SGA Body: The SGA shall have an SGA Body comprised of elected officers and senators.

Section: 3

Eligibility: All nominees for SGA Body must have and maintain a cumulative Grade Point Average (GPA) of at least 2.5. They must be enrolled, in attendance and in good standing at New York City College of Technology at the time of nomination.

Section: 4

Nomination and Election of Executive Board Members:

- A.** A candidate may not hold, seek or maintain more than one elected and/or appointed position. All candidates seeking nomination, as an Executive Officer must submit a petition signed by 50 currently enrolled New York City College of Technology students in order to establish candidacy. This petition must be submitted to and be approved by the Student Election Review Committee (SERC).
- B.** Should an eligible candidate for an executive office run unopposed; the election is valid for that office.
- C.** Should there be no candidates for an office, the office will be filled by a Senator through a special election who received a two-thirds (2/3) majority vote by the SGA Body.
- D.** Should there be no candidate to fill the vacant senator position, the position shall remain open until a senator is available to fill the position.
- E.** Elected officers will serve a term beginning July 1st, and ending June 30th, of the following academic year.
- F.** No SGA Officer, past or present, shall serve more than two terms or four semesters (need not be consecutive) in any position with a stipend.
- G.** No SGA Officer, past or present, shall serve more than two terms or four semesters (need not be consecutive) in any Executive position.
- H.** All SGA officers must be available to serve on Ad-Hoc committees of the SGA if designated.

Section: 5

Qualifications to be a Senator:

There shall be thirteen (13) Senators: Three (3) Senators-at-Large, three (3) Senators from the School of Arts and Sciences, three (3) from the School of Professional Studies, three (3) from the School of Technology and Design, and one (1) for Accessibility.

- A. Eligibility:** All nominees for Senator must have a cumulative G.P.A. of at least a 2.5 (including incoming transfer students who are currently taking 12 or more credits) must be enrolled, in attendance and good standing at New York City College of Technology at the time of nomination.
- B. Nominations:** Letters of recommendation are required from two professors (at least one letter from a professor within the nominee's school) and must be submitted by nominee.
- C.** Senators may serve for more than (1) term (2) semesters providing he/she has at least two (2) semesters left before graduation. If there are insufficient numbers of candidates to fill each senate position, the SGA Body may elect representatives via majority vote.

ARTICLE V

Section: 1

Powers and Duties of the President:

- A.** The President shall preside at all meetings of the SGA Body.
- B.** The President shall be chief administrator of the SGA.
- C.** The President or designee shall represent the members of the SGA at official college ceremonies and on other occasions where such representation is appropriate.
- D.** The President shall be an ex-officio member of all committees (see ARTICLE IX)
- E.** The President shall be a voting member of the College Association Board.
- F.** The President shall be a voting member of the Auxiliary Enterprise Board.
- G.** The President shall hold an open-forum, town hall, and/or public hearing-type meetings of the SGA Body at least once a semester with the student body or when deemed appropriate by the members of the SGA Body.
- H.** The President may serve as signatory for the SGA related check requests in the absence of the Treasurer.
- I.** The President or designee shall meet with the Director of Student Life or designee each week.
- J.** The President or designee shall meet with the President of the College, Vice President of Academic Affairs and Provost, Vice President of Enrollment and Student Affairs Dean of the School of Professional Studies, Dean of the School of Technology and Design and Dean of the School of Arts and Sciences individually once a semester.
- K.** The President shall complete 12 office hours per week.

Section: 2

Powers and Duties of the Vice President:

- A.** The Vice President shall preside at meetings of the SGA Body in the absence of the President and assume the duties and powers of that office.
- B.** The Vice President shall be a voting member of the SGA Body when not presiding.
- C.** The Vice President shall serve as Chairperson of the Club Council. (see ARTICLE V SECTION: 11).
- D.** The Vice President shall carry out the duties delegated by the SGA President.
- E.** The Vice President shall serve as signatory for SGA related check requests in the absence of the President and Treasurer.
- F.** The Vice President shall sit as a voting member on the Budget Committee of SGA (see ARTICLE IX SECTION: 1)
- G.** The Vice President shall maintain records of all club activity.
- H.** The Vice President shall be a member of the College Association Board.
- I.** The Vice President shall complete 12 office hours per week.

Section: 3

Powers and Duties of the Treasurer:

- A.** The Treasurer should possess basic knowledge of accounting procedures in order to execute their duties.
- B.** The Treasurer shall maintain records of SGA expenditures and current balance of the Student Activity Fee supported budgets and shall be prepared to give monthly financial reports to the SGA Body all within the guidelines of the College Association Board.
- C.** The Treasurer in conjunction with the Budget Committee shall determine procedures concerning the proper allocation of SGA funds establish dates for the submission of proposed budgets and shall serve as signatory to requests for checks for the expenditure of funds (see ARTICLE IX SECTION: 1).
- D.** Funds cannot be allocated without the approval of the SGA Body, after successfully meeting quorum in the Budget Committee.
- E.** The Treasurer shall chair the Budget Committee and shall report to the SGA Body all the approved budgets, and other pertinent information resulting from the Budget Committee meetings (see ARTICLE IX SECTION: 1).
- F.** The Treasurer shall be a member of the College Association Board.
- G.** The Treasurer shall notify certified organizations eligible to receive allocations reviewed by the Budget Committee meetings, at least two weeks in advance of any Budget Committee meeting.
- H.** The Treasurer shall sit on Club Council (see ARTICLE V SECTION: 11).
- I.** The Treasurer shall be a member of the Awards Committee (see ARTICLE IX SECTION: 2).
- J.** The Treasurer shall submit a monthly fiscal report of expenditures and balance upon the first general meeting. If for any reason the Treasurer is unable to submit a fiscal report during the general meeting, the Treasurer shall email the SGA body (1) week prior to the time of the meeting. A hard copy shall be submitted to the SGA Secretary and emailed to the SGA body.
- K.** The Treasurer shall meet with the Budget Committee at least once per month.
- L.** The Treasurer shall complete 12 office hours per week.

Section: 4

Powers and Duties of the Secretary:

- A.** The Secretary shall possess basic knowledge of administrative procedures in order to properly execute their duties as SGA secretary.
- B.** The Secretary shall keep accurate minutes of all meetings of the SGA Body and submit them for approval by the SGA Body at the next meeting.
- C.** The Secretary shall be responsible for maintaining all records of the SGA. The minutes of the SGA Body shall be kept on file for a minimum of seven years.
- D.** The Secretary shall be responsible for all correspondence of the SGA.
- E.** The Secretary shall distribute minutes of each SGA meeting to the Library for Public Record. A copy of the minutes from each SGA Board meeting must also be submitted to the Vice President of Enrollment and Student Affairs, the Vice President of Academic Affairs and Provost, the Director of Student Life and Development, the Club Council and the SGA Archive.
- F.** The Secretary shall maintain an SGA Archive consisting of all minutes, correspondence,

publications and officers' records of the SGA.

- G. The Secretary shall be responsible for filing of SGA related records with the College librarian/archivist.
- H. The Secretary shall be available to serve on at least one committee.
- I. The Secretary shall complete 12 office hours per week.

Section: 5

Powers and Duties of the Social Director:

- A. The Social Director shall canvass the student body to determine the interests and needs of the students and report findings to the SGA Body each semester.
- B. The Social Director in conjunction with the Events and Budget Committee shall present the completed social calendar to the Executive Board each semester for review, discussion and approval.
- C. The Social Director shall preside over the SGA Events Committee.
- D. The Social Director shall have the power to appoint student coordinators to assist in the formation and publication of the approved social calendar and implementation of events.
- E. The Social Director shall have the responsibility for the adherence and the implementation of the Rules and Regulations of the New York City College of Technology and the Bylaws of the Board of Trustees of City University of New York, pertaining to SGA sponsored social events.
- F. The Social Director shall submit a calendar and budget to the Budget Committee no later than ten days prior to the date of the SGA budget submission to the College Association Board.
- G. The Social Director shall coordinate events and publicity of SGA functions.
- H. The Social Director shall meet with the Events Committee at least once per month.
- I. The Social Director shall complete 12 office hours per week.

Section: 6

Powers and Duties of the Chief Justice:

- A. The Chief Justice shall meet with the Deans of all Schools once a month.
- B. The Chief Justice shall be available to discuss any matters pertaining to student related issues and serve as SGA ombudsperson.
- C. The Chief Justice shall receive and report on any and all outside legislation concerning students.
- D. The Chief Justice shall hear and oversee all grievances and concerns presented by students, in conjunction with Judicial Committee if necessary.
- E. The Chief Justice shall maintain a record of all student grievances brought to the SGA and forward to appropriate channels.
- F. The Chief Justice shall preside over the SGA Judicial Committee. (See ARTICLE IX SECTION: 3)
- G. The Chief Justice shall be responsible for the certifying of all amendments and bylaws enacted under this constitution, with assistance from Legal Affairs.
- H. The Chief Justice shall be responsible for complying with all processes and procedures contained within this constitution.
- I. The Chief Justice shall complete 12 office hours per week.

Section: 7

Powers and Duties of the Part-Time/Evening Student Representative:

- A. The Part-Time/Evening Student Representative shall address the needs of the Part-Time/Evening student body.
- B. The Part-Time/Evening Student Representative shall be a member of the SGA Budget Committee and Events Committee.
- C. The Part-Time/Evening Student Representative shall work with the Social Director in order to insure that social calendar events will reflect the needs of the Part-Time/Evening student body.
- D. The Part-Time/Evening Student Representative shall have at least two events (per semester) for the Evening Students.
- E. The Part-Time/Evening Student Representative shall be available for evening students.
- F. The Part-Time /Evening Student Representative shall coordinate and publicize all SGA activity to the part-time/evening student body.
- G. The Part-Time/Evening Student Representative shall perform outreach to the Part-Time/Evening student body.
- H. The Part-Time/Evening Student Representative shall Co-Chair and be a member of the Events Committee.
- I. The Part-Time/Evening Student Representative shall complete 12 office hours per week, seven of which must be completed during the evening time. In the event that the Part-Time/Evening Student Representative is a part-time student; they shall complete 8 office hours per week, four of which must be completed during the evening time.

Section: 8

Powers and Duties of the Senators-at-Large:

- A. The Senators-at-Large shall attend all SGA Body meetings.
- B. The Senators-at-Large shall meet periodically to uphold responsibility for canvassing the needs, interests and concerns within all schools.
- C. The Senators-at-Large are responsible for calling and conducting special assemblies for all schools at least twice a semester. All Senator at Large shall post their hours of availability at the Dean's office.
- D. The Senators-at-Large shall be available to serve on at least two committees.
- E. The Senators-at-Large shall complete 6 office hours per week

Section: 9

Powers and Duties of Senators:

- A. The School Senators shall attend all SGA Body meetings.
- B. The School Senators shall meet periodically to uphold responsibility for canvassing the needs, interests and concerns within their school.
- C. The School Senators are responsible for calling and conducting special assemblies within their school at least twice a semester. All Senators shall post their hours of availability at the Dean's office.
- D. The School Senator shall be available to serve on at least two committees.
- E. The School Senator shall complete 4 office hours per week.

Section: 10

Powers and Duties of the Senator for Accessibility

- A. The Senator for Accessibility shall possess basic knowledge of self-identified disabilities.
- B. The Senators for Accessibility shall attend all SGA Body meetings.
- C. The Senator for Accessibility shall meet twice a month with the Director of the Center of Student Accessibility to uphold responsibility for canvassing the needs, interests and concerns of the students.
- D. The Senator for Accessibility is responsible for calling and conducting special assemblies for the students of Accessibility at least twice a semester. All Senators shall post their hours of availability at the Director of Accessibility's office.
- E. The Senator for Accessibility shall be available to serve on at least two committees.
- F. The Senator for Accessibility shall complete 4 office hours per week.
- G. The Senator for Accessibility shall sit on the Budget and Events Committee.

Section: 11

Powers and Duties of the Parliamentarian:

- A. The SGA members may nominate and elect a non-voting member for the position of Parliamentarian. The Parliamentarian shall assist the President and Chairs of committees in conducting meetings according to the Parliamentary Procedures pursuant to Robert's Rules of Order.
- B. The Parliamentarian shall meet qualifications of an SGA Member.

Section: 12

Club Council

There shall be Club Council to represent all certified clubs.

Purpose

- A. The Council shall foster and promote the special interests of all clubs.

Membership

- A. Each certified club shall nominate two representatives to the Council.

Powers and Duties of the Council:

- A. Rules and regulations of the Council are subject to the approval of the SGA Body.
- B. The Club Council shall meet at least twice a semester on the second Thursday of each month.

ARTICLE VI

Responsibilities of the SGA Body:

- A. The SGA Body shall carry out the duties delegated by the SGA President.
- B. The SGA Body is responsible for informing the students of New York City College of Technology about what happens on their campus.
- C. The SGA Body is responsible for canvassing the needs, interests and concerns of the student

- body to promote services and activities reflecting the diversity of its population.
- D.** The SGA Body is responsible for calling and conducting special assemblies of the student body.
 - E.** The SGA Body is responsible for assisting all certified clubs at the college.
 - F.** The SGA Body will regulate and be responsible for the actions of board members when violations occur.
 - G.** A quorum (half plus one) of the SGA Body shall be necessary to vote during a business meeting. Motions shall be carried by a majority of the SGA members present. Minutes of the meeting shall be made public to the student body. A copy shall be provided to the College Library for this purpose.
 - H.** The SGA Body shall meet the first Thursday of each month. A special meeting may be called at the designation of the President or by signed petition of 50% of the membership of the SGA Body. Forty-eight (48) hours notice shall be given for the calling of a special meeting of the SGA Body.
 - I.** Any position that is presented as a position of the SGA Body must have received a majority approval of the SGA Body.
 - J.** Any official public actions taken by an SGA Body member on behalf of the Executive Board shall have received a majority approval of the SGA Body.
 - K.** The Executive Board, through the Treasurer will submit the finalized Student Government Association Budget to the College Association Board for approval.
 - L.** The SGA Body shall be responsible for full disclosure to its constituency of all financial information with respect to Student Government Activity Fees. Disclosure shall mean the presentation each semester of written financial statements including but not limited to, the source of all income, disbursements, transfers, past reserves, surplus accounts, and contingency and stabilization accounts.
 - M.** Each member of the SGA Body shall have one (1) vote with the exception of the President who shall have no vote except in case of a tie.
 - N.** A calendar of events and meetings shall be established and distributed by the second week of classes each semester.
 - O.** Minutes of the meeting shall be made public to the student body and distributed by the Secretary.
 - P.** All Committees of the Student Government Association, with the exception of ad hoc committees, shall be established by the second week of the term. Each Committee shall select a Chairperson. The Chairperson of each Committee of the Student Government Association shall be submitted in writing to the Secretary, so that it may be distributed to the Clubs on or before the Club Certification Deadline.

ARTICLE VII

Section: 1

Disciplinary Actions

Should any disciplinary action be necessary, consult the CUNY Bylaws for further action.

Section: 2

Removal from SGA Body:

In the case of other than voluntary removal, no executive member will be removed from the SGA Body until all procedures are completed as deemed necessary by the Judicial and Appeals Committee. In the event of a resignation or removal of a member of the SGA Body, the vacancy will be filled according to the guidelines. A member of the SGA Body may be removed from the Body for any of the following reasons:

- A.** Violation of College, and City University of New York rules and Bylaws.
- B.** SGA violation of rules as determined in accordance with CUNY Bylaws.
- C.** Voluntary resignation in writing presented to the Executive Board.
- D.** Not maintaining the required cumulative Grade Point Average Index of 2.5.
- E.** Withdrawal from New York City College of Technology.
- F.** Three (3) unexcused absences from officially scheduled meetings. Officially scheduled meetings include any meeting in which the SGA Body has official responsibilities to attend and has received written notification via email or letter prior 48 hours prior to the meeting.
- G.** Failure to maintain office hours.
- H.** A petition for removal from office signed by 200 registered students. Said petition must be presented to the Judicial Committee for resolution.
- I.** Failure to maintain qualifications of position.
- J.** Failure to adhere to duties as stated in Constitution

ARTICLE VIII

Vacancies in the SGA Body:

- A.** Should the presidency of the SGA become vacant, the Vice President shall succeed to this office.
- B.** Should any of the other elected officers of the SGA become vacant, the members of the SGA Body shall elect a successor from the SGA Body by 2/3-majority vote by written ballot of the entire SGA Body. Any Executive Officer elected to the SGA Body must meet to the eligibility requirements detailed in these bylaws and those of the New York City College of Technology and the City University of New York and the Board of Trustees.
- C.** Should any of the Senator positions remain vacant after the election, the SGA Body shall elect students into these positions by a 2/3-majority vote of the entire SGA Body. Students elected to these positions must adhere to the eligibility requirements detailed in these by-laws and those of the Board of Trustees.

ARTICLE IX

Committees of the Student Government Association:

The following committees of the Student Government Association must be established for the purpose of conducting its affairs: Budget Committee, Events Committee and Judicial Committee.

The following committees of the Student Government Association may be established for the purpose of conducting its affairs: Appeals Committee, Award and Chartering Committee, Constitution Committee, Graduation Committee and such other Ad-hoc Committees as the Executive Board may determine.

Section: 1

Budget Committee:

Budget Committee must be established before ANY allocation of funds.

A. Composition:

1. Treasurer (Chairperson)
2. Vice President
3. Social Director
4. Three Senators

B. Responsibilities:

1. To be established within the first two weeks of the term.
2. The Budget Committee shall meet **at least once a month**.
3. The Budget Committee shall develop a budget for the academic year reflecting the entire student body. The budget shall reflect the interests of the Student Government Association, the student body and certified clubs. They shall establish deadlines and dates of submission of budget requests.
4. The Budget Committee chairperson (the Treasurer) will schedule open hearings for the entire student body. Forty-eight (48) hours notice must be given to the student body for a town hall and/or public hearing type meeting.
5. The Budget Committee will prepare a final budget and submit it to the Executive Board of the SGA in which a majority signatory vote is required for approval.
6. If any SGA Body member, student or certified club requests a change in the approved SGA Budget, the request must be submitted to the Budget Committee who will deliberate and make recommendations to the Executive Board members for final approval of the SGA. The College Association Board (CAB) must approve any changes to a budget in excess of 10%.
7. Requests for additional funds by any student or certified club must be submitted to the SGA Budget Committee at least 10 days prior to SGA Body meeting for the request to be addressed.
8. Any funds made through the use of student activity fees by the Student Government must be expended through a budget made by the Executive Board and presented to the appropriate board as mandated by the Board of Trustees bylaws.
9. The Budget Committee shall have the ability to investigate all expenditures of money by any club and carry out any necessary protocol.

Section: 2

Events Committee:

The Events committee **MUST** be established within the two weeks of the term.

A. Composition:

1. Social Director (Chairperson)
2. Part-Time Evening Representative
3. Three Elected Senators.

B. Responsibilities:

1. Should be created within the first two weeks of classes.
2. Committee shall meet **at least once a month** to plan upcoming events

Section: 3

Judicial Committee:

The SGA Judicial Committee will convene when appropriate. Its composition may vary according to the specific situation. The Committee will be comprised of:

A. Composition:

1. Chief Justice (Chairperson)
2. The Director of Student Life
3. Three elected Senators

B. Responsibilities:

1. The SGA Judicial Committee may convene for any of the following reasons:
 - a. Alleged violation of College or CUNY bylaws and SGA rules and regulations, by a club, executive member or member of the College.
2. The SGA Judicial Committee shall review and make recommendations to the Executive Board, and to the Director of Student Life regarding the resolution of situations brought before the Committee.
3. If the Chief Justice is named in an alleged violation brought to the Judicial Committee, the Director of Student Life or designee will preside as Chairperson.
4. In the event that any member of the Committee is alleged to have violated any New York City College of Technology rule or policy or City University of New York Bylaws, said member shall be removed from the Committee until the matters are resolved.

Section: 4

Appeals Committee:

The Appeals Committee will convene only when a situation arises that requires it to function.

The Committee will be comprised of:

A. Composition:

1. The Vice President of Enrollment and Student Affairs or Designee, the Part-Time/Evening Representative.
2. Three elected Senators

B. Responsibilities:

1. Each member shall have one vote.

2. The Appeals Committee shall review and make recommendations regarding the appeal of a resolution made by the Judicial Committee.
3. When a student or student group makes an appeal, the Committee will review it.
4. In the event a member of the SGA Body is named in violation brought to the Appeals Committee, the Director of Student Life Activities or designee will preside as Chairperson.

Section: 5

Awards Committee:

- A. Composition**
 1. Vice President (Chairperson)
 2. Treasurer
 3. Four members of the SGA Body.
- B. Responsibilities**
 1. This committee shall establish policies and procedures for recipients of the various awards authorized by the SGA now and in the future.
 2. This committee will be responsible for conducting a formal recognition ceremony for newly elected SGA members.

ARTICLE X

University Student Senate – USS:

- A.** The President shall serve as a Delegate along with any elected SGA member, after receiving a 2/3-majority signature vote from the SGA body.
- B.** Two alternates shall be elected by the majority of SGA body.

ARTICLE XI

Amendments to the Constitution:

- A.** Any student may propose an amendment to the SGA Constitution. The proposed amendment, with 200 student signatures, must be presented in writing to any officer of the Executive Board.
- B.** Amendments to the Constitution must receive a 2/6-majority vote from the SGA Body.
- C.** The entire student body must vote on all proposed amendments approved by the SGA Body. The Student Body must be notified at least one week prior to voting.
- D.** An amendment becomes part of the Constitution the term after it has received a 2/6-majority vote of all students voting.

ARTICLE XII

This Constitution will go into effect upon acceptance by the majority of the student body voting.