

**KINGSBOROUGH COMMUNITY COLLEGE  
STUDENT GOVERNMENT ASSOCIATION  
UPDATED 3/19/2018**

## **Article I – Name and Affiliation**

### **Section I - Name**

The name of the organization shall be “Kingsborough Community College Student Government Association,” also referred to as “Student Government Association,” “Student Government,” “KCC SGA,” or “SGA.”

### **Section II – Affiliation**

KCC SGA shall serve as an entity of Kingsborough Community College (“KCC,” “the college”) and the City University of New York (“CUNY”), and shall abide by all policies, procedures, rules, and regulations enacted by each, as they pertain to Student Government and student leadership roles.

## **Article II – Purpose**

The KCC Student Government Association shall exist to:

- Function within the provisions of the KCC Governance Plan and the CUNY Board of Trustees bylaws to represent the interests and concerns of the Kingsborough Community College (“KCC,” “the college”) student body.
- Develop and nurture reciprocal channels of interest and communication between KCC students, faculty, staff, and administration regarding campus affairs and programs.
- Serve as a forum for the discussion of matters pertaining to the welfare of students at the college.
- Secure meaningful participation in KCC and City University of New York (CUNY) governance.
- Increase public knowledge of the status, achievements, and goals of the college and its students, faculty, and staff.
- Foster student participation in pursuit of the mission of the college.
- Charter student clubs and organizations.
- Conduct events and activities in support of its mission and that of the college.
- Work with the KCC Association to allocate Student Activity Fee funds each year.

## **Article III – Membership**

### **Section I - Constituents**

Any currently enrolled, matriculated student of Kingsborough Community College shall be considered a constituent of the KCC SGA, and shall enjoy rights to participate in open meetings and in all campus-wide elections or referenda held under the provisions of this constitution. Hereafter, the collective group of all constituents shall be referred to as the “student body.”

### **Section II – General Body**

Except for annual elections and campus-wide referenda, the General Body of KCC SGA shall be empowered to take positions and actions on behalf of all constituents. The General Body shall include the officers and senators of KCC SGA, as defined in this constitution.

### **Section III – Eligibility**

In compliance with CUNY Board of Trustees Student Leadership Guidelines, the following eligibility requirements apply to all members of the KCC SGA General Body:

- 1) Students must be matriculated in a degree or credit-bearing certificate program at the college.
  - a) Full-time undergraduate students must carry a minimum of twelve (12) credit hours.
  - b) Part-time undergraduate students must carry a minimum of six (6) credit hours.
- 2) Undergraduate students must have a minimum cumulative GPA of 2.0 and be in good academic and judicial standing with the college and the university in order to participate.

- a) To be eligible to serve as KCC SGA President, a student must maintain a minimum 2.5 cumulative GPA, and be in good academic and judicial standing with the college and the university.
  - b) Each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester, but in no event less than three (3) credits.
  - c) Transfer students shall be eligible as long as they meet the minimum GPA requirement for the position.
  - d) First-semester, non-transfer students shall not be eligible to serve as members of KCC SGA.
  - e) The Vice President of Student Affairs (or designee) shall be the arbiter of judicial standing and shall have the authority to define "good judicial standing," provided the same is applied to all students.
    - i) Should a student disagree with this decision, they may follow the judicial appeals process, as outlined in the KCC Student Handbook.
- 3) Students may not serve as officers of student government, as members of members of the KCC Association or Auxiliary, or as members of the KCC College Council for more than a total of three terms, to include no more than two terms in the same executive office.
- a) Students may serve in multiple roles within the same academic year, as allowed by the governing documents of all interested organizations.
    - i) For the purposes of this policy, a term shall be considered any part of, up to and including a full term year, as defined in Article X Section V below.
      - (1) Students serving in multiple roles within a single academic year shall be considered to have exhausted a single term of eligibility as it pertains to the cumulative three-term limit.
      - (2) Students serving in multiple roles within a single academic year shall be considered to have exhausted a term of eligibility for EACH position served as it pertains to the two-term position limit.

## **Article IV – Organization**

KCC SGA shall be composed of the following entities, including any standing or ad-hoc committees or sub-committees thereof:

### **Section I – Cabinet**

The Cabinet shall be defined as the group consisting of the Executive Officers as outlined in Article V. The Cabinet shall be charged with representing the KCC SGA constituents and positions, and with maintaining the overall operation of the KCC SGA.

### **Section II – Senate**

The Senate shall be defined as the body composed solely of the duly elected senators of the KCC SGA as outlined in Article VI. The Senate shall be empowered to confirm position appointments and to elect representatives to fill designated positions on campus boards and committees.

### **Section III – General Body**

The General Body shall be defined as the combination of the Cabinet and Senate as outlined in Article VII. The General Body shall serve as the sole policy-making arm of KCC SGA, and be empowered with authority to make binding decisions on behalf of KCC SGA.

### **Section IV – Advisor(s)**

- 1) Student Government must always have at least one faculty or staff advisor, but may utilize multiple advisors if deemed necessary by majority vote of the Cabinet or General Body.
  - a) At least one advisor must be a member of the Office of Student Life full-time, professional staff and will be selected by the KCC VP for Student Affairs (or designee) in consultation with the Executive Officers.
- 2) Serve as ex-officio advisor to the Cabinet, Senate, and General Body, and as liaison between the SGA and other campus and university offices.
  - a) Advise the SGA on matters of campus policy and procedure, including the campus official(s) or department(s) responsible and the SGA's role in each.
  - b) Provide the SGA with feedback and context related to governance issues and assist the SGA in creating a platform for official positions without undue influence over the SGA Legislative Agenda.
- 3) Attend all official organization meetings and events.

## **Article V – Cabinet**

The Cabinet shall consist of the following seven (7) Executive Officers: President, Vice President for Legislative Affairs (VPLA), Vice President for Academic Affairs (VPAA), Vice President for Student Affairs (VPSA), Vice President for Finance and Administration (VPFA), Vice President for Public Relations (VPPR), and Chair of the Campus Activities Board (CAB Chair), and the ex-officio SGA Advisor(s).

### **Section I – Duties of the Cabinet**

The Cabinet shall serve as the executive body for KCC SGA and shall be empowered to:

- 1) Create the formal agenda for all General Body meetings.
- 2) Manage all organizational operations of the Student Government Association.
- 3) Maintain all SGA resources including records, supplies, and facilities.
- 4) Meet weekly during the fall and spring semester, and at least once during each of the winter and summer modules.
  - a) Cabinet meetings should take place at least two (2) business days before upcoming General Body meetings to allow time for publication of the General Body meeting agenda.
- 5) Represent the official position(s) of KCC SGA in matters pertaining to college policy and governance.
- 6) Plan the annual SGA Summer Training Retreat and Winter Meeting.
- 7) Ensure KCC SGA adherence to relevant policies and procedures, including the provisions outlined in the KCC SGA governing documents, KCC policies and governance plan, and CUNY-wide policies and bylaws.

### **Section II – Duties of Cabinet Members**

All Executive Officers shall be charged with upholding the KCC SGA Constitution, representing the best interests of their constituents, and representing KCC SGA at campus events where such presence is requested or deemed necessary. The duties of the individual officers shall be as follows:

#### **1) All Cabinet Members**

- a) Maintain a minimum of six (6) published, open office hours per week during the Fall and Spring semesters.
  - i) Each officer's open hour schedule shall be published in all SGA offices no later than the second Friday of each semester.
  - ii) During open hours, officers are expected to be present in their designated office and available to address student concerns.
  - iii) Officers may use time during open hours to work on other tasks or assignments, however priority must be given to students seeking assistance.
  - iv) No more than three officers may hold official open hours at the same time, except in the case of makeup hours, as defined below.
  - v) Time spent in official SGA meetings (General Body, Cabinet, or committee) shall not count toward open hours.
  - vi) Open hours for the CAB Chair shall be held in the CAB office, and time spent in official CAB meetings shall not count toward the CAB Chair's open hour expectation.
  - vii) Each officer may miss up to eight (8) scheduled open hours per semester without penalty.
    - (1) After missing more than eight (8) open hours, makeup hours must be scheduled to occur within two (2) weeks.
    - (2) Makeup hours must be posted at least twenty-four (24) hours before they occur.
    - (3) Failure to reschedule missed hours in excess of the eight allowed within the two-week window shall be considered valid grounds for impeachment.
- b) Attend Cabinet and General Body meetings each week.
  - i) Cabinet members shall be allowed one unexcused absence from Cabinet meetings AND one unexcused absence from General Body meetings each semester. A second unexcused absence from either shall be considered valid grounds for impeachment.
  - ii) Cabinet members shall be allowed two excused absences from Cabinet meetings AND two excused absences from General Body meetings each semester. A third excused absence from either shall be considered valid grounds for impeachment.
  - iii) Absences may be excused at the President's discretion, provided permission is requested in writing at least twenty-four (24) hours in advance.

(1) In personal emergency situations, the President may retroactively excuse an absence, provided the absent officer makes contact as soon as reasonably possible.

2) **President**

- a) Serve as chief executive officer for the group.
- b) Prepare, in collaboration with the Cabinet, the agenda for KCC SGA General Body meetings.
- c) Prepare the agenda for Cabinet meetings.
- d) Coordinate the activity of the Cabinet.
- e) Report on Cabinet meetings and activity at each General Body meeting.
- f) Chair all meetings of the Cabinet and General Body.
- g) Meet regularly with the KCC President (or designee) and the Speaker of the Senate.
- h) Report to the SGA on matters of campus and university concern and policy changes.
- i) Serve as a standing member of the College Council, KCC Association, and KCC Auxiliary.
- j) Appoint SGA committees and committee chairs as necessary.

3) **Vice President for Legislative Affairs (VPLA)**

- a) Coordinate all aspects of the KCC SGA legislative agenda and lobbying efforts.
- b) Meet regularly with the KCC Director of Government Relations (or designee).
- c) Represent KCC SGA to public officials.
- d) Report to the SGA on matters of local, state, and federal legislation and their impact on the campus community.
- e) Serve as a standing member of the College Council.
- f) Serve as chair of Cabinet and General Body meetings in the absence of the President.

4) **Vice President for Academic Affairs (VPAA)**

- a) Address concerns and issues related to the in-class/instructional experience on campus.
- b) Meet regularly with the KCC Vice President for Academic Affairs & Provost (or designee).
- c) Coordinate SGA efforts related to curriculum, instruction, and the academic calendar.
- d) Serve as a standing member of the College Council and KCC Auxiliary.

5) **Vice President for Student Affairs (VPSA)**

- a) Address concerns and issues related to student services and the out-of-class experience on campus.
- b) Meet regularly with the KCC Vice President for Student Affairs (or designee).
- c) Serve as chair of Student Activities Committee.
- d) Serve as the primary liaison between student organizations and Student Government.
- e) Serve as a standing member of the College Council and KCC Association.

6) **Vice President for Finance and Administration (VPFA)**

- a) Address concerns and issues related to campus finance, administration, and public safety.
- b) Meet regularly with the KCC Vice President for Finance and Administration.
- c) Maintain SGA budget and financial records, and report on SGA finances at each General Body meeting.
- d) Serve as a standing member of the College Council, KCC Association, and KCC Auxiliary.

7) **Vice President for Public Relations and Communication (VPPR)**

- a) Maintain all non-financial records including membership rosters, attendance records, event information, and meeting minutes and agendas.
- b) Meet regularly with the KCC Chief of Staff
- c) Check the group mailbox in the Office of Student Life on a regular basis.
- d) Coordinate communication with members and potential members including posting of General Body meeting agendas.
- e) Take notes and prepare meeting minutes for Cabinet and General Body meetings, to be presented for approval at the next official meeting of the respective entity.
- f) Serve as a standing member of the College Council.

8) **CAB Chair**

- a) Responsible for oversight of Campus Activities Board and event planning/funding assistance to registered student organizations.
- b) Meet regularly with KCC Director of Student Life.
- c) Coordinate the efforts and priorities of Student Government with those of the Campus Activities Board.
- d) Serve as a standing member of the College Council and the Student Activities Committee.
- e) Follow the provisions outlined for the CAB Chair in both the Student Government Association and Campus Activities Board/Summer Council Constitutions.

## **Article VI – Senate**

The Senate shall consist of twelve (12) duly elected Senators, from which one member shall be elected to serve as Speaker of the Senate and one to serve as secretary, and the ex-officio SGA Advisor(s).

### **Section I – Duties of the Senate**

The Senate shall work in conjunction with, but not be subject to, the Cabinet and shall be empowered to:

- 1) Elect and confirm members of official campus Councils, Boards, and committees.
- 2) Elect, from within its ranks, a Speaker and a Secretary to perform the duties outlined below.
- 3) Represent the interests of the KCC general student body in KCC SGA affairs.
  - a) In support of this duty, the Senate must make efforts to acquire valid feedback from the student body and shall be empowered to host events designed for such purpose.
- 4) Draft proposals and resolutions for the consideration of the General Body.
- 5) Investigate and recommend action related to student concerns on campus.
- 6) Ensure KCC SGA adherence to relevant policies and procedures, including the provisions outlined in the KCC SGA governing documents, KCC policies and governance plan, and CUNY wide policies and bylaws.

### **Section II – Duties of Senators**

All Senators shall be charged with upholding the KCC SGA Constitution, representing the best interests of their constituents, and representing KCC SGA at campus events where such presence is requested or deemed necessary. The duties of the individual Senators shall be as follows:

- 1) **All Senators**
  - a) Maintain a minimum of three (3) published, open office hours per week during the Fall and Spring semesters.
    - i) The Speaker of the Senate shall maintain a minimum of five (5) open office hours per week.
    - ii) Each Senator's open hour schedule shall be published in all SGA offices no later than the second Friday of each semester.
    - iii) During open hours, Senators are expected to be present in their designated location and available to address student concerns.
    - iv) Senators may use time during open hours to work on other tasks or assignments, however priority must be given to students seeking assistance.
    - v) No more than three Senators may hold official open hours at the same time, except in the case of makeup hours, as defined below.
    - vi) Time spent in official SGA meetings (General Body, Senate, or committee) shall not count toward open hours.
    - vii) Each Senator may miss up to six (6) scheduled open hours per semester without penalty.
      - (1) After missing more than six (6) open hours, makeup hours must be scheduled to occur within two (2) weeks.
      - (2) Makeup hours must be posted at least twenty-hour (24) hours before they occur.
      - (3) Failure to reschedule missed hours in excess of the six allowed within the two-week window shall be considered valid grounds for impeachment.
  - b) Attend Senate and General Body meetings each week.
    - i) Senators shall be allowed one unexcused absence from Senate meetings AND one unexcused absence from General Body meetings each semester. A second unexcused absence from either shall be considered valid grounds for impeachment.
    - ii) Senators shall be allowed two excused absences from Senate meetings AND two excused absences from General Body meetings each semester. A third excused absence from either shall be considered valid grounds for impeachment.
    - iii) Absences may be excused at the Speaker of the Senate's discretion, provided permission is requested in writing at least twenty-four (24) hours in advance.
      - (1) In personal emergency situations, the Speaker may retroactively excuse an absence, provided the absent officer makes contact as soon as reasonably possible.
  - c) Sit on SGA, KCC, and CUNY boards, councils, or committees requiring student participation, as appointed or elected by the President, Cabinet, or Senate per the pertinent governing documents.
  - d) Serve as SGA liaison to the Chair, faculty, and students of one or more academic departments.

## 2) **Speaker of the Senate**

- a) The Senate shall elect, from within its ranks, one member to serve as Speaker who shall be charged with the following:
  - i) Serve as head of the Senate.
  - ii) Chair all official Senate meetings.
  - iii) Meet regularly with the KCC SGA President.
  - iv) Maintain at least five (5) open office hours per week, in accordance with the guidelines applying to office hours set forth for all Senators.
  - v) Provide the Cabinet with agenda items for inclusion on upcoming General Body meeting agendas per the recommendations of the Senate.
  - vi) Provide a full report during all General Body meetings regarding the most recent Senate meeting.
  - vii) Attend Cabinet meetings, when requested, to present requested agenda items and a report on Senate activity.
  - viii) Designate senators as liaisons for each academic department.
    - (1) Each senator, inclusive of the Speaker, shall be assigned to at least one department.
    - (2) Senators do not need to fall under the designated department(s) in order to serve as liaison.
- b) The Speaker shall be elected by majority vote at the first regular meeting of the Senate and shall serve a term beginning upon election and extending through the day of graduation.
- c) The Speaker shall serve at the will of the Senate and may be removed from this position by a two-thirds (2/3) vote of the Senate.
  - i) Removal as Speaker shall not be construed to imply removal from any other SGA positions.

## 3) **Secretary**

- a) The Senate shall elect, one member to serve as Secretary who shall be charged with the following:
  - i) Record meeting minutes and activity for all Senate meetings.
  - ii) Assist the Speaker of the Senate in preparing a report of Senate activity for General Body meetings.
  - iii) Coordinate official communications between Senators.
- b) The Secretary shall be elected by majority vote at the first regular meeting of the Senate and shall serve a term beginning upon election and extending through the day of graduation.
- c) The Secretary shall serve at the will of the Senate and may be removed from this position by a two-thirds (2/3) vote of the Senate.
  - i) Removal as Secretary shall not be construed to imply removal from any other SGA positions.

## **Article VII – General Body**

The General Body shall consist of the seven (7) Executive Officers of the Cabinet, the twelve (12) Senators, and the ex-officio SGA Advisor(s). One student, who may not be the President, shall be elected by majority consensus to serve as Parliamentarian for the General Body.

### ***Section I – Duties of the General Body***

The General Body shall serve as the official decision-making body for the SGA and shall be empowered to:

- 1) Provide a forum, open to all students, for discussion of issues relevant to the student body.
- 2) Decide and take appropriate action related to items of interest to the SGA or its constituents, including all items brought forth by committee or included on the meeting agenda.
- 3) Pass resolutions and take positions on behalf of all constituents.
- 4) Authorize all expenditures of the Student Government.
- 5) Represent the interests of the student body in campus, local, state, and national affairs.
- 6) Delegate all or select parts of its authority to the SGA Cabinet, Senate, members, or committees.
  - a) The General Body may choose to designate up to ten-percent (10%) of the total budget of the Student Government Association to each of the Cabinet and the Senate for use at each entity's discretion, without General Body approval, provided all such expenditures comply with KCC and KCC Association purchasing regulations and are supported by majority vote of the respective entity.
- 7) Form committees open to the general student body to investigate and recommend action related to student concerns.
- 8) Ensure KCC SGA adherence to relevant policies and procedures, including the provisions outlined in the KCC SGA governing documents, KCC policies and governance plan, and CUNY wide policies and bylaws.

- 9) Hold or delegate the authority to perform necessary actions to support the mission of KCC SGA which are not expressly granted to another KCC SGA entity, provided those actions remain in compliance with KCC SGA, KCC, and CUNY policies and do not infringe on the express authority of any other KCC- or CUNY-affiliated entity.

### **Section II – Duties of General Body Members**

To remain in good standing, all General Body members must remain in compliance with the provisions outlined in Articles V and VI with regards to their respective position. Removal from a member's respective position in the Cabinet or Senate shall also constitute removal from the General Body.

#### **1) Parliamentarian**

- a) The Parliamentarian shall serve as the authority on parliamentary procedure during the General Body meetings.
- b) The Parliamentarian shall be elected by the General Body and shall serve a term beginning upon election and extending through the day of graduation.
- c) The Parliamentarian shall serve at the will of the General Body and may be removed from this position by a two-thirds (2/3) vote of the General Body.
  - i) Removal as Parliamentarian shall not be construed to imply removal from any other SGA positions.

## **Article VIII – Committees**

### **Section I – Student Activities Committee**

- 1) There shall exist a standing Student Activities Committee which shall be empowered to:
  - a) Approve or deny charters for new, proposed student organizations.
  - b) Revoke, suspend, or otherwise limit charters for existing student organizations.
  - c) Call meetings with student organization representatives as deemed necessary.
  - d) Create and oversee procedures by which any student may propose a new student organization on campus.
  - e) Recommend reasonable policies and procedures governing the operations and continuation of student organizations on campus.
- 2) The Student Activities Committee shall consist of six (6) students, and the SGA Advisor (*ex-officio*), selected as follows:
  - a) The SGA Vice President for Student Affairs, serving as chair.
  - b) The CAB Chair.
  - c) Four (4) other members elected by the Senate.
    - i) At least two (2) must be current Senate members.
    - ii) The remaining two (2) members may come from the General Body, or from members of the student body serving as officers in at least one student organization on campus.
- 3) The committee shall establish a weekly meeting time and location.
  - a) The weekly meeting may be cancelled if no agenda items are received by the committee chair twenty-four (24) hours before the scheduled meeting.
- 4) The decisions of this committee shall not require General Body approval.
  - a) A committee decision may be overturned by a two-thirds (2/3) vote of the General Body.

### **Section II – Ethics Committee**

- 1) There shall exist a standing Ethics Committee which shall be empowered to:
  - a) Investigate alleged violations of the SGA governing documents.
  - b) Pursue one of the following options as a result of the investigation:
    - i) Presentation of formal impeachment charges against the accused, subject to the procedures outlined in Article XI of this document.
    - ii) Dismissal of all charges.
    - iii) Further investigation of charges before a decision can be offered.
  - c) Formally present charges of impeachment, if necessary, to members of the SGA under investigation.
- 2) The Ethics Committee shall consist of five (5) students, and the SGA Advisor (*ex-officio*) selected as follows:
  - a) The SGA Vice President for Legislative Affairs, serving as chair with full voting rights.

- b) Four (4) other members elected by the Senate.
  - i) At least two (2) must be current Senate members.
  - ii) The remaining two (2) members may be selected from among the members of the General Body.
- 3) The committee shall meet only as needed.
  - a) Upon receipt of alleged violations, the chair shall schedule a meeting to occur within seven (7) calendar days.
  - b) Following the initial meeting regarding the violation(s) in question, the committee shall meet at least once every seven (7) days until a final decision is conferred.
- 4) Decisions of the committee shall require a sixty percent (60%) majority to be considered official.
- 5) Following the investigation, the committee shall present the accused with a written report of investigation findings, including presentation of formal impeachment charges, if any.
  - a) This presentation shall occur before the final report of the committee to the General Body.
- 6) Following the investigation, the committee shall present the accuser with a summary of the committee's decision regarding whether to pursue disciplinary action.'
  - a) This presentation shall occur before the final report of the committee to the General Body.
- 7) The chair shall report to the General Body only that the committee is meeting to review alleged violations.
  - a) This report shall not include the names of the accused or the accuser(s), the nature of the charges, or any details regarding the investigation.
  - b) If an investigation results in dismissal of charges, the report shall state that the committee investigated an accusation, but found no grounds for disciplinary action.
  - c) If an investigation results in impeachment charges, formal presentation of said charges shall serve as the committee's report.
- 8) The decisions of this committee shall not require general body approval, except as provided for in the prescribed impeachment process.

### **Section III – Ad Hoc Committees**

In accordance with the powers and duties of the respective bodies, the SGA shall appoint committees as needed to address areas of concern or which require greater attention.

- 1) Ad hoc committees shall, at the time of their creation, be provided with a charge that must address the purpose or goal of the committee, the authority of the committee to make binding decisions, the composition of the committee, provisions for selection or appointment of a committee chair (to include the voting rights of the chair), expectations for the frequency and length of committee meetings, and the anticipated duration of the committee. These provisions are at the discretion of the person or entity charging the committee, but must meet the following minimum requirements:
  - a) At least three (3) members, inclusive of the committee chair.
    - i) At least one (1) member from the Senate.
    - ii) At least one (1) seat available to a member of the Cabinet.
    - iii) For committees with authority to make binding decisions, membership shall also include at least one advisor.
  - b) Committee chairs shall report to the General Body on committee activity and recommendations at each General Body meeting following the charge of the committee.
- 2) There shall be no limit to the number of ad hoc committees allowed.
- 3) The powers and duties of ad hoc committees shall not infringe upon those of other SGA or KCC officers or entities, unless such authority is expressly granted by the entity in question.

### **Section IV – College Council**

College Council is the official shared-governance body of KCC, including representatives for student, faculty, and staff constituencies.

- 1) Each year, KCC SGA shall elect student representatives to College Council in a time, manner, and number in compliance with the College Council Constitution.
- 2) College Council representatives shall be responsible for attending College Council meetings on behalf of the student body, reporting to the SGA General Body on College Council activity, and adhering to any provisions set forth in the College Council Constitution.
- 3) Each student member of the Cabinet shall be a standing member of the College Council.
- 4) The remaining seats on College Council shall be filled as follows:

- a) Eight (8) shall be filled by the elected Senators receiving the highest number of votes for Senator positions during the Annual Election.
- b) The remaining seats shall be open to all students, and shall be filled by those students receiving the highest number of votes for College Council during the Annual Election.
  - i) Candidates for other Cabinet or Senate positions on the ballot shall also be eligible as candidates for College Council, but must declare separately.
  - ii) Should a student win a Cabinet or Senate seat that already includes a position on College Council, they shall be removed from consideration on the College Council ballot.
- 5) For vacant College Council positions outside of the Annual Election process, the Senate shall elect a replacement from among the constituency (Senate or student body) for which there is a vacancy, except that:
  - a) Vacancies in the Cabinet positions shall be filled by the person taking over in said position.

### **Section V – University Student Senate**

University Student Senate (“USS”) is the official voice of the student body in matters of university-wide governance.

- 1) Each year, KCC SGA shall elect a number of USS Delegates and Alternates in compliance with the USS governing documents.
  - a) Unless otherwise necessary, USS Delegates and Alternates shall be elected during the SGA Summer Training Retreat.
- 2) USS Delegates shall be responsible for attending the regular USS meetings, providing a report on USS activity to the General Body each week, working with the General Body to collect feedback from the campus regarding matters of USS concern, and adhering to any provisions set forth in the USS governing documents.
- 3) USS Alternates shall be responsible for filling the duties of the USS Delegate(s), in the event that the Delegate is unable to attend.
- 4) Each member of the General Body, except the chair, shall cast a ballot with a number of votes equal to the number of delegate positions available.
  - a) When multiple votes must be cast on a ballot, each vote must be for a different candidate.
- 5) Delegate positions shall be filled in order by those candidates receiving the highest number of votes. Alternate positions shall be filled in order by those candidates receiving the next highest number of votes.

### **Section VI – Association and Auxiliary Boards**

The KCC Association and Auxiliary Boards are independent boards which serve to monitor and allocate funds from dedicated revenue sources.

- 1) Each year, KCC SGA shall provide a number of student members to each board in compliance with the board’s respective governing documents.
- 2) Board members shall be responsible for attending board and board committee meetings as representatives of the student body, reporting on board activity to the General Body, and complying with all provisions set forth in the respective board’s governing documents.
- 3) The President and VPFA shall be standing members of both boards.
  - a) The VPAA shall be a standing member of the Auxiliary Board.
  - b) The VPSA shall be a standing member of the Association Board.
- 4) Remaining positions on each Board shall be filled by appointment of the President, with confirmation by the Senate.

### **Section VII – Campus Committees**

Campus Committees are those committees formed on campus, not through SGA, College Council, or the Association or Auxiliary, requesting or requiring student representation.

- 1) KCC SGA shall provide a number of students as requested by the committee.
- 2) Committee members shall be responsible for attending committee meetings, representing student interests in matters of committee concern, and providing a report to the General Body on committee activity.
- 3) Committee positions shall be filled by appointment of the President, with confirmation by the Senate.

## **Article IX – Meetings**

### **Section I – General Provisions**

- 1) An official meeting shall be defined as any gathering of a named group of SGA members at which quorum, as defined within this Article, is met and at which business may be conducted.
- 2) An unofficial meeting shall be defined as any gathering of a named or un-named group of SGA members at which quorum is not met, and no business may be conducted.

### **Section II – Cabinet Meetings**

- 1) Cabinet meetings shall occur weekly, at least two business days prior to the upcoming General Body meeting.
  - a) The meeting day, time, and location shall be determined by the Cabinet during the preceding summer/winter module and shall remain in effect each week throughout the semester.
    - i) Changes to the regular day, time, or location must be provided to the Cabinet members in writing.
    - ii) Changes to the day or time must be provided at least 24 before the regular meeting time, or before the start of the rescheduled meeting, whichever occurs first.
  - b) A special meeting of the Cabinet may be called by the President if needed.
    - i) The President shall call a special meeting of the Cabinet upon written request from at least three (3) members of the Cabinet.
    - ii) Notice of special meetings must be given at least 24 hours in advance of the meeting start time.
- 2) Quorum for Cabinet meetings shall be defined as no fewer than sixty-percent (60%) of all current Cabinet members and at least one advisor.
- 3) The primary functions of Cabinet meetings shall be to allow Executive Officers a forum to share reports and to create an agenda for the upcoming General Body meeting.
- 4) Cabinet meetings shall be considered closed, except for Cabinet members and invited guests.
- 5) A report on Cabinet meeting decisions and activity must be presented at each General Body meeting.
- 6) The official minutes for past Cabinet meetings must be made available to any constituent in a timely manner upon request.
- 7) The standard order of operations for a Cabinet meeting shall include, in the following order:
  - a) Roll Call
  - b) Approval of the Agenda
  - c) Approval of the Minutes
  - d) Officer Reports
  - e) Committee Reports
  - f) Special Agenda Items
  - g) Old Business
  - h) New Business
  - i) General Body Agenda
  - j) Announcements
  - k) Adjournment

### **Section II – Senate Meetings**

- 1) Senate meetings shall occur weekly.
  - a) The meeting day, time, and location shall be determined by the Senate during the preceding summer/winter module and shall remain in effect each week throughout the semester.
    - i) When possible the Senate meeting should occur at least twenty-four (24) hours before the weekly Cabinet meeting, in order to present requested General Body agenda items to the Cabinet.
    - ii) Changes to the regular day, time, or location must be provided to Senate members in writing.
    - iii) Changes to the day or time must be provided at least 24 before the regular meeting time, or before the start of the rescheduled meeting, whichever occurs first.
  - b) A special meeting of the Senate may be called by the Speaker if needed.
    - i) The Speaker shall call a special meeting of the Senate upon written request from at least five (5) members of the Senate.
    - ii) Notice of special meetings must be given at least 24 hours in advance of the meeting start time.
  - c) A regular Senate meeting may be cancelled if there are no relevant agenda items presented to the Speaker within twenty-four (24) hours of the meeting start time.

- 2) Quorum for Senate meetings shall be defined as no fewer than sixty-percent (60%) of all current Senators, inclusive of the Speaker, and at least one advisor.
- 3) The primary functions of Senate meetings shall be to allow Senators a forum to discuss feedback from the student body, to debate positions on upcoming issues, and to perform duties related to electing or confirming student members of councils, boards, or committees.
- 4) Senate meetings shall be considered closed, except for Senate members and invited guests, to include any individuals being considered for council, board, or committee appointment at the meeting.
- 5) A report on Senate meeting decisions and activity must be presented at each General Body meeting.
- 6) The standard order of operations for a Senate meeting shall include, in the following order:
  - a) Roll Call
  - b) Approval of Agenda
  - c) Approval of Minutes
  - d) Committee Reports
  - e) Special Agenda Items
  - f) Old Business
  - g) New Business
  - h) Announcements
  - i) Adjournment

### **Section III – General Body Meetings**

- 1) General Body meetings shall occur weekly.
  - a) The meeting day, time, and location shall be determined by the General Body during the summer training retreat and shall remain in effect each week throughout the academic year.
    - i) The General Body meeting shall be scheduled at a time assumed to be reasonably accessible to the student body.
    - ii) The General Body meeting shall not be rescheduled, but may be cancelled by the Cabinet with just cause provided notice is given to all members at least twenty-four (24) hours before the designated start time.
  - b) The complete agenda for General Body meetings shall be made publicly available to the student body no later than twenty-four (24) hours before the start of the meeting.
  - c) A special meeting of the General Body may be called by the President if needed.
    - i) The President shall call a special meeting of the General Body upon written request from at least fifty percent (50%) of the General Body.
      - (1) Petition to call a special meeting must include a proposed agenda for the meeting.
    - ii) Notice of special meetings must be given at least 24 hours in advance of the meeting start time.
      - (1) The agenda for the special meeting must be posted with the initial notice of the meeting.
- 2) Quorum for General Body meetings shall be defined as no fewer than sixty-percent (60%) of all current Executive Officers, AND sixty-percent (60%) of all current Senators, inclusive of the Speaker, AND at least one advisor.
- 3) The primary functions of General Body meetings shall be to provide an open forum for feedback from the student body and to provide a transparent method by which SGA shall take official positions and recommend actions on behalf of all students.
- 4) All General Body meetings shall be considered open and subject to any applicable KCC, CUNY, or legal regulations pertaining to open meetings.
  - a) The General Body may choose to enter closed session for specific agenda items upon approval of a three-fourths (3/4) majority vote of all members present at any official meeting.
    - i) Following the conclusion of approved closed-session agenda items, notice shall be provided and the open meeting shall resume.
- 5) Following approval at the next official meeting, minutes for all General Body meetings shall be kept in a repository, maintained by the VPPR, and copies made accessible to the student body, campus officials, or other interested parties upon request.
- 6) The standard order of operations for a General Body meeting shall include, in the following order:
  - a) Roll Call
  - b) Public Announcements
  - c) Approval of Agenda
  - d) Approval of Minutes

- e) Officer Reports
- f) USS Delegate Report
- g) Committee Reports
- h) Special Agenda Items
- i) Old Business
- j) New Business
- k) Open Forum
- l) Announcements
- m) Adjournment

#### **Section IV – Committee Meetings**

- 1) Committee meetings shall occur at a frequency as stated when the committee is charged.
  - a) Committee meeting days and times shall be determined by the committee chair.
  - b) Committee meetings may be cancelled or rescheduled by the committee chair, provided written notice is given to all members.
- 2) Quorum for committee meetings shall be defined as no fewer than fifty percent (50%) of voting committee members.
  - a) For committees with authority to make binding decisions, quorum shall also include at least one advisor.
- 3) The primary functions of committee meetings shall be to provide in-depth attention to matters of concern to KCC SGA and to recommend action to the General Body for approval. When so charged, committees may make binding decisions on behalf of the general body.
- 4) All committee meetings shall be considered closed, except for committee members and invited guests, except that meetings of committees charged with authority to make binding decisions shall be considered open to all constituents and interested parties who wish to attend.
- 5) A report of committee activity shall be made at each General Body meeting, including and recommendations for action.
- 6) An agenda for each committee meeting shall be set by the committee chair and presented to committee members at or before the start of said meeting.

#### **Section V – Summer Training Retreat and Winter Meeting**

- 1) Each year, there shall be an SGA Summer Training Retreat and Winter Meeting, organized by the Cabinet in conjunction with the Office of Student Life.
  - a) The Summer Training Retreat shall be held prior to the start of the fall semester each year.
  - b) The Winter Meeting shall be held after the end of the fall semester, but before the start of the spring semester each year.
  - c) These events shall be considered official meetings of the Cabinet, Senate, and General Body.
- 2) The main purposes of these meetings shall be to provide training to members of the SGA, to determine a tentative plan of action for the coming semester and year, and to ensure adequate representation on all relevant councils, boards, and committees prior to the start of the upcoming semester.

#### **Section VI – Voting**

- 1) The preferred method of voting for all meetings shall be by voice or hand-raise vote, except that:
  - a) For approval of agendas and minutes, unanimous consent shall be the preferred method.
  - b) For contested elections, written ballot shall be the preferred method.
- 2) Unless otherwise specified, a simple majority of those present at a business meeting shall constitute a successful vote.
  - a) A vote of abstention shall be used to establish quorum, but shall be counted as neither in favor nor against for the purposes of determining the majority.
  - b) A two-thirds (2/3) majority shall be required in order to block or repeal binding actions previously taken by the Cabinet, Senate, General Body, Executive Officers or committees with such power.

## **Article X – Elections**

### **Section I – Annual Elections**

- 1) Per CUNY bylaws, annual Student Government elections shall be conducted during the spring semester, following the guidelines and procedures set forth by the KCC Student Elections Review Committee (SERC).
- 2) SERC shall have all authority over annual election procedures and shall handle any issues or concerns surrounding the election process.
- 3) Appeals of SERC decisions may be made to the KCC President, in accordance with SERC guidelines.

### **Section II – Special Elections**

In the event of a vacancy outside of annual elections, a special election shall be held to fill the vacant position(s). All special elections shall follow the procedures outlined below, pending the approval of SERC.

- 1) Vacancies shall be posted in a manner available to all constituents for no less than five (5) business days prior to any nomination or eligibility deadline.
- 2) Nominations may be submitted in writing until the published deadline.
  - a) Nominations may also be made from the floor by any member of the General Body any time before the start of voting.
- 3) Voting shall take place at the General Body meeting following close of nominations.
  - a) Voting shall be open to all current members of the General Body, except for the chair.
    - i) If the position of CAB Chair is up for vote, the pool of eligible voters shall be expanded to include up to 3 current CAB officers.
  - b) The method of voting for vacant positions shall be by written ballot.
    - i) Voting for positions shall occur in the following order:
      - (1) President
      - (2) VPLA
      - (3) VPAA
      - (4) VPSA
      - (5) VPFA
      - (6) VPPR
      - (7) CAB Chair
      - (8) Senators
    - ii) The terms for newly elected members, inclusive of voting rights, shall begin as outlined in Section V below.
    - iii) Candidates shall be eligible to run for any number of positions. However, upon winning a position, a candidate shall forfeit any positions previously held or won.
  - c) All candidates shall be given equal opportunity to campaign and to address the General Body prior to voting.
    - i) In no case shall an eligible candidate be denied the opportunity to address the General Body.
  - d) A winner shall be declared upon acquiring a simple majority among those voting.
    - i) In the event of a tie, the parties involved shall be given an additional opportunity to address the General Body prior to a run-off vote.
    - ii) A second vote shall take place, considering only those candidates involved in the tie.
    - iii) In the event of a tie during the run-off vote, the chair shall cast the deciding ballot.
    - iv) If multiple Senator positions are up for election, each voting member shall cast a number of votes equal to the number of positions open for election. The winners shall be those candidates receiving the highest total number of votes.
- 4) Candidates do not need to be present during voting in order to be eligible.
  - a) If a candidate will not be present during elections, they may submit a written statement to be read aloud to the General Body in lieu of addressing the General Body in person.
- 5) If a candidate is currently a voting member of the General Body, they shall forfeit the right to vote in any elections during which they are a candidate.
- 6) Members may choose to abstain from voting for any number of positions, if desired.
- 7) Uncontested positions shall not be subject to voting.

### **Section III – Internal Elections**

The following shall apply only to positions for which the pool of eligible candidates is expressly limited to voting members of the SGA.

- 1) Announcement of the open position(s) shall be provided to all eligible members no later than seven (7) days before the meeting at which voting is scheduled to take place.
- 2) Nominations shall be taken from the floor during the elections meeting.
  - a) Candidates shall be eligible to self-nominate for any position eligible for internal election.
- 3) The method of voting for open positions shall be by written ballot.
- 4) All candidates shall be given equal opportunity to address the voting body prior to voting.
- 5) A winner shall be declared upon acquiring a simple majority among those voting.
  - a) In the event of a tie, the parties involved shall be given an additional opportunity to address the voting body prior to a run-off vote.
  - b) A second vote shall take place, considering only those candidates involved in the tie.
  - c) In the event of a tie during the run-off vote, the chair shall cast the deciding ballot.
  - d) If multiple positions of the same type are up for election, each voting member shall cast a number of votes equal to the number of positions open for election. The winners shall be those candidates receiving the highest total number of votes.
- 6) Candidates do not need to be present during voting in order to be eligible.
  - a) If a candidate will not be present during elections, they may submit a written statement to be read aloud to the voting body in lieu of addressing the body in person.
- 7) Candidates shall be eligible to vote in internal elections for which they are a candidate.
- 8) Members may choose to abstain from voting for any number of positions, if desired.
  - a) If a member is voting in an election for which they are a candidate, they must cast the maximum number of votes, or abstain entirely, but may not cast a ballot with fewer than the maximum number of votes for the election in question.

### **Section IV – Appointments and Confirmations**

The following shall apply to all official positions on campus councils, boards, or committees which are filled via Presidential appointment, regardless of the pool of eligible candidates. These provisions shall apply only to those SGA committees which are charged with the authority to make binding decisions.

- 1) Appointed positions shall be considered open to any member of the student body currently in good academic and judicial standing, unless otherwise specified.
- 2) All positions shall be advertised so as to be reasonably accessible to all potential candidates.
  - a) Posting shall include any position title(s), duties, deadlines for consideration and selection, and the method(s) by which students may submit for consideration.
- 3) The officer or body charged with selecting the appointee(s) shall present their selection(s) to the Senate, who shall be given a minimum of five (5) days to consider the appointee before a vote shall take place.
- 4) Appointed positions are considered at-will and may be revoked by the President OR by two-thirds (2/3) vote of the Senate at an official business meeting.

### **Section V – Position Terms**

- 1) The terms of office shall commence on the day following graduation and shall last through the day of graduation the following year.
  - a) If a position is filled via special election, outside of the annual election process, the term shall begin at the end of the meeting during which the candidate was elected and will last through the day of graduation following election.
- 2) Terms for appointed positions shall commence at the close of the relevant meeting which confirms the position, and shall continue through the day of graduation the following year.

## **Article XI – Impeachment**

All members of the SGA shall be subject to removal from office by impeachment for mis-, mal-, or nonfeasance of duty, or for high crimes or misdemeanors against the organization, KCC, or CUNY. The process for impeachment of an officer shall be as follows:

- 1) Charges of impeachment shall be presented at the discretion of the Ethics Committee following an investigation into any accusations.
  - a) Charges shall be presented to the accused in writing and shall include: the reason(s) for impeachment, specific examples of the violation in question, and the date of the impeachment hearing.
    - i) The impeachment hearing shall take place during a closed session of the General Body.
    - ii) The impeachment hearing shall occur no sooner than the regularly scheduled General Body meeting following the meeting at which charges are presented.
- 2) At the impeachment hearing, the chair of the Ethics committee shall present the charges filed and the results of the committee investigation. The accused member shall have a chance to respond to the charges presented.
  - a) Should the accused member be unable to attend, they may submit a detailed, written statement to be read in full to all members in attendance at the impeachment hearing.
- 3) The member shall only be removed from office upon the successful vote of a two-thirds (2/3) majority of the voting members present at the impeachment hearing.
  - a) The accused member shall not be allowed to vote during the impeachment hearing, and shall not be counted in determining quorum.
- 4) Upon the rendering of a successful impeachment vote, the member shall be immediately removed from the position in question and lose all rights and privileges granted therewith.
- 5) In the event that the accused member is the President, the Vice President for Academic Affairs shall serve as chair during the impeachment hearing, and shall relinquish the chair following impeachment proceedings.

## **Article XII – Assets**

- 1) SGA funds may only be allocated upon approval of a majority vote of the General Body at an official meeting. Fund balances shall be maintained by the VPFA, in cooperation with the KCC Association.
- 2) Any items purchased with SGA funds shall be the property of the SGA and shall be maintained in working order, in a secure location accessible by SGA members if necessary.
- 3) In the event of dissolution, any unused funds or remaining physical items shall revert back to the KCC Association, for allocation as deemed appropriate by that body.

## **Article XIII – Amendments**

- 1) Proposed amendments may be submitted by any member of the General Body, or committee, or by petition of ten percent (10%) of the student body.
  - a) Proposed amendments must be submitted to the Cabinet for inclusion on the General Body agenda.
  - b) Proposed amendments must include the language of the amendment, indicate any language changed or removed from the existing document, and indicate a timeline including when the amendment(s) shall take effect.
- 2) The member(s) sponsoring the proposed amendment(s) shall present the amendment(s) to the General Body at their first meeting following submission to the Cabinet.
  - a) During the initial presentation, General Body members may ask questions regarding the proposed amendment(s), but shall not take action regarding said amendments.
  - b) At the General Body meeting following the presentation of proposed amendments, the members shall debate the proposed amendment(s) and may vote to take action if so desired.
- 3) Proposed amendments shall be adopted upon ratification by a two-thirds (2/3) majority of the General Body present and voting at an official meeting.

## **Article XIV – Parliamentary Authority**

- 1) Upon adoption, this document shall become the official charter for the Kingsborough Community College Student Government Association. Any previous governing documents for the KCC SGA or Constituency Councils shall be considered null and void, except that where governing documents for other campus councils, boards, or committees reference KCC SGA or Constituency Councils, only those sections referencing the KCC SGA shall be affected.
- 2) For situations not addressed within this document, parliamentary procedure shall follow the guidelines in the most recent edition of Robert's Rules of Order.
- 3) No part of this document imply or be construed in a manner so as to supersede the governance plan of Kingsborough Community College; the bylaws of the City University of New York Board of Trustees; local, state, or federal educational law; or any policies or procedures mandated by the same.

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