

The Constitution of the Student Government Association at Passaic County Community College

Preamble

We the students of Passaic County Community College, in order to provide an official and representative organization to receive student questions and suggestions, investigate student concerns and take appropriate action, provide the official voice through which student opinions may be expressed, encourage the development of responsible student participation in the overall policy and decision making processes of the college community, foster an awareness of the students' role in the academic community, enhance the quality and scope of education at Passaic County Community College, and provide means for responsible and effective participation in the organization of student affairs, do establish this Constitution for the Student Government Association at Passaic County Community College.

Article I: Name and Membership

Section 1: This Constitution, along with the *Student Government Association By-Laws, Rules and Regulations*, establishes a governing body operated by and for the students of Passaic County Community College, and it shall be known as the Student Government Association.

Section 2: The Student Government Association shall consist of an Executive Board and a Senate, the members of which are to be elected by the student body via secret ballot during the spring semester of each academic year.

Clause 1: The Executive Board shall consist of a President, Vice President, Treasurer, and Secretary. The Senate shall consist of a Speaker and Senators to serve as representatives from each Passaic County Community College campus.

A. Each campus shall be granted one seat within the Senate for senatorial representation, for every one thousand students enrolled there. Traditional rounding measures apply.

Clause 2: In order to serve in the Student Government Association, a currently enrolled student:

- A. Must have already obtained twelve college-level credits and expect to obtain a minimum of six college-level credits each semester they would be in office.
- B. Must be able and willing to serve for the entirety of their term of office, which is one academic year, beginning on July 1 and ending on June 30 of the following year.
 - a. A member of the Student Government Association wishing to serve another term must run for reelection.
 - b. Only current students pursuing an unaccomplished degree are eligible to campaign; alumni cannot hold Student Government Association positions.
- C. May not also be a member of the Executive Board of any student club or organization funded by the Student Government Association.
- D. Must possess and maintain a cumulative overall grade point average (GPA) of 3.0 or higher if they are to serve on the Executive Board.
- E. Must possess and maintain a cumulative overall grade point average (GPA) of 2.5 or higher if they are to serve in the Senate.
 - a. The Speaker must possess and maintain a cumulative overall grade point average (GPA) of 3.0 or higher.

Article II: Bill of Rights

Section 1: As a component of Passaic County Community College, a public educational institution within the State of New Jersey, the Student Government Association shall take no action abridging the rights, immunities and privileges granted to students under the Constitution of the United States of America, the Constitution of the State of New Jersey, U.S. Federal Law or under the laws of the State of New Jersey.

Section 2: No student shall be deprived of the right to vote in an election of the Student Government Association, nor shall any student be deprived of the right to vote on any measure put before the student body by the Student Government Association.

Section 3: Recognizing that a free press is an essential element of any free and representative government, no member of the press shall be denied access to any meeting of the Student Government Association. In addition, no member of the press shall be denied access to

legislation, minutes, or any other business record of the Student Government Association.

Section 4: All students of Passaic County Community College shall enjoy equal protection under the laws of the Student Government Association, without regard to race, nationality, creed, sex, age, academic standing, or sexual orientation.

Article III: Structure of Government

Section 1: The Student Government Association shall consist of two separate branches of government: a legislature (Senate) and an executive (Executive Board).

Section 2: No student shall hold office in more than one position within the Student Government Association.

Section 3: To protect the separation of powers within each branch of government, no person holding office in one branch of government shall be accountable to a person holding office in a separate branch of government, except as provided by this Constitution.

Section 4: The term "resolution" shall be accepted to mean some initiative or general reformation of the status quo within the operating powers of the Student Government Association.

Clause 1: Before some resolution is approved, it may be known as a bill and broadly referred to as "legislation" while it remains under consideration to distinguish it from other business. Legislation can have many purposes: to regulate, to authorize, to proscribe, to provide (funds), to sanction, to grant, to declare or to restrict certain provisions as they apply to the operation of the Student Government Association. Additionally, a resolution may be a formal expression of opinion by the Student Government Association.

Clause 2: One body of the Student Government Association may pass legislation to the other body for discussion and deliberation before voting on it if such a measure earns the consent from a majority of those present and voting; however, legislation may not pass from one body to the other body of the Student Government Association if it has already been voted upon and rejected by the body in which the legislation was introduced.

A. Legislation shall require a vote if a member within a body of the Student Government Association moves it to be voted upon, and that motion is seconded by another member within the same body.

B. Rejected legislation shall be considered voted upon and it may not pass to another body of the Student Government Association.

C. Legislation that is approved by the Senate and the Executive Board shall pass to the Student Government Association President for confirmation.

Clause 3: Legislation is to be considered approved by the Student Government Association only if it is approved by the Senate and the Executive Board, and is confirmed by the Student Government Association President.

A. The President is granted five business days to veto an item of legislation. Legislation is considered approved if the President fails to veto it after the time allocated in this clause has passed.

a. A veto made by the President in this way may be overruled by a majority vote of the Executive Board.

Article IV: Legislative Branch

Section 1: All legislative powers herein granted shall be vested in the Senate of the Student Government Association, herein referred to as the Senate.

Section 2: Membership of the Senate shall consist of the Speaker and all Senators of the Student Government Association from all campuses of Passaic County Community College.

Section 3: Members of the Senate shall attend regularly scheduled Meetings of the Senate.

Section 4: Members of the Senate, with the exception of the Speaker, shall serve a minimum of one Student Feedback Hour each week that classes are in session during the Fall and Spring semesters. The days and times during which one chooses to serve may vary over the course of a semester; they shall be scheduled with the Secretary and posted outside of the office of the Student Government Association each Friday prior to their Student Feedback Hour for each week that classes are in session each semester.

Section 5: The Speaker shall serve a minimum of two Office Hours each week that classes are in session during the Fall and Spring semesters. The days and times during which they choose to serve may not vary over the course of a semester, and they shall be scheduled with the Secretary by the end of the first week that classes are in session each semester.

Section 6: All Senators shall keep the Speaker advised and updated of any and all correspondence between them and other members of the Passaic County Community College administration and faculty as such correspondence pertains to the business of the Student Government Association.

Section 7: Powers and Responsibilities

Clause 1: The Speaker (formerly “The Parliamentarian”)

- A. Shall act as a liaison between the Executive Board and the Senate.
- B. Shall call, chair and preside over all Meetings of the Senate.
- C. Shall keep an accurate record of attendance for all Meetings of the Senate.
- D. Shall be a standing guest to Meetings of the Executive Board.
- E. Shall be knowledgeable of the most current edition of Robert’s Rules of Order and advise members of the Student Government Association thereof.
- F. Shall serve a minimum of two Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 2: Senators

- A. Shall act as a liaison between the student body and the Student Government Association in a representative capacity.
- B. Shall assist with projects and activities associated with the Student Government Association as directed by any member of the Executive Board.
- C. May chair or sit on college-wide committees and various committees within the Student Government Association.
- D. Shall serve a minimum of one Student Feedback Hour each week that classes are in session during the Fall and Spring Semesters.

Article V: Executive Branch

Section 1: All executive powers herein granted shall be vested in the Executive Board of the Student Government Association, herein referred to as the Executive Board.

Section 2: Membership of the Executive Board shall consist of the President, Vice President, Treasurer and Secretary of the Student Government Association.

Section 3: Members of the Executive Board shall attend regularly scheduled Meetings of the Executive Board. The Speaker shall be a standing guest and shall attend regularly scheduled Meetings of the Executive Board.

Section 4: Members of the Executive Board shall serve a minimum of some number of Office Hours each week that classes are in session during the Fall and Spring semesters. The amount of Office Hours each member serves each week shall vary according to their position: the President shall serve no fewer than four; the Vice President, three; and the remaining members of the Executive Board shall serve no fewer than two. The days and times during which the members of the Executive Board choose to serve may not vary over the course of a semester, and they shall be scheduled with the Secretary and posted outside of the office of the Student Government Association by the end of the first week that classes are in session each semester.

Section 5: Members of the Executive Board shall keep each other advised and updated of all correspondence between themselves and other members of the Passaic County Community College administration and faculty as such correspondence pertains to the Student Government Association.

Section 6: Powers and Responsibilities

Clause 1: The President

- A. Shall call, chair and preside over all Meetings of the Executive Board.
- B. May call special meetings of the Student Government Association.
- C. May create or dismantle Ad Hoc Committees, and appoint or remove their chairmen as deemed necessary.
- D. May appoint students at large to various committees, both college-wide and those within the Student Government Association.
- E. Shall prepare and distribute the agenda for all Special Meetings and Meetings of the Executive Board.
- F. Shall be the official spokesperson of the Student Government Association.
- G. Shall be responsible for all affairs of the Student Government Association administration.
- H. Shall be responsible for signing all documents pertaining to the Student Government Association administration.

I. Shall be granted a vote during Meetings of the Executive Board only when normal voting procedures result in a tie.

J. Shall be granted veto powers over all legislation.

K. Shall be granted the power to decide whether to officially approve or reject, on behalf of either body within the Student Government Association, any item of legislation that is not voted on during a regularly scheduled Meeting of the Executive Board or Meeting of the Senate due to an inability to acquire quorum, provided such an order would normally require voting and the item of legislation was on the agenda for the regularly scheduled meeting that failed to acquire quorum.

L. Shall serve a minimum of four Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 3: The Vice President

A. Shall assume the powers, responsibilities, and restrictions of the President in the event the President is unable or unwilling to do so.

B. Shall serve as a liaison between the members of the Student Government Association and the President in order to stimulate healthy, productive inter-office relationships.

C. Shall assist the President as deemed necessary.

D. Shall call, chair and preside over all Meetings of the Student Activities Committee.

E. Shall submit a monthly report to the Student Government Association on behalf of the Student Activities Committee, summarizing the performance of all registered clubs in terms of community service, events, programs, and meetings.

F. Shall serve a minimum of three Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 4: The Treasurer

A. Shall be responsible for maintaining accurate records of all funds within the budgets overseen by the Student Government Association.

B. Shall call, chair and preside over all Meetings of the Finance Committee.

C. Shall submit a monthly report to the Student Government Association on behalf of the Finance Committee, summarizing the performance of all registered clubs in terms of their financial expenses, including funds raised and what they have budgeted for.

D. Shall serve a minimum of two Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 5: The Secretary

A. Shall transcribe the reports and discussion in all Meetings of the Executive Board, and maintain a file of the minutes of each meeting.

B. Shall keep an accurate record of attendance for all Executive Board meetings.

C. Shall post the minutes from Meetings of the Executive Board for public viewing after their approval by the Executive Board.

D. Shall keep on file copies of *The Constitution of the Student Government Association of Passaic County Community College*, the By-laws, and a list of all clubs that are officially recognized by the Student Government Association.

E. Shall notify all members of the Executive Board of the time and place of each meeting, and shall notify the student body of the time and place of all Open Meetings.

F. Shall maintain a file of all correspondence between members of the Student Government Association and Passaic County Community College administrators and faculty members.

G. Shall regularly check phone and email messages within the office of the Student Government Associations and forward them to their appropriate destinations.

H. Shall create flyers, email notifications, and the like on behalf of the Student Government Association.

I. Shall distribute copies of approved minutes to all members of the Executive Board, the Speaker, and all Advisers.

J. Shall serve a minimum of two Office Hours each week that classes are in session during the Fall and Spring semesters.

Article VI: Advisers

Section 1: There shall be a Primary Adviser and some number of Secondary Advisers to the Student Government Association, though there shall be no more than one Secondary Adviser to the Student Government Association from each Passaic County Community College campus.

Section 2: The position of Primary Adviser is reserved for the Director of Student Activities within the Office of Student Activities, and they shall: serve in an advisory capacity to the Student Government Association; assist in the preparation of the budget; assist with the planning and programming of all student activities; and attend all meetings of the Student Activities Committee, Finance Committee and Meetings of the Executive Board as a non-voting member, as well as all Open Meetings.

Section 3: Faculty Advisers, or Secondary Advisers, shall be members of the Passaic County Community College faculty chosen by the Student Government Association to serve as Adviser to the Student Government Association from each campus, and they shall: serve as a liaison between the faculty and the Student Government Association; work on matters concerning students with regard to academics and policies of Passaic County Community College; assist the Primary Adviser by monitoring all Student Government Association matters and club activities when the Primary Adviser is unable or unwilling to do so; and attend meetings of the Student Government Association as necessary.

Clause 1: The Executive Board and the Senate shall collectively nominate faculty and administrative personnel as candidates to act as Secondary Advisers to the incoming administration of the Student Government Association.

A. The interviewing process shall be carried out by members of the Executive Board, whose recommendations shall be passed to the Senate, which shall vote to approve one Secondary Adviser from each campus, and whose approval shall be passed to the President to officially carry out the appointment of Secondary Advisers.

B. The nomination process of Secondary Advisers shall begin once members of the upcoming administration are elected by the student body in the spring.

a. Members of the outgoing administration shall consult with the members of the incoming administration during the nomination process and actively canvass them for recommendations.

Clause 2: Secondary Advisers must be able and willing to serve for the entirety of their term of office, which is one academic year, beginning on July 1 and ending on June 30 of the following year.

Article VII: Committees

Section 1: Standing Committees within the Student Government Association shall be established with respect to the legislative bodies within the Student Government Association they are to report to; namely, there shall be Executive Committees and Senate Committees. Additionally, Ad Hoc Committees may be utilized at any time and shall report to whichever legislative body they are so charged to.

Section 2: There shall be three standing Executive Committees: the Student Activities Committee; the Finance Committee; and the Election Review Committee.

Clause 1: The Student Activities Committee is charged with: reviewing registration materials for new student clubs and making recommendations to the Student Government Association; reviewing registration of current clubs and recommend appropriate action to the Student Government Association regarding their status; and fostering communication and cooperation between registered student clubs.

- A. The Vice President shall chair the Student Activities Committee.
- B. Membership shall include at least one Executive Board member from each registered club funded by the Student Government Association.
- C. Each member shall be granted one vote.
- D. The Student Activities Committee shall meet no fewer than once per month while classes are in session during the Fall and Spring Semester.

Clause 2: The Finance Committee is charged with: maintaining records of funds collected and disbursed within clubs funded by the Student Government Association; making recommendations to the Student Government Association for the allocation of club funds; and making monthly financial reports to the Student Government Association regarding club funds.

- A. The Treasurer shall chair the Finance Committee.
- B. Membership shall include the Treasurer from each registered club funded by the Student Government Association.
- C. Each member shall be granted one vote.
- D. The Finance Committee shall meet no fewer than once per month while classes are in session during the Fall and Spring Semester.

Clause 3: The Election Review Committee is charged with: reviewing the current election policies and guidelines and recommending amendments to the Student Government Association if necessary; overseeing the election process; and reviewing and certifying election results.

A. The chairman of the Election Review Committee shall be the highest ranking Executive Board member who is not a candidate in an upcoming election. If all current Executive Board members are candidates in an upcoming election, an election shall be held among the Student Government Association members to appoint a chairman to the Election Review Committee via majority vote of those present and voting.

B. Membership shall include at least two students at large from registered clubs that are sponsored by the Student Government Association, in addition to the chairman, to be appointed by the chairman, and may not include candidates in an upcoming election.

C. Each member shall be granted one vote.

D. The Primary Adviser to the Student Government Association shall be a non-voting member.

E. The Election Review Committee shall meet as necessary.

Section 3: There shall be two standing Senate Committees: the Student Programming Committee and the Constitutional Review Committee.

Clause 1: The Student Programming Committee is charged with: planning, organizing, and executing programs, activities, and events that encourage extracurricular participation, promote school spirit, and enable a sense of community within the main campus and its satellite campuses, subject to the approval of the Student Government Association.

A. The chairman of the Student Programming Committee shall be a member of the Senate, to be appointed by the President with the advice and consent of the Speaker.

B. Membership shall include students at large, to be appointed by the chairman and approved by the Senate.

C. Each member shall be granted one vote.

D. The Student Programming Committee shall meet no less than once per week.

E. All Advisers to the Student Government Association shall be non-voting members.

Clause 2: The Constitutional Review Committee is charged with: reviewing the current *Constitution of the Student Government Association of Passaic County Community College* and recommending amendments to the Student Government Association if necessary.

A. The Speaker of the Student Government Association shall chair the Constitutional Review Committee.

B. Membership shall include four students at large in addition to the chairman, to be appointed by the chairman and approved by the Senate.

a. Membership may not include Senators.

C. Each member shall be granted one vote.

D. The Constitutional Review Committee shall meet no less than once per semester.

Section 4: Ad Hoc Committees may be created or dismantled by the President as he deems necessary.

Clause 1: The President shall appoint a chairman to each Ad Hoc Committee he creates.

A. The President may appoint a co-chairman to share or assist in the powers and responsibilities of the chairman at any time.

Clause 2: Membership of an Ad Hoc Committee shall include students at large, to be selected by its respective chairman.

A. The President may appoint members to any Ad Hoc Committee.

Section 5: The President shall be an ex-officio member of all committees and shall be granted one vote on each committee that grants its members such.

Article VIII: Guidelines, Policies and Procedures

Section 1: Any guideline, policy or procedure the Student Government Association is called upon to make or follow that is not specifically outlined within this Constitution may be dealt with at the discretion of the current administration of the Student Government Association with reference to the most current edition of Robert's Rules of Order.

Section 2: Meetings

Clause 1: With the exception of special meetings, meetings of the Student Government Association may not take place without the presence of the Speaker, or a proxy selected from the membership of the Senate by the Speaker.

Clause 2: The quorum requirement for all Meetings of the Student Government Association shall be one-half of the voting membership as it is counted with respect to the body that is meeting. Traditional rounding methods apply.

A. Guests, standing or otherwise, attending Meetings of the Student Government Association may not be granted a vote.

Clause 3: Legislation must be approved by a majority of those present and voting at the time it is put to vote in a Meeting of the Student Government Association in order to earn the approval of the body that puts it to vote.

Clause 4: Meetings of the Executive Board and Meetings of the Senate shall be held weekly at a time so as to accommodate the class schedules of as many members as possible of the body that is meeting.

Clause 5: Each member of the Student Government Association shall submit a report to the chair of his appropriate meeting no later than thirty-six hours before each regularly scheduled meeting. An unaltered copy of this report shall be presented to the appropriate body at the following meeting by its submitter.

A. Each Senator shall be responsible for presenting a report to the Senate at each Meeting of the Senate, the contents of which may include: their interactions with students at large during their respective Student Feedback Hour(s); their interactions with faculty and administrative personnel as it pertains to the business of the Student Government Association; recent activity in all committees for which they might chair; and recent activity at any college-wide event(s) for which they might have acted as official representatives of the Student Government Association.

B. The Speaker shall be responsible for presenting a report to the Senate, the contents of which may include: his interactions with students at large during his Office Hour(s); his interactions with faculty and administrative personnel as it pertains to the business of the Student Government Association; recent activity in all committees for which he might chair; recent activity at any college-wide event(s) for which he might have acted as an official representative of the Student Government Association; a summary of all activity at the most recent Meeting of the Executive Board as it pertains to the interests of the Senate; and a copy of the most recently approved minutes from Meetings of the Executive Board. With the exception of the summary of all activity at the most recent Meeting of the Executive

Board and a copy of the most recently approved minutes from the Meetings of the Executive Board, the Speaker shall be responsible for presenting a report to the Executive Board, the contents of which may include all of the aforementioned information as well as a summary of all activity within the most recent Meeting of the Senate as it pertains to the Executive Board.

C. Each member of the Executive Board shall be responsible for presenting a report to the Executive Board at each Meeting of the Executive Board, the contents of which may include: their interactions with students at large during their respective Office Hour(s); their interactions with faculty and administrative personnel as it pertains to the business of the Student Government Association; recent activity in all committees for which they might chair; and recent activity at any college-wide event(s) for which they might have acted as official representatives of the Student Government Association.

Clause 6: The President and the Speaker shall submit an agenda to every member of their respective body, no later than thirty-six hours before each regularly scheduled Meeting of the Student Government Association.

A. The President shall also submit an agenda to the Speaker no later than twelve hours before each regularly scheduled Meeting of the Executive Board.

Clause 7: An item of legislation may only be voted upon in a Meeting of the Student Government Association if the quorum requirement is met and the item is on the agenda to be voted on during that Meeting of the Student Government Association.

A. An item of legislation may be placed onto the agenda to be voted upon by the Senate in such instances where:

a. The Executive Board has approved the item of legislation in a recent Meeting of the Executive Board.

b. A Senator moved the item of legislation to be voted upon by the Senate in a previous Meeting of the Senate, and that motion earned the approval of the Senate.

B. An item of legislation may be placed onto the agenda to be voted upon by the Executive Board in such instances where:

a. The Senate has approved the item of legislation in a recent Meeting of the Senate.

b. A member of the Executive Board moved the item of legislation to be voted upon by the Executive Board in a previous Meeting of the Executive Board, and that motion earned the approval of the Executive Board.

C. Emergency Clause

a. A member of the Student Government Association may request unanimous consent from the legislative body they inhabit to vote on an item of legislation in such cases where three- fourths of the voting membership in that body are present during a regularly scheduled meeting of that body. The item of legislation may be voted upon if the request is not objected to by any member of the body.

Clause 8: Members of the Student Government Association absent during a regularly scheduled Meeting of the Student Government Association shall be held responsible for all materials and information delivered in the meeting.

Clause 9: Meetings of the Senate

A. Meetings of the Senate shall be called, chaired, and presided over by the Speaker.

B. Each member of the Senate, with the exception of the Speaker, is granted one vote during Meetings of the Senate.

C. If a Senator is absent during three consecutive regularly scheduled Meetings of the Senate, they may be subjected to the Disciplinary Process as outlined by this Constitution.

Clause 10: Meetings of the Executive Board

A. Meetings of the Executive Board shall be called, chaired, and presided over by the President.

B. Each member of the Executive Board, with the exception of the President, is granted one vote during Meetings of the Executive Board.

C. If a member of the Executive Board is absent during two consecutive regularly scheduled Meetings of the Executive Board, they may be subjected to the Disciplinary Process as outlined by this Constitution.

Clause 11: Joint-Assemblies of the Student Government Association

A. Joint-Assemblies of the Student Government Association shall be called, chaired, and presided over by the President.

B. Joint-Assemblies of the Student Government Association may not take place without the presence of the President and the Speaker.

C. Each member of the Student Government Association, with the exception of the President and the Speaker, is granted one vote during a Joint-Assembly of the Student Government Association.

a. The President shall be granted a vote during a Joint- Assembly of the Student Government Association only when normal voting procedures result in a tie.

D. The President shall call no fewer than one Joint-Assembly of the Student Government Association each semester.

a. Joint-Assemblies of the Student Government Association must be called no later than one week before they are scheduled to take place.

Clause 12: Special Meetings of the Student Government Association

A. Special Meetings of the Student Government Association shall be called, chaired, and presided over by the President.

a. The President may not call a Special Meeting of the Student Government Association later than three hours before it is scheduled to take place.

b. The President shall provide an agenda to members attending a Special Meeting of the Student Government Association upon calling the meeting.

B. Any member of the Student Government Association may petition the President to call a Special Meeting of the Student Government Association.

C. A body of the Student Government Association may require the President to call a Special Meeting of the Student Government Association with a majority vote of those present and voting.

Section 3: Student Government Association Elections

Clause 1: Student Government Association elections that would place members into office during the following academic year shall be held during the spring semester.

Clause 2: The outgoing administration of the Student Government Association shall orchestrate an informative seminar in which students interested in running for office are presented with all of the relevant information therein. The information presented should include: the purpose of the Student Government Association; powers and responsibilities of the organization as a whole and of each individual position; and testimonials from each Student Government Association member regarding their involvement in the Student Government Association.

Clause 3: All candidates running for a position within the Student Government Association shall submit a petition with fifty signatures of currently enrolled students to the Office of Student Activities at least one week prior to the day that Student Government Association campaigning begins.

A. Candidates may only run for one position within the Student Government Association.

Clause 4: Candidates shall be given no less than one week to advertise their campaign for election and garnish support from the student body, at which point the candidates for election will be made public. During this time, no new applications for positions within the Student Government Association may be accepted.

Clause 5: Elections shall be held for every position, even if there is only one candidate running for a position.

Section 4: Filling of Vacancies

Clause 1: Students appointed to fill vacancies shall complete the terms of the positions to which they are appointed.

Clause 2: Legislative Branch

A. The President shall nominate students at large to fill the vacant position(s). The confirmation of the presidential nominee(s) shall be subject to the approval of the Senate during a regularly scheduled Meeting of the Senate.

B. If a Senate vacancy remains open beyond two consecutive regularly scheduled Meetings of the Senate, and the President fails to nominate an eligible candidate for the vacant position(s), the Senate shall be granted the power to fill the position(s) by traditional parliamentary procedures: some Senator may nominate a certain candidate, another Senator may second the nomination, and the Senate may collectively approve the nomination.

a. Rejection of a President's nominee within the given time period shall reset the time allocated in this clause.

Clause 3: Executive Branch

A. The President shall nominate students at large to fill the vacant position(s). The confirmation of the presidential nominee(s) shall be subject to the approval of the Executive Board during a regularly scheduled Meeting of the Executive Board.

B. If an Executive Board vacancy remains open beyond two consecutive regularly scheduled meetings of the Executive Board, and the President fails to nominate an eligible candidate for the vacant position(s), the Executive Board shall be granted the power to fill the position(s) by traditional parliamentary procedures: some member of the Executive Board may nominate a certain candidate, another member may second the nomination, and the Executive Board may collectively approve the nomination.

a. Rejection of a President's nominee within the given time period shall reset the time allocated in this clause.

Section 5: Disciplinary Process

Clause 1: A member of the Student Government Association may be subjected to the three-phrase disciplinary process as herein outlined with the approval of the Student Government Association if it is shown he has committed a violation of the Student Code of Conduct of Passaic County Community College as stated in the current edition of the Student Handbook, failed to attend four or more regularly scheduled meetings to which they are responsible for attending (with the exception of the Speaker, who may be subjected to the disciplinary process on the basis of their attendance only after he has failed to attend eight or more regularly scheduled meetings), or failed to fulfill the duties of his position as stated by this Constitution.

A. First Offense: Verbal warning from the President.

B. Second Offense: Written letter from the President requesting their resignation, signed by the President and supporting members of the Student Government Association.

C. Third Offense: Removed from office with the advice and consent of the Primary Adviser.

Clause 2: If at any point a member of the Student Government Association ceases to meet the requirements to hold office as set in this Constitution, they are to be immediately removed from office and their position is to be considered vacant.

Article IX: Performance-Based Stipends

Section 1: A stipend shall be offered to members of the Student Government Association who fulfill their respective responsibilities and who, in turn, assist in fulfilling the objectives of the Student Government Association each semester.

Clause 1: In order to qualify for a stipend from the Student Government Association, members of the Student Government Association must:

- A. Remain members of the Student Government Association from when they first hold office until the end of the semester.
- B. Remain in good academic standing at Passaic County Community College for the duration in which they are in office.
- C. Attend no less than seventy five percent of regularly scheduled meetings to which they are responsible for attending.
- D. Not have been subjected to the Disciplinary Process as outlined by this Constitution more than once during the semester.

Clause 2: The President shall be awarded one thousand dollars each semester, provided he/she serves an average of four Office Hours each week that classes are in session during the Fall and Spring semesters, to be logged by the Student Government Association Secretary and accounted for by the Student Government Association Treasurer.

Clause 3: The Vice President shall be awarded seven hundred fifty dollars each semester, provided he/she serves an average of three Office Hours each week that classes are in session during the Fall and Spring semesters, to be logged by the Student Government Association Secretary and accounted for by the Student Government Association Treasurer.

Clause 4: The Treasurer, Secretary, and Speaker shall be awarded five hundred dollars each semester, provided they serve an average of two Office Hours each week that classes are in session during the Fall and Spring semesters, to be logged by the Student Government Association Secretary and accounted for by the Student Government Association Treasurer.

Clause 5: Senators shall be awarded two hundred fifty dollars each semester, provided they serve an average of one Student Feedback Hour each week that classes are in session during the Fall and Spring semesters, to be logged by the Student Government Association Secretary and accounted for by the Student Government Association Treasurer.

Article X: Amendments

Section 1: An amendment or combination of amendments may be made to this Constitution if they are first presented at the Constitutional Review Committee, then approved by the Student Government Association, and finally approved by a two-thirds majority of students voting in a Student Government Association Open Meeting, to be advertised through the Passaic County Community College portal page for no less than one week.

Clause 1: It is expected that this Constitution be reviewed annually, and when necessary, revised and updated. This Constitution must be updated no longer than every fourth year from the most recently approved revision date.

Clause 2: Any amendment proposed must have a minimum of two public viewings at the Student Government Association Open Meetings prior to the final voting taking place.

Article XI: Miscellaneous Terminology

Section 1: Student Feedback Hour

Clause 1: A Student Feedback Hour is sixty minutes of interaction between an official representative of the Student Government Association and students at large, with the understanding that the aforementioned representative shall engage students at random to serve some preconceived goal or ambition.

A. As it pertains to the requirement of Senators of the Student Government Association, the goal of their Student Feedback Hour is to survey students at large in an effort to be made aware of their questions, comments, criticisms, and suggestions as it pertains to Passaic County Community College and the business of the Student Government Association. Additionally, a Senator may utilize their Student Feedback Hour to inform students at large of events or activities that operate under the jurisdiction of the Student Government Association.

Section 2: Office Hour

Clause 1: An Office Hour is sixty minutes of fulfilling the administrative and clerical obligations designated to official representatives of the Student Government Association by this Constitution.

A. As it pertains to the requirement of the members of the Executive Board and the Speaker, the goal of their Office Hour is to fulfill the objectives of the Student Government Association in an administrative capacity, and to investigate questions, comments, criticisms, and suggestions made by students as they pertain to Passaic County Community College and the business of the Student Government Association.

Article XII: In Accordance with Passaic County Community College

Nothing in this Constitution shall be interpreted to prevail over policy set by the President of the college and the Board of Trustees of Passaic County Community College.

Adopted: 2/88

Revised: 10/88

Revised: 7/92

Revised: 5/95

Revised: 4/96

Revised: 4/99

Revised: 9/05

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