

Student Government Association

Preamble

We, the Students of Atlantic Cape Community College, have the right and responsibility to achieve a system of representative governance. For this purpose we establish The Atlantic Cape Community College Student Government Association. This Association will foster students' rights and responsibilities, and establish channels of communication within the College. The Association will promote the general welfare of students and campus clubs, and cultivate interest in activities.

The Atlantic Cape Community College Student Government Association will have the responsibility to represent the interests of the students under this Constitution.

Article I-Name

Section 1

This organization shall be known as Student Government Association of Atlantic Cape Community College. This organization is subject to the provisions of this constitution and the rules and regulations derived from it.

Article II—Membership

Section 1

The membership of the Student Government Association shall include all full-time, part-time, credit-seeking students who are registered at Atlantic Cape Community College.

Article III - Authority

Section 1

The Student Government Association shall be the primary representative of the students of Atlantic Cape Community College.

Section 2

The Student Government Association shall derive its authority to participate in Atlantic Cape Community College governance from the Board of Trustees of Atlantic Cape Community College.

Article IV - Purpose and Responsibilities

Section 1

The Student Government Association, as the primary representative of the students shall make every effort to meet the needs and concerns of the students and the college community.

Section 2

The Student Government Association shall as a body, and/or through its elected and chosen representative bodies and officers:

- A. Protect student rights and responsibilities.
- B. Make every effort to encourage students' involvement in the development of the College's reputation.
- C. Consult with and report to college administration on matters of concern to the students.
- D. Be aware of College actions concerning the students.
- E. Inform the College community of Student Government Association actions.
- F. Provide procedures for the continuity of the Student Government Association and its governing Body.
- G. Recognize Student clubs by charter.
- H. Disburse funds to these clubs in a timely manner.
- I. Generate activities of interest and benefit to the general student body.
- J. Create a representative governing body whose functions are to promote interest, harmony, and communication among the students, faculty, staff, and administration of Atlantic Cape Community College.

Article V –Executive Board

Section 1

The Executive Board shall consist of the offices of:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Club Coordinator
- F. Program Chair
- G. Two Sophomore Senators
- H. Two Freshman Senators

Section 2A

The Executive Board will meet weekly in order to conduct its business and to plan the agenda of each meeting of the Student Senate. A quorum of three voting members and the President or acting chairperson is required for voting purposes.

Section 2B

In the case of the absence of the President, the following line of succession shall determine who shall chair the SGA Executive Board and Assembly meetings: Vice President, Secretary, and Treasurer. If the preceding officers are all absent, the meeting will be canceled 10 minutes after the scheduled starting time.

Section 2C

Any officer, of the SGA Executive Board who misses 3 consecutive Executive Board meeting or Senate meetings, individually or combined, without prior notice and just cause, will forfeit his/her position upon written notification of the president.

Section 2D

All officers of the Executive Board are voting members of the Board and the Assembly, with the President voting only in the event of a tie.

Section 2E

If a member of the Assembly or Executive Board is alleged to not be performing the duties of his/her office or abusing said office, a formal charge shall be presented to the Student Assembly. At that time impeachment proceedings shall begin in accordance with Article XIII.

Section 2F

Robert's Rule of Order shall be used to conduct the meetings of the Executive Board and Assembly.

Section 3A – The President

The president shall preside over all meetings of the Assembly and Executive Board. He/she shall vote only in the event of a tie vote.

Section 3B

The president shall represent the SGA at official college ceremonies and other occasions where such representation is appropriate.

Section 3C.

The president shall assume primary responsibility for fulfillment of the SGA's purpose and shall carry out all the normal duties to the end, in cooperation with the Assembly and the Executive Board.

Section 3D

The president shall also appoint students to vacant Executive Board positions, unless there is an upcoming election, at which time the vacancy will be filled by election. The President may also appoint students to assist Executive Board members as necessary. All appointments must be confirmed with a two-thirds majority of the Assembly.

Section 3E

The president must supervise the administration of, and all the laws of, the Student Government Association.

Section 3F

The president shall issue each Executive Board Officer and member of the Assembly a copy of the constitution.

Section 3G

The president shall set up a minimum of one hour per week as a regularly scheduled office hour for appointments to see members of the student body.

Section 3H

The president shall have the power to veto any bill or proposal of the Assembly. In case of a veto by the president, the veto may be overridden at the next Assembly meeting, at which time the original proposal may again be presented to the body and passed by two-thirds vote.

Section 4A—Vice-President

In the absence of the President, the Vice President shall carry out the duties of the President and assume all powers and responsibility of the President, together with his/her normal duties, except as otherwise provided.

Section 4B

The Vice-President shall act to fulfill any duties assigned to him or her by the President or the Senate and delegate his or her duties as deemed necessary.

Section 4C

The Vice President shall be the chairperson of the election committee. He\she shall present plans to conduct the election to the Assembly for approval prior to initiation of said plans.

Section 4D

The Vice President shall also act as Sergeant At Arms at all meetings of the Assembly and Executive Board.

Section 4E

The Vice-President shall coordinate the preparation of the SGA Annual Report.

Section 4F

The Vice-President shall set up a minimum of one office hour per week.

Section 5A--The Secretary

The Secretary shall keep accurate minutes of all meetings of the Executive Board and the Student Assembly.

Section 5B

The Secretary shall maintain records of the Assembly and Executive Board membership.

Section 5C

The Secretary shall conduct all correspondence on the behalf of SGA.

Section 5D

The Secretary must submit a copy of all minutes to the Executive Board, Assembly, and Assistant Director of Student Development prior to the next meeting.

Section 6A--Treasurer

The Treasurer will collect and review all club requests for funds.

Section 6B

The Treasurer will bring all reviewed club request forms to the SGA Executive Board and Assembly meetings.

Section 6C

The Treasurer has the power to return an incomplete club request form to the submitting club without notification of the Executive Board. All completed forms must be presented to the whole board. At the same time that completed forms are presented, a list of incomplete forms shall be presented stating their disposition.

Section 6D

The Treasurer shall make a report to the Assembly summarizing the spending of the SGA. This report shall be made at the second Assembly meeting of the month.

Section 7A--Club Coordinator

The Club Coordinator shall be elected to the Assembly by General Election.

Section 7B

The Club Coordinator shall keep a calendar of all club's activities.

Section 7C

The Club Coordinator will visit the clubs' meetings to verify that they are meeting at the scheduled time and place and are conducting business.

Section 7D

The Club Coordinator is responsible for overseeing and reporting to the Executive Board the progress of all Assembly clubs, functions, organizations and committees.

Section 7E

The Club Coordinator will maintain all bulletin boards on campus and make sure they are kept up to date.

Section 7F

The club coordinator, as the mediator between the SGA Board and all active clubs, shall facilitate all required information to clubs such as the Constitution, Bylaws, and forms.

Section 8A - Programming Chairperson and Committee

The Programming Chairperson shall be elected by general election.

Section 8B

The Programming Chairperson shall develop a program agenda for the fall/spring semester, which must be approved by the Executive Board, by the end of the third week of classes.

Section 8C

The Programming Chairperson shall set up various committees as needed to carry out the programming agenda.

Section 8D

The Programming Chairperson, in conjunction with the Programming Committee, is responsible for seeing that the programming agenda is carried out in a timely manner.

Section 8E

The Programming Chairperson shall attend all meetings of the SGA Executive Board and Assembly.

Section 9

The Senators must set up one hour per week as a regularly scheduled office hour for appointments to see members of the Student Body.

Section 10A--Vacancies

In the event that the office of the President of the SGA should become vacant the Vice-President shall succeed him/her.

Section 10B

If the office of the Vice-President should be, or become vacant at the same time as the office of the President, Emergency Elections shall take place as described in Article IX.

Article VI—The Student Assembly**Section 1A**

The chief legislative body of the Student Government Association shall be called the Student Assembly.

Section 1B

The Student Assembly shall consist of the Executive Board of SGA and one delegate from each of the chartered organizations. Each organization shall have an alternate representative. Each organization shall have only one vote. Only one representative from each organization shall have speaking privileges at a senate meeting during the discussion of a motion. Each member of the Executive Board and the Student Assembly shall only represent one position at any Assembly meeting or function.

Section 1C

The Student Assembly shall vote on all requests from student organizations for funds after receiving these requests as recommended by the Executive Board. The request must be passed by a majority vote.

Section 1D

The President's voting power shall be limited to cases where there is a tie.

Section 1E

Any member of the Assembly who misses two consecutive meetings without prior notice will be subject to removal from the Senate according to the procedures under Article IV Section 2C.

Section 2A Amended

Effective spring 2009, all club representatives (each club member is considered a representative of their respective club) and all sports club members must maintain a minimum GPA of 2.0. Any sports club member who drops below a 2.0 will have a probation period of one semester with eligibility of 1.75, at which time; they must bring their GPA back up to a 2.0 for the following semester or forfeit their eligibility to play. Any sports club member who drops below a 2.0 will be allowed to do so only once per sports career at ACCC.

Section 2B

An Assemblyperson may be a full or part time credit-seeking student.

Article VII—Elections

Section 1A

All candidates for elections may run on a party ticket.

Section 1B

Election of all Student Government Officers and Senators shall be by secret ballot.

Section 2A

Election of the Executive Board and Sophomore Senators must be held simultaneously.

Section 2B

Petitions must be signed by thirty students and two faculty members for all elected positions.

Section 2C

Campaigning is to commence the 2nd week before elections and shall continue until elections are held. Elections will take place the week prior to spring break.

Section 2D

Officers will take office on the day after Spring Commencement of the same year.

Section 2E

The new President will begin orientation to his/her office immediately following Commencement Day.

Section 3

The election for the Freshman Senators shall be held no later the first week in October.

Section 4A--Eligibility

Any member of the student body in good standing at the college is eligible to run for SGA office. However, no officer of the SGA may be reelected to the same office, nor may he/she be a candidate for more than one elected position, nor may any student hold two executive offices concurrently.

Section 4B

Any officers appointed in the middle of the term are eligible for election of that position for the following term.

Section 5

A candidate receiving a plurality of votes in any SGA election shall be declared elected.

Section 6

All members of the student body registered for credit courses are eligible to vote in all elections of SGA officers.

Section 7

When more than one candidate for an office receives the same number of votes and these votes are a plurality, the outcome of the election will be determined by a recount and when necessary, a second vote will be taken. The second vote shall be a run off election between the candidates

who received the highest plurality. If another tie results, a majority vote of the Assembly will determine the winner.

Section 8

In all elections, the Vice-President and his/her election committee, and the SGA Advisor, and the Dean of Students shall count the votes. Candidates or representative have the right to observe the counting of the ballots.

Article VIII--Contestable Elections

Section 1

Any candidate may contest an election for the following reasons:

- a. Illegal balloting
- b. Vote-count fraud
- c. Violation of campaign procedural regulations

Section 2

Any candidate contesting an election must submit a signed statement to the Chairperson of the Election Committee within 5 class days following the election requesting an investigation to be made by the Executive Board and the Assistant Director of Student Development. Such a candidate must specify the reason for contesting the election.

Section 3A

The Executive Board and SGA Advisor must investigate the contested election within five class days of receiving the written notification.

Section 4A

After an investigation has been made, the President shall announce the decision of the Executive Board and the SGA Advisor to the Student Assembly. This decision shall be final.

Section 4B

An appeal to the Judicial Review Board is to be made within three class days of the President's announcement of the Executive Board to the Student Assembly with written complaint.

Section 4C

An appeal to the Dean of Students may be made within three class days of the Judicial Review Board's decision.

Section 5

If sufficient cause has been determined a new election shall be held within five class days.

Section 6

If no sufficient cause is determined, the election shall stand.

Article IX--Emergency Elections

Section 1

Emergency elections shall take place in the event that the offices of President and Vice President shall become vacant at the same time.

Section 2

The Emergency Election shall proceed following the normal election guidelines with the following stipulations: The Election shall take place the third week after the Assembly is informed of the vacancies. All who wish to run for office shall have one week from this announcement to hand in their petitions.

Section 3

The Secretary of the SGA shall chair the Emergency Election Committee. The following line of SGA officers will be used in case an officer decides to run in the election or the office is vacant: Treasurer, Club Coordinator, Sophomore Senators, and Freshman Senators.

Section 4

If normal Election proceedings are already under way, then Emergency Elections will be forgone. The President and Vice President Elect shall take office as soon as the election has been certified and all issues of contestability have been finalized.

Article X--Qualifications for Student Government Office

Section 1

All members of the Executive Board must maintain a 2.5 grade point average academically for each semester that they hold office.

Section 2

All candidates for Executive positions shall be elected near the middle of the spring semester, as stated in Article VII, Section 2C.

Section 3

No officer of the Executive Board shall be an officer of a Student Club.

Section 4

The President must have completed twenty-four credit hours and must be a full time student during his/her term.

Section 5

The Vice President must have successfully completed twenty-four credit hours and must be a full time student during his/her term.

Section 6

The Secretary must have completed one semester when he/she takes office, and knowledge of clerical skills is suggested.

Section 7

The Treasurer must have completed one semester hours when he/she takes office, and knowledge of business skills is suggested.

Section 8

The Sophomore Senators must have completed twenty-four credit hours at the time of taking office.

Section 9

The Freshmen Senators must be registered students of ACCC with fewer than 24 credit hours at the time of taking office and must maintain a 2.5 grade point average for their term of office.

Section 10

All elected officers of the Executive Board must attend Leadership Training Seminars.

Section 11

A term of office shall begin the day after Spring Commencement and end the Day of Spring Commencement.

Section 12-

The club coordinator must have completed 24 credit hours and good organizational skills are suggested.

Article XI—Meetings

Section 1

The Student Assembly shall have a regular meeting once a week while classes are in session.

Section 2

The President of the SGA, upon 48 hours notice, may call emergency meetings of the Student Assembly.

Section 3

A quorum of the Assembly (half the total of the Assembly) will be necessary to vote. The Assembly has the power to vote without a quorum under emergency measures when the Student Assembly deems subject matter a threat to the Student Body. The Assistant Director of Student Development should be informed of the emergency.

Section 4

Attendance will be taken at every meeting.

Section 5

Any student who wishes to voice any concerns may do so by presenting to the President prior to the start of the meeting their name and concern, and shall be permitted two minutes of time to state his/her concerns during open floor.

Article XII--SGA Judicial Review Board

Section 1 General

The judicial power of the Student Government Association of Atlantic Cape Community College shall be invested in the Student Judicial Review Board. The Judicial Review Board shall exercise its power in accordance with the Atlantic Cape Community College guide for student rights and responsibilities and within the constitution of the Student Government Association.

Section 2 Definitions

Constitutionality, for the purpose of this Constitution and the Bylaws adopted hereunder, shall be defined as adherence to the college guide to Student Rights and Responsibilities and relevant

provisions of the Student Government Association or recognized organization's Constitution, Bylaws, or Charter consistent with said Guide to Student Rights and Responsibilities.

Section 3 Cases or Controversy Requirement-2A Amended

- A. The Judicial Review Board interprets the Constitution and Bylaws and can be invoked before, during, or after the action or inaction has occurred.
- B. The Judicial Review Board shall not issue advisory opinions on any matter.

Section 4 Jurisdiction

- A. The Judicial Review Board shall have the jurisdiction to finally adjudicate disputes between parties within the Student Government Association regarding constitutionality of any action or inaction by the Student Government Association or any of its respective parts.
- B. The Judicial Review Board shall have the jurisdiction to finally adjudicate all appeals of decisions by the Elections Committee from participants in the Student Government Association elections administered by the Elections Committee.
- C. The Judicial Review Board shall also have the jurisdiction to finally adjudicate cases and controversies not otherwise specifically provided for by this Constitution, provided that the parties involved agree to submit to the jurisdiction of the Judicial Review Board.
- D. The Judicial Review Board shall also have the jurisdiction to adjudicate any and all funding disputes among or between chartered student organizations receiving Student Government Association monies.

Section 5 Membership

- A. The Judicial Review Board shall consist of five students who must be full-time students at the time of appointment and must maintain a minimum GPA of 2.5
- B. Members of the Judicial Review Board shall not be on academic or disciplinary probation or suspension. They shall not be elected or appointed officers of the Student Government Association or any student club.
- C. Members of the Judicial Review Board shall be selected at the earliest convenience as follows:
 - 1. The President of the Student Government Association shall nominate all candidates.
 - 2. Each nominee shall be confirmed by a two-thirds majority of the voting quorum to the Assembly.
 - 3. Students shall continue to serve on the Board until such time as they resign or are removed under this provision, or are no longer eligible under the terms of this

provision. Vacancies shall be filled upon appointment of the President of the Student Government Association.

4. Members of this Board shall be limited to one consecutive term. If a member is appointed in the middle of a term he/she may be reappointed for the following term.
5. Members of the Judicial Review Board may be removed according to the Impeachment Procedures of Article XIII.
6. The Judicial Review Board shall hear cases at any time during the calendar year when Atlantic Cape Community College classes are in session.
7. All members of the Judicial Review Board shall attend all Assembly meetings and shall be subject to the same penalties as an Executive Board Member or Assembly Person with regards to attendance policies as laid out in Article V, Section 2C.

Section 6 Parties Eligible to Bring Claims before the Judicial Review Board

- A. Eligibility to Bring Constitutional Challenges – Only the following individuals shall be entitled to have their constitutional claims heard before the Judicial Review Board:
 1. Members of the Assembly or Executive Board Members challenging the constitutionality of any action or inaction on the part of any Student Government Association Executive Officer(s), a majority of the Assembly, any Assembly member, or committee.
 2. Any enrolled credits seeking student of the Atlantic Cape Community College challenging constitutionality of any action or inaction on the part of any Executive Officer(s), a majority of the Assembly, Committee, who alleges direct injury to his/herself caused by the challenged action or inaction.
- B. Eligibility to Bring Elections Committee Appeals – Only the following individuals shall be entitled to have their Elections Committee appeals heard before the Judicial Review Board:
 1. Individuals who are challenging their elimination or exclusion by the Elections Committee from a Student Government Association election shall be heard.
 2. Individuals who are challenging the formality of the petitions shall be heard.
- C. Eligibility to Bring Funding Decision Appeals – Only the following individuals or groups shall be entitled to have their funding appeals heard before the Judicial Review Board:
 1. Individuals or groups challenging the funding decisions of auxiliary or secondary funding bodies established by the Student Government Association.
 2. Individuals or groups challenging the constitutionality of funding decisions of the Assembly shall be heard.

3. Any member shall initiate any constitutional challenge before the Judicial Review Board.

Section 7 Prohibition on Judicial Initiative of Cases

- A. The Judicial Review Board shall not undertake any investigation of any matter nor conduct any hearings on any matter until the appropriate parties have filed a valid complaint.

Section 8 Judicial Review Board Procedures

- A. The Judicial Review Board shall have the authority under this section to develop Judicial Review Board Bylaws that delineate operating procedures and/ or policies as it may deem necessary by a simple majority vote of its membership. In no case shall these policies or provisions conflict with the Atlantic Cape Community College Guide to Student Rights and Responsibilities or the Charter or Constitution of the Student Government Association.
- B. The Judicial Review Board must meet within 10 class days after a written complaint regarding the constitutionality of legislation and/or action has been submitted. This Committee cannot meet unless a written complaint has been submitted.
- C. The Judicial Review Board shall hear testimony from all parties involved in the complaint. This committee shall make its final deliberations behind closed doors.
- D. The Judicial Review Board shall submit a written statement as to why they made their decision to the SGA President, who shall read it to the Student Assembly at the next meeting.
- E. Any member of the Judicial Review Board who belongs to a club, function, or organization involved in this decision must abstain from voting.
- F. The Judicial Review Board's decision is final; however the ruling can be re-appealed as in Section 8B of this Article.

Section 9 Funding

The Student Government Association shall allocate funds to cover the operational expenses of the Judicial Review Board. Said allocation shall include whatever funds are reasonable and appropriate for the Board to publish at the beginning of each academic year a Judicial Handbook, which shall include, but is not limited to:

- A. The Constitution of the Student Government Association.
- B. The Bylaws of the Student Government Association.
- C. Guidelines for filing complaints within the Constitution, procedures under which complaints are adjudicated before the Judicial Review Board.
- D. Definitions that are required or needed under the Constitution and/or Bylaws.

Article XIII--Impeachment

Section 1A Impeachment Committee

The Impeachment committee shall consist of:

1. The chairperson of the Judicial Review Board
2. One Assembly Person appointed by the President.
3. The SGA Advisor
4. One Club Representative appointed by the Assembly not affiliated with the charges.

Section 2 Duties

The Impeachment Committee shall have the sole power of the impeachment process of elected and appointed officers under the Constitution of the SGA.

Section 3 Voting

A simple majority vote of the Committee is required to send the charge(s) before Assembly.

Section 4A Accused

The accused shall have within 10 class days to submit his/her written defense and the right to answer any charges before the Committee and the Assembly and before a vote is taken.

Section 4B Procedures

1. Upon receipt of a complaint signed by at least five Members of the Assembly or at least one hundred other members of SGA, charging any SGA officer with specific charges of not performing his/her duties or abuse of office, the Committee will convene the impeachment hearing.
2. A verdict shall be reached by secret ballot.
3. If the vote warrants impeachment, the Committee shall report to the Assembly that the accused party is recommended for removal from office.
4. The Assembly, upon receipt of such recommendation, shall at a special meeting, carefully examine all evidence and testimony with the various parties directly involved present.
5. After considering all testimony, the Assembly shall, by secret ballot, reach a decision. A vote of guilty must be reached by at least two-thirds of the entire Assembly members.
6. Punishments shall not exceed that of removal from office of the party convicted.

Article XIV Student Standing Committees:

Section 1A

Student Standing Committees shall assist the Executive Board and the Assembly in discharging its duties to the student body.

Section 1B

The President shall have the power to appoint members to the committees. Where the chairpersons are elected the president shall take into consideration the recommendations of the chairperson for membership.

Section 1C

The Committees shall make regular reports to the SGA on their progress.

Section 2

The Election Committee shall be chaired by the Vice President; the advisor of the SGA shall also be a member of this committee, and as many members needed to fulfill the duties of the committee. Their duties are to oversee the spring general elections of the SGA board and in the fall semester of the freshman senators and any vacant SGA positions.

Section 3

The Programming Committee shall be chaired by the Programming Chairperson with a minimum of 3 members. Their duties are to carry out the program agenda for the fall and spring semesters.

Section 4

The Earth Day committee shall be responsible for the planning and execution of "Earth Day" events in the spring semester. It shall consist of as many members as needed to fulfill the duties of this committee.

Section 5

The SGA Banquet committee shall meet as soon as possible for the planning of the spring Banquet. The committee shall be responsible for the finding of the location, time, and date for this activity.

Section 6

Ad hoc Committees shall be formed as necessary and will meet specific purposes and as soon as the purpose has been fulfilled the committee shall be dispersed.

Article XV--Amendments

Section 1

The executive board must present and make a recommendation on a proposed amendment not later than two weeks after a presentation.

Section 2

Any proposed amendment to the constitution must be passed by a two-thirds vote of the Assembly's quorum.

Article XVI--Ratification

Section 1

The Student Assembly shall ratify this constitution by two-third vote of the Assembly.