



Student Government Association

New York City College of Technology Student Government Association Constitution

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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

Definitions

AEB- The Auxiliary Enterprise Board (AEB) is an Administrative Department responsible for providing various financial and administrative services to the Auxiliary Enterprise Board Corporation and other related entities such as Our Children's Center, the College Association, and the College itself. It is governed by the nonprofit Auxiliary Enterprise Board of New York City College of Technology, Inc. (Corporation) and ensures compliance with City University of New York (CUNY) Office of Budget and Finance The CUNY Auxiliary Enterprise Corporation Guidelines and the Bylaws of the Auxiliary Enterprise Board of New York City College of Technology, Inc. in regards to financial services and third party service contracts.

CAB-The College Association Board is a 13 member committee responsible for the supervision and review of Citytech student activity fee supported budgets. The 13 members include four (4) administrators, three (3) faculty members and six (6) student members. Budgets from student activity fee supported groups are reviewed for conformance with the 11 expenditure categories included in Article XVI of the Board of Trustees Bylaws which are:

- Extracurricular educational programs
- Cultural and social activities
- Recreational and athletic programs
- Student Government
- Publications and other media
- Assistance to registered student organizations
- Community service programs
- Enhancement of the college and university environment
- Transportation, administration and insurance related to the implementation of these activities
- Student services to supplement or add to those provided by the university
- Stipends to student leaders

ARTICLE IV

Section 1 - SGA Body

A. SGA Body

The SGA shall have an SGA Body composed of the Executive Board and Senators.

B. Executive Board

The Executive Board of SGA shall consist of the following members:

- I. The President
- II. The Executive Vice President
- III. The Vice President of Finance
- IV. The Executive Secretary
- V. The Vice President of Student Organizations
- VI. The Vice President of Activities and Events
- VII. The Vice President of External Affairs
- VIII. The Speaker of the Senate (ex-officio voting member)

C. Senators

The Senators consist of (15) individual SGA members that are elected by the students or the SGA body. They shall represent the diverse groups of students throughout the college. This includes the (3) schools within New York City College of Technology,

students with disabilities, and part-time and evening students. There will be 1 Senator of Accessibility, 1 senator for Part-Time students and 1 senator for Evening students. The following are the maximum amounts and titles of each Senator position.

- I. Senator of Technology & Design (4)
- II. Senator of Professional Studies (4)
- III. Senator of Arts & Sciences (4)
- IV. Senator of Accessibilities (1)
- V. Senator of Part-Time (1)
- VI. Senator of Evening Students (1)

Section 2 - Requirements & Qualifications

- A. All nominees for SGA must have a cumulative G.P.A. of at least a 2.5 (including incoming transfer students who are currently taking at least 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. All qualifications for student governance positions should be referenced by CUNY Bylaws

Section 3 - Nomination & Election of SGA Body

A. Nomination and Election of Executive Board Members:

- i. A candidate may not hold, seek or maintain more than one elected position. All candidates seeking nomination as an Executive Officer must submit a petition signed by at least 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).
- ii. Should an eligible candidate for an Executive office run unopposed; the election is valid for that office.
- iii. Should there be no candidates, 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.
- iv. Should there be no candidate to fill the vacant senator position, the position will remain open until a senator is available to fill the position.
- v. Elected officers will serve a term beginning July 1st, and ending June 30th, of the following academic year.
- vi. In the case of failure to elect an Executive Member internally, the Executive Board can vote to appoint an Interim Executive Member with two-thirds ($\frac{2}{3}$) majority after two rounds of voting.

B. Nomination and Election of Senators:

- i. 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 the nominee.
- ii. Senators may serve for more than (1) term (two semesters) providing he/she has at least two (2) semesters left before graduation.
- iii. If there are insufficient numbers of candidates to fill each senate position, the SGA Body may elect representatives by a majority vote.

Section 4 - Terms of Office

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.

Section 5 - Vacancies

- A. Should the presidency of the SGA become vacant, the Executive Vice President shall succeed to this office.
- B. Should any of the other Executive Board Positions of the SGA become vacant, the members shall elect a successor from the SGA Body by two-thirds majority vote. Any Executive Member elected to the SGA Body must meet the eligibility requirements detailed in this constitution, those of the New York City College of Technology, and the City University of New York By-laws.
- C. Should any of the Senator positions remain vacant after the election, the SGA Body shall elect students into these positions by a two-thirds ($\frac{2}{3}$) majority vote. Students elected to these positions must adhere to the eligibility requirements detailed in this constitution and those of the By-laws.

ARTICLE V

Powers & Duties of SGA (Executive Board & Senators)

I. Powers and Duties of the President:

- A. The President shall be the Chief Executive Officer (also referred to as CEO) of SGA (see ARTICLE III) and preside at all meetings of the SGA Body.
- B. The CEO leads and manages SGA. With the SGA Body they will set the goals, the mission, the targets, and delegates to the SGA body said tasks.

- 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 for all committees of SGA (see ARTICLE VIII).
- E. The President shall be a voting member of the College Association Board (also referred to as CAB) and the Auxiliary Enterprise Board (also referred to as AEB).
- F. The President shall meet with the Speaker of the Senate once a week.
- G. The President or designee shall meet with the Manager of Student Life or designee each week.
- H. 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, Vice President for Administration and Finance, 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 at least twice a semester.
- I. The President shall serve as signatory for the club related check requests in the absence of the VP of Finance.
- J. The President shall meet with the SGA Advisor once a week to update them on
- K. The President shall complete 12 office hours per week.

II. Powers and Duties of the Executive Vice President:

- A. The Executive Vice President shall be the Chief Operating Officer (also referred to as COO) of SGA (see ARTICLE III) and preside at all meetings of the SGA body in the absence of the President.
- B. The COO oversees the functions and general operations of SGA.
- C. The Executive Vice President shall be the ombudsperson, and mediator of the Student Government Association
- D. The Executive Vice President shall serve as chairperson of the Judicial Committee (see ARTICLE VIII, Section 4).
- E. The Executive Vice President shall be a voting member of the Budget Committee (see ARTICLE VIII, Section 1).
- F. The Executive Vice President shall be a voting member of the College Association Board (also referred to as CAB).
- G. The Executive Vice President shall administer mid-semester and end of the semester assessments of the SGA Body's personal satisfaction and performance.
- H. The Executive Vice President shall assume the powers and duties of the President in their absence.
- I. The Executive Vice President shall be a voting member of the SGA Body when not presiding over the meeting. The Executive Vice President shall have no vote when presiding in the absence of the President.

- J. The Executive Vice 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, Vice President for Administration and Finance, 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 at least once a semester.
- K. The Executive Vice President may serve as signatory for the club related check requests in the absence of the President and VP of Finance.
- L. The Executive Vice President shall complete 12 office hours per week.

III. Powers and Duties of the VP of Finance:

- A. The VP of Finance shall be the Chief Financial Officer (also referred to as CFO) of SGA (see ARTICLE III) and must possess basic knowledge of accounting and budgeting procedures in order to execute their duties.
- B. The CFO has the responsibility of managing SGA finances, including SGA financial planning, management of financial risks, maintaining records of SGA expenditures, current balance of the Student Activity Fee supported budget, and financial reporting. This shall be all within the guidelines of the College Association Board.
- C. The VP of Finance shall serve as the chairperson of the Budget Committee (see ARTICLE VIII, Section 1).
- D. The VP of Finance shall be a voting member of the Clubs Committee.
- E. The VP of Finance shall be a non-voting member of the Events Committee.
- F. The VP of Finance shall be a voting member of the College Association Board (also referred to as CAB).
- G. The VP of Finance shall create a fiscal report of expenditures and balances upon the first general* meetings of August and February of the SGA Calendar Year in conjunction with the Budget Committee. If for any reason the VP of Finance is unable to submit a fiscal report during these meetings, the VP of Finance shall email the SGA body at least one week prior to the meeting. A hard copy shall be submitted to the Executive Secretary and emailed to the SGA body.*
- H. The VP of Finance shall notify certified organizations that are eligible to receive allocations at least two weeks in advance of any Budget Committee meeting for review.
- I. The VP of Finance shall have a Budget Committee meeting at least once per month.
- J. The VP of Finance shall serve as signatory for the club-related check requests.
- K. The VP of Finance shall meet with the business manager and or their designee at least once a semester.
- L. The VP of Finance shall complete 12 office hours per week.

- M. There shall be prepared monthly financial reports that include any allocations of funds or financial documents. For the reports to be approved, the following procedure must be completed in this order:
1. The Budget Committee (with quorum) reviews and votes for approval.
 2. The President and Executive Vice President must get the report via e-mail no less than 48 hours after the committee meeting for review.
 3. After review, the VP of Finance shall e-mail a copy of the report to the SGA body for final review and approval within the general meeting.
 4. If the SGA body (with quorum) approves the report via majority vote, then the report is official.
 5. In the case of a majority vote for no approval within the Budget Committee or SGA body of a monthly report, funds, or financial documents, see ARTICLE VIII, Section 1.

IV. Powers and Duties of the Executive Secretary:

- A. The Executive Secretary shall possess basic knowledge of administrative procedures in order to properly execute their duties.
- B. The Executive Secretary shall keep accurate minutes of all meetings of the SGA Body and submit them for approval at the next meeting.
- C. The Executive Secretary shall be responsible for collecting reports from all of the members at the monthly meetings of the SGA.
- D. The Executive 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.
- E. The secretary shall be responsible for maintaining the inventory of SGA which includes, but is not limited to office supplies, promotional items, and SGA gear.
- F. The Executive Secretary shall be responsible for all correspondence of the SGA.
- G. Within 10 business days of the SGA meeting, a copy of the minutes from each SGA meeting must also be submitted to the SGA Body, Library, Vice President of Enrollment and Student Affairs, and the Manager of Student Life and Development.
- H. The Executive Secretary shall maintain an SGA Archive consisting of all minutes, correspondence, publications and officers' records of the SGA.
- I. The Executive Secretary shall be available to serve on at least one committee.
- J. The Executive Secretary shall complete 12 office hours per week.

V. Powers and Duties of the Vice President of External Affairs:

- A. The Vice President of External Affairs shall be responsible for engaging New York City College of Technology SGA with the outside community.
- B. The Vice President of External Affairs shall meet monthly with the External Council/Government Relations liaison.

- C. The Vice President of External Affairs, shall be responsible for building relationships between the local elected officials, community organizations and the SGA.
- D. The Vice President of External Affairs shall serve as the chairperson of the External Relations Council (or E.R.C). See ARTICLE VIII, Section 4.
- E. The Vice President of External Affairs shall be a member of the Events Committee.
- F. The Vice President of External Affairs shall complete 10 office hours per week.

VI. Powers and Duties of the Vice President of Student Organizations

- A. The Vice President of Student Organizations is responsible for outreach and communications between clubs and other student organizations on campus.
- B. The Vice President of Student Organizations is responsible for attending meetings with the Vice President of Enrollment and Student Affairs, along with the Student Government President unless otherwise stated by the SGA President.
- C. The Vice President of Student Organizations should meet monthly with the Manager of Student Life to express any club related concerns.
- D. The Vice President of Student Organizations must give monthly reports about club activities and events happening around campus, and is responsible for communicating SGA events to clubs, and ensuring their support in SGA related events.
- E. The Vice President of Student Organizations shall be the chairperson for the Committee on Clubs.
- F. The Vice President of Student Organizations shall be a member of the Events Committee.
- G. The Vice President of Student Organizations shall complete 10 office hours per week.

VII. Powers and Duties of the Vice President of Activities and Events

- A. The Vice President of Activities and Events shall canvass the student body to determine the interests and needs of the students and report findings to the SGA Body throughout the semester.
- B. The Vice President of Activities and Events 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 Vice President of Activities and Events shall preside over the SGA Events Committee.
- D. The Vice President of Activities and Events 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 the City University of New York, pertaining to SGA sponsored social events.

- E. The Vice President of Activities and Events shall submit a calendar and budget to the Budget Committee no later than thirty (30) days prior to the date of the SGA budget submission to the College Association Board.
- F. The Vice President of Activities and Events shall coordinate logistics and publicity of SGA functions through the office of Student Life and Development.
- G. The Vice President of Activities and Events shall meet with the Events Committee at least once per month.
- H. The Vice President of Activities and Events shall complete 10 office hours per week.

VIII. Powers and Duties of the Speaker of the Senate

- A. The Speaker of the Senate is not directly elected by the students, but is a Senator that is elected from and by the senate to speak on behalf of the Senators.
- B. The Speaker shall be elected by the senators in the first Senate meeting before the beginning of the Fall semester.
- C. The Speaker of the Senate shall serve in the Executive Board, and is responsible for voicing the concerns of the Senators to the Executive Board.
- D. The Speaker of the Senate is an ex-officio voting member of the Executive Committee.
- E. The Speaker of the Senate must serve on the Committee on Finance, and be the Chair of the Committee on Volunteers.

IX. Powers and Duties of Senators:

- A. The School Senators shall attend all SGA Body meetings.
- B. The School Senators shall meet once a month to uphold responsibility for canvassing the needs, interests and concerns within their represented schools.
- C. The School Senator shall be available to serve on at least one committee.
- D. The School Senator shall complete 5 office hours per week.

X. Powers and Duties of the Senator for Part-Time Students

- A. The Senators for Part-Time Students shall address the needs of the Part-Time student body.
- B. The Senators for Part-Time Students shall be a member of the Events Committee.
- C. Senators for Part-Time Students shall coordinate and publicize all SGA activities to the Part-Time student body.
- D. Senators for Part-Time Students must be part time students taking less than 12 credits.
- E. Senators for Part-Time Students shall perform outreach to the Part Time student body.
- F. Senators for Part-Time Students shall have 4 office hours per week.

XI. Powers and Duties of the Senator for Evening Students

- A. The Senators for Evening Students shall address the needs of the evening Students body.
- B. The Senators for Evening Students shall be a member of the Events Committee.

- C. Senators for Evening Students shall coordinate and publicize all SGA activities to the evening student body.
- D. Senators for Evening Students shall perform outreach to the Evening Student body.
- E. Senators for Evening Students shall have 5 office hours per week during the evening.

XII. 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 for Student Accessibility to uphold responsibility for canvassing the needs, interests and concerns of the students.
- D. The Senator for Accessibility 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 one committee.
- F. The Senator for Accessibility shall complete 5 office hours per week.

XIII. Powers and Duties of the Parliamentarian

- A. The SGA President may nominate and elect a non-voting member for the position of Parliamentarian with majority SGA Vote.
- B. The Parliamentarian shall assist the President, the Chair of the meeting,* and Chairs of committees in conducting meetings according to the Parliamentary Procedures pursuant to Robert's Rules of Order.
- C. The SGA Parliamentarian shall also serve as the SGA ombudsperson in case of any internal disputes within the organization
- D. The Parliamentarian shall meet the qualifications of an SGA Member.

ARTICLE VI

Responsibilities of the SGA Body

- A. The SGA Body is responsible for assisting all certified clubs at the college.
- B. The SGA Body is responsible for calling and conducting special assemblies of the student body.
- C. The SGA Body will regulate and be responsible for the actions of board members when violations occur.
- D. 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.

- E. The Executive Board, through the Treasurer, will submit the finalized Student Government Association Budget to the College Association Board for approval.
- F. 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.
- G. A calendar of events and meetings shall be established and distributed by the second week of classes each semester.
- H. Minutes of the meeting shall be made public to the student body and distributed by the Secretary.

ARTICLE VII

Meetings of The SGA Body

All meetings of the Student Government Association should be conducted under Robert's Rules of order.

Section 1 - General Meeting

- a. The SGA Body shall meet the third Thursday of each month during club hours.
- b. The General SGA Body shall have the following responsibilities:
 - i. Voting on and approving the club Fall and Spring Budget.
 - ii. Voting on the allocations of any funds after review by the Budget Committee
 - iii. Ensuring SGA is fully represented at General meetings and committee meetings of the College Council.
- c. 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.
- d. 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.
- e. If there are vacancies in the student seats of College Council, the General SGA Body is responsible for ensuring that those seats are filled by members of the Student Government Association.
- f. Any position that is presented as a position of the SGA Body must have received a majority approval of the SGA Body.

- g. The Executive Secretary shall send an agenda and meeting minutes to the Manager of Student Life, the SGA Advisor, and also the VP of Student Affairs 48 hours in advance of the SGA General meeting.
- h. The Executive Secretary shall also communicate the date, time, and location of the SGA meeting with all students currently enrolled in the New York City College of Technology 48 hours in advance of the SGA General meeting.

Section 2 - Special Meeting

- a. A special meeting may be called at the designation of the President or by a signed petition of 50% of the membership of the SGA Body.
- b. Forty-eight (48) hours notice shall be given for the calling of a special meeting of the SGA Body.
- c. The Executive Secretary shall inform via email the Manager of Student Life, the SGA Advisor, and also the VP of Student Affairs 48 hours in advance of the SGA General meeting.
- d. The Executive Secretary shall also communicate the date, time, and location of the SGA meeting with all students currently enrolled in the New York City College of Technology. 48 hours in advance if the SGA General meeting.

Section 3 - Executive Board Meeting

- a. Executive Board Meetings should occur the first Thursday of each month during club hours.
- b. The Executive Board shall have the following responsibilities:
 - i. The Executive Board shall appoint Senators to serve on committees of the Student Government Association.
 - ii. The Executive Board shall vote on the SGA Budget breakdowns before the semesterly CAB meetings.
 - iii. The Executive Board shall vote on the SGA Calendar of events at least 1 month before the start of the new semester.
 - iv. The Executive Board shall be responsible for the creation of Ad-Hoc committees

Section 4 - Senate Meeting

- a. The SGA Senate is the body of senators that shall meet on the second Thursday of every month.
- b. The Senate shall have the following responsibilities:
 - i. Canvassing the student body, throughout the 3 academic schools at the college.
 - ii. Provide reports of College Council meetings to the SGA Body.
 - iii. Tabling to raise awareness about events, and bring suggestions to the executive board.

- iv. Identify ways that SGA can function as a more effective organization.
- c. At the first Senate meeting of the term, a Speaker of the Senate MUST be voted on with $\frac{2}{3}$ (two-thirds) majority vote of the eligible voting senators.
- d. The Speaker of the Senate is responsible for chairing the meetings of the Senate. In the absence of the Speaker of the Senate, the Executive Vice President, or their designee shall be the chair of the Senate.

Section 5 - Committee Meeting (Please refer to ARTICLE VIII.)

- a. All mandatory 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 Executive Secretary, so that it may be distributed to the Clubs on or before the Club Certification Deadline.
- b. Upon the first meeting of the committee, the chair of the committee shall appoint a Vice Chairperson from the members of the committee, who must be confirmed by majority vote of the committee.
- c. Upon the first meeting of the committee, the chair shall also appoint a secretary, who shall submit all minutes, agendas, and attendance of committee meetings to the Executive Secretary no later than 1 week after the committee meeting has occurred.

Section 6 - Executive Session

- a. An Executive Session is conducted within any meetings of the SGA Body. It is where only the SGA Body convenes and discusses any affairs internally.
- b. With the exception of the SGA Advisor, and Manager of Student Life, all guests must not be present during the Executive Session unless permitted to be present by the Chairperson of the meeting.

Section 7 - Agendas

- a. An agenda is a document created for conducting a meeting. It states what needs to be done from the start to end of a meeting. An agenda can be created and used for General, Special, Executive, Senate, or Committee Meetings.
- b. These must be on an agenda: Roll Call, Approval of the Agenda, Approval of the Minutes, Committee Reports, Executive Session, Open Table, Adjournment
- c. For General Meetings and Special Meetings, the agenda may be edited, rearranged and adjusted in an order following the Approval of the Minutes to properly conduct its affairs.
- d. A example of an agenda is as follows:
 - 1. Roll Call

2. Approval of the Agenda
3. Approval of the Minutes
4. Voting/Action items
 - a.
 - b.
5. Committee Reports
 - a. Budget
 - b. Events
 - c. Clubs
 - d.
6. Executive Session
7. Speaker of the Senate Report
8. Executive Vice President's Report
9. President's Report
10. Open Table
11. Adjournment

ARTICLE VIII

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, Committee on Clubs, External Relations Council, and Judicial Committee.

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

Section 1 - The Budget Committee

The Budget committee **MUST** be established at the first Executive Board meeting in July, and before the allocations of any funds.

- A. Composition:
 - a. VP of Finance (Chairperson)
 - b. Executive Vice President
 - c. VP of Student Activities and Events
 - d. VP of Student Organizations
 - e. Speaker of the Senate

- f. Senator
- B. Responsibilities:
- a. The Budget Committee is to be established within the first two weeks of the term.
 - b. The Budget Committee shall meet at least once a month.
 - c. 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. This budget must be submitted to and voted on by the Executive Board before the start of the academic year.
 - d. There shall be prepared monthly financial reports that include any allocations of funds or financial documents. For the reports to be approved, the following procedure must be completed in this order:
 - a. The Budget Committee (with quorum) reviews and votes for approval.
 - b. The President and Executive Vice President must get the report via e-mail no less than 48 hours after the committee meeting for review.
 - c. After review, the VP of Finance shall e-mail a copy of the report to the SGA body for final review and approval within the general meeting.
 - e. 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%.
 - f. Requests for additional funds by any student or certified club must be submitted to the SGA Budget Committee at least 10 days prior to the SGA Body meeting for the request to be addressed.
 - g. 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.
 - h. The Budget Committee shall have the ability to investigate all expenditures of money by any club and carry out any necessary protocol.

Section 2 - The Events Committee

The Events committee MUST be established at the first Executive Board meeting in July.

- A. Composition:
- a. VP of Activities and Events (Chairperson)
 - b. VP of External Relations
 - c. VP of Finance (non-voting)
 - d. Senator of Part Time Students

- e. Senator of Evening Students
 - f. Senator of Accessibilities
- B. Responsibilities:
- a. Before planning any events, The Events Committee must survey the current student body to identify the needs, and wants of their constituents.
 - b. The Events Committee is responsible for planning and coordinating SGA campus-wide events at the New York City College of Technology.
 - c. The Events Committee must submit a proposed calendar of events at least one week before the start of semester to the Executive Board. Upon ($\frac{2}{3}$) majority vote of the executive board, the calendar of events should then be forwarded to Student Life and Development, and distributed to the student body.
 - d. The Events Committee should meet with the Senators of each school respectively to plan at least one (1) school-wide event that caters to their academic schools.
 - e. The Events Committee shall submit all budget requests to The Budget Committee for review.
 - f. The Events Committee shall meet at least once a month to plan upcoming events.

Section 3 - The Committee on Clubs

The Committee on Clubs MUST be established at the first Executive Board meeting in July.

- A. Composition:
- a. VP of Student Organizations (Chairperson)
 - b. VP of Finance
 - c. Senator of Part Time Students
 - d. Speaker of the Senate
 - e. One Additional Senator
- B. Responsibilities:
- a. The Committee on Clubs shall be responsible for assisting clubs, hearing concerns, visiting clubs during the appropriate hours (i.e, club hours or other times) while working in conjunction with Student Life.
 - b. The Committee on Clubs shall participate in Club Council.
 - c. The Committee on Clubs shall assist The Budget Committee on any club budget requests.
 - d. The Committee on Clubs shall maintain records of all club activities.
 - e. The Committee on Clubs shall meet at least once a month.

Section 4 - The External Relations Council

The External Relations Council MUST be established at the first Executive Board meeting in July.

A. Composition:

- a. Vice President of External Relations (Chairperson)
- b. VP of Student Activities and Events
- c. Two Additional Senators

B. Responsibilities:

- a. The External Relations Council is responsible for engaging the student body with outside academic, non-profit, and political organizations.
- b. The External Relations Council is responsible for engaging the student body with other CUNY campuses.
- c. The External Relations Council in conjunction with the SGA Body shall Table at least once a week on campus to inform students of upcoming events, actions, or demonstrations across CUNY.
- d. The External Relations Council shall coordinate and act as a liaison with the University Student Senate (USS), New York Public Interest Research Group (NYPIRG), CUNY Rising Alliance and other outside organizations.
- e. The External Relations Council shall be responsible for outreach to City and State Elected Officials and other outside organizations

The Judicial Committee

The Judicial committee MUST be established at the first Executive Board meeting in July.

A. Composition:

- a. Executive Vice President (Chairperson)
- b. Two Additional Senators

B. Responsibilities:

- a. The SGA Judicial Committee may convene for any of the following reasons:
 - i. Alleged violation of College or CUNY bylaws and SGA rules and regulations, by a club, executive member or member of the College.
 - ii. The SGA Judicial Committee shall review and make recommendations to the Executive Board regarding the resolution of situations brought before the Committee. (Please see ARTICLE IX.)
- b. If the Executive Vice President is named in an alleged violation brought to the Judicial Committee, the Vice President of External Relations will preside as Chairperson.
- c. 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.

The following committees may convene/ be created if necessary:

The Appeals Committee

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

A. Composition:

- a. Speaker of the Senate (Chairperson)
- b. Vice President of Student Affairs or designee
- c. SGA President

B. Responsibilities:

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

The Volunteer Committee

The Volunteer committee may be established if the SGA Executive Board votes to convene one.

A. Composition:

- a. Vice President of External Affairs (Chairperson)
- b. Vice President of Activities and Events
- c. Vice President of Student Organizations
- d. And two additional senators

B. Responsibilities:

- a. The Volunteer Committee in the beginning of the semester should primarily focus on building a database of student volunteers, and cultivating future SGA leaders.
- b. This database should be used to support CUNY-wide actions, local events, and to aid in raising awareness about SGA.
- c. The Volunteer Committee shall assist the External Relations Council and the Events Committee on any school-wide events and CUNY-wide actions.

Ad-Hoc Committees

Ad-Hoc Committees may be created by majority vote in the Executive Board.

ARTICLE IX

Impeachment/Removal

Def: Impeachment is defined as “a charge of misconduct against the holder of a public office.” In this case for SGA, it shall be defined as a member of the SGA body being accused and charged with misconduct while being in their position.

Section 1: Impeachment Procedures

- a. The inquiry of impeachment may be brought forth by a member of the SGA Executive Board at the regularly scheduled Executive meeting. Upon majority vote of the SGA Executive Board, the impeachment should be immediately referred to the Judicial Committee for investigation within 1 week of the initial executive meeting. A written notice must be sent to the entire SGA body from the Chair of the judicial committee to inform the Body of the commencement of these proceedings as soon as they receive written confirmation from the President that the Executive Board has elected to impeach a member.
- b. Proceedings of the investigation shall occur as follows:
 - i. A closed door meeting of the Judicial Committee at least 1 week after impeachment.
 - ii. A closed door hearing chaired by the Chair of the Judicial Committee.
 - iii. A closed door deliberation meeting of the Judicial Committee at least 1 week before the general meeting.
- c. After the investigation is complete, if there is sufficient evidence on the matter(s) discussed, this shall lead to a motion for removal of the SGA Member. This will be placed on the agenda for the next meeting of the General SGA Body.
- d. At the following general meeting, the Judicial Committee shall present a comprehensive report from the investigation and recommend whether charges shall be brought and shall specify the charges it recommends that the SGA considered. The SGA body must then vote by majority (with quorum) on whether to commence impeachment proceedings on the particular SGA member in question.
- e. If the Judicial Committee continues the investigation for longer than (1) week, please refer to ARTICLE VIII, Section 3 for guidelines.
- f. **Note that impeachment does not necessarily mean removal of a member. It is an inquiry of the member and if impeached, can lead to penalties that may not state their removal.*

Section 2: Grounds for Impeachment

- a. A member of the SGA body may be impeached for the following reasons, but are not limited to the following:
 - i. Three (3) unexcused absences from officially scheduled meetings.
 - ii. Failure to maintain office hours.
 - iii. Failure to adhere to any duties of the position.

- iv. A petition for removal from office signed by 200 registered students. Said petition must be presented to the Judicial Committee for resolution.
- v. Repeated and ongoing failure to perform promised obligations or repeated and ongoing deliberate neglect of responsibilities.
- vi. Intentional behavior that is harmful to the goodwill and productivity of SGA.

Section 3: Hearing

- a. The hearing shall be conducted in a closed-door meeting where only the SGA body can convene.
- b. The only aspect of the hearing that should be made public are the results in the general meeting.

Section 4: Resolution

- c. In order for the member to be convicted, two-thirds ($\frac{2}{3}$) of the voting SGA body has to be in favor of said charge(s). The vote shall be conducted by written ballot for the charge(s). In the matter where the SGA body's votes for the charge(s) are less than the two-thirds ($\frac{2}{3}$) majority, then the member shall be considered acquitted. Quorum has to be established before this can commence.

Section 5: Penalties

- a. If an SGA member is convicted, they can be subject to:
 - i. Suspension of office duties for the month including reduction of stipend. (See SGA Bylaws for more information)
 - ii. Suspension of stipend for the semester. (See SGA Bylaws for more information)
 - iii. Immediate removal from Student Government Association. They will have a one (1) week notice to remove any of their belongings from the office if stored.

ARTICLE X

University Student Senate

The University Student Senate is the “Duly elected representative body of the student leadership of the City University of New York, that was created in order to preserve the accessibility, affordability and excellence of higher education within the City of New York and to protect the rights of the student body and to inform when their rights are threatened, to further the cause of public higher education and to promote the general welfare of its student constituents and the University.”

- A. The President shall serve as a delegate of the University Student Senate along with any elected SGA member, after receiving a majority vote from the SGA body.

- B. In the case the President cannot fulfill their duty to be a delegate, an elected member from the SGA body can take their place after a majority vote.
- C. Two alternates shall be elected by the majority of the SGA body.

SGA should make every effort to be as involved in the University Student Senate as possible to allow for the students of New York City College of Technology to continue to have a voice in CUNY-wide conversations.

ARTICLE XI

Amendments to the Constitution

- A. Any student or Executive member may propose an amendment to the SGA Constitution.
- B. The proposed amendment, with 200 student signatures, must be presented in writing to any officer of the Executive Board.
- C. Amendments to the Constitution must receive a $\frac{2}{3}$ -majority vote from the SGA Body.
- D. 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.
- E. An amendment becomes part of the Constitution the term after it has received a $\frac{2}{3}$ -majority vote of all students voting.