

# The By-laws, Rules, and Regulations of the Student Government Association at Passaic County Community College

*A complementary document to the SGA Constitution*

## Preamble

These By-laws, Rules and Regulations are adopted under the authority of the Student Government Association (SGA) of the Passaic County Community College (PCCC). This document is intended to be complementary to the Constitution of the SGA and they shall be construed accordingly. In the event of a conflict between anything in these By-laws, Rules, and Regulations and any provision or requirement of the SGA Constitution, the Constitution shall prevail.

## Article I: Terms of By-laws, Rules, and Regulations

Section 1: Nothing in these By-laws, Rules, and Regulations shall be interpreted to prevail over policy set by the President of the college, the Board of Trustees of PCCC, or New Jersey State Law.

## Article II: Structure

Section 1: The By-laws, Rules, and Regulations govern over all procedures enacted by the SGA.

Section 2: These By-laws, Rules, and Regulations are subject to change according to each standing body outlined by this document.

## Article III: Duties of the Legislative Branch

Section 1: The Senate shall consist of one Senator for every one thousand students at each campus of PCCC as well as the Speaker of the Senate.

Section 2: Each Senator will serve a minimum of one Student Feedback Hour each week that classes are in session, during which they will speak to a minimum of ten students. The days and times during which a Senator chooses to serve may vary during the course of a semester and will be scheduled with the Secretary by each Friday prior to their Student Feedback hour occurring.

Clause 1: The Speaker shall keep track of all reports submitted by the Senate.

Section 3: The Speaker will serve a minimum of two Office hours each week that classes are in session, the times of which shall not vary over the course of each semester and shall be scheduled with the Secretary by the end of the first week that classes are in session each semester.

Clause 1: The Secretary shall keep track of all hours completed.

Section 4: The Senate shall meet no less than once a week at which the members of the Senate shall be responsible for reports based on their powers and responsibilities.

Clause 1: The Speaker of the Senate shall act as the liaison between the Executive Board and the Senate.

- A. The Speaker will call, chair, and preside over all meetings of the Senate.
- B. The Speaker will keep an accurate record of attendance, Student Feedback hours, and hold other members of the Senate accountable of their responsibilities.
- C. The Speaker will attend all meetings of the Executive Board as a standing guest.
- D. The Speaker will be knowledgeable of parliamentary procedure and advise members of the SGA thereof.
- E. The Speaker will submit topics in which the Senate will report on at the next meeting at the end of each meeting.

Clause 2: Senators are to act as the bridge between the PCCC student body and the SGA.

- A. Senators will report to the Speaker at every meeting on their activity during their Student Feedback Hour.
- B. During Student Feedback Hour, Senators are to speak to students on topics to be discussed at Senate meetings.
- C. Senators will assist with any school wide events as needed by the SGA.

Section 5: Student Feedback Hours are to be reported every meeting. Reports must be submitted at least twelve hours before each meeting of the Senate. Failure to do so will equate to an absence.

Section 6: The Speaker shall be held accountable for reporting all activity performed by the Executive Board at each meeting as well as other responsibilities as outlined by the SGA Constitution and By-laws, Rules, and Regulations.

Section 7: Failure to attend meetings, submit reports, or call meetings, shall be dealt with according to the Disciplinary Process as laid out by these By-laws, Rules, and Regulations.

Clause 1: Senators are to notify the Speaker of the Senate if they are to miss a meeting within twelve hours before each meeting.

Clause 2: The Speaker of the Senate is to notify the Senate of any cancelled meetings twenty-four hours before the time and date of the meeting.

## Article IV: Duties of the Executive Branch

Section 1: The Executive Board shall consist of the President, the Vice-President, the Secretary, and the Treasurer of the SGA.

Section 2: The amount of Office Hours each member serves each week shall vary according to their position as outlined by these By-laws, Rules, and Regulations. 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 should be scheduled with the Secretary and be made available to students by posting near SGA office, website, bulletin board, and/or email by the end of the first week that classes are in session each semester.

Clause 1: The Secretary shall keep track of all hours completed.

Section 3: The Executive Board shall meet no less than once a week at which the members attending shall be responsible for reports based on their positions and responsibilities.

Clause 1: The President shall call, chair, and preside over all meetings of the Executive Board.

- A. The President shall be the official spokesperson of the SGA.
- B. The President shall be responsible for all affairs of the SGA administration.
- C. The President shall be responsible for signing all documents pertaining to the SGA administration.
- D. The President shall be granted the power to decide whether or not to officially approve or reject, on behalf of either body within the SGA, any item of legislation that is not voted on during a regularly scheduled meeting of the Executive board or of the Senate, granted that the item was on the agenda.
- E. The President is to serve a minimum of four Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 2: The Vice President shall assume the powers, responsibilities, and restrictions of the President in the event that they are unable or unwilling to do so.

- A. The Vice-President shall serve as a liaison between the members of the SGA and the President in order to stimulate healthy, productive inter-office relationships.
- B. The Vice-President will assist the President as deemed necessary.
- C. The Vice-President shall maintain all records pertaining to the clubs, including maintaining the Club Contact information.
- D. The Vice-President is to serve a minimum of three Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 3: The Treasurer is responsible for maintaining accurate records of all funds within the budgets overseen by the SGA.

- A. The Treasurer is to report all budget activity each meeting.
- B. The Treasurer is to serve a minimum of two Office Hours each week that classes are in session during the Fall and Spring semesters.

Clause 4: The Secretary shall transcribe the reports, discussion, and decisions in all Meetings of the Executive board.

- A. The Secretary shall maintain a file of the minutes of each meeting and is responsible for distributing them to the appropriate channels upon approval as well as posting them for public view.
- B. The Secretary shall keep an accurate record of attendance for all Executive Board meetings.
- C. The Secretary is to keep on file copies of *The Constitution of the Student Government Association of Passaic County Community College*.
- D. The Secretary 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.
- E. The Secretary is responsible for checking messages, emails, and any correspondence pertaining to the SGA.
- F. The Secretary is to create flyers and notifications as well as sending them to the proper channels on behalf of the SGA.
- G. The Secretary will serve a minimum of two Office Hours each week that classes are in session during the Fall and Spring Semesters.

## Article V: Duties of Adviser

Section 1: There shall be an advisor to the SGA who is a full-time faculty member or administrator of PCCC to provide support, guidance, and accountability to officers and senators of the SGA.

Clause 1: The Advisor of the SGA shall be knowledgeable with the duties of the SGA as outlined by the current SGA Constitution and the SGA By-laws, Rules, and Regulations.

- A. The Advisor of the SGA is to attend all general meetings of the Executive Board.
- B. Check all correspondence and minutes before a final form of these are sent out.
- C. The Advisor is to be knowledgeable of Robert's Rules of Order and the PCCC Student Code of Conduct.

## Article VI: Meetings

Section 1: All meetings held by the SGA or its committees will be held according to Robert's Rules of Order.

Section 2: The quorum requirement for all meetings of the SGA shall be one-half of the voting membership as it is counted with respect to the body that is meeting.

Clause 1: The voting body for Open Meetings shall consist of one vote for every currently registered student.

A. Guests, standing or otherwise (including non-registered students), attending meetings of the SGA may not be granted a vote.

Section 3: All chairs are to submit agenda's to every member of their perspective body no later than thirty-six hours before each regularly scheduled meetings unless otherwise stated by the SGA Constitution or these By-laws, Rules, and Regulations.

Section 4: Joint-Assemblies of the SGA, which consists of the SGA Executive Board and the SGA Senate, shall meet no less than twice a semester.

Clause 1: Joint-Assemblies of the SGA shall be called, chaired, and presided over by the President and may not take place without the presence of the President and the Speaker.

Clause 2: Each member of the Joint-Assembly meeting shall be granted one vote.

A. The President shall only be granted one vote during a Joint-Assembly meeting in result of a tie.

Section 5: Special meetings of the SGA shall be called, chaired, and presided over by the President of the SGA.

Clause 1: The President may not call a special meeting of the SGA no later than three hours before it is scheduled to take place.

## Article VII: Committees

Section 1: Standing committees within the SGA shall be established with the respect to the differing bodies of the SGA

Clause 1: There shall be three Executive Board Committees.

- A. The Student Activities Committee
- B. The Finance Committee
- C. The Election Review Committee

Clause 2: There shall be three Senate Committees.

- A. The Student Programming Committee
- B. The Constitutional Review Committee
- C. The Award Evaluation Committee

Section 2: Ad Hoc Committees may be utilized at any time and shall report to whichever body they are charged to.

Clause 1: An Ad Hoc Committee may be created or dismantled by the President as they deemed necessary.

- A. The President will appoint a chairman to each Ad Hoc Committee they create.
  - a. The President may appoint a co-chair.

B. Membership to Ad Hoc Committees is to be determined by the President of the SGA.

Section 3: Should the chair of a committee not be eligible to meet the standards set by the committee, the SGA may choose to appoint a new chair to its committee.

Section 4: Should the SGA make a decision on, about, or pertaining to a committee, the committee will have twenty-four hours after their following meeting to veto the decision.

## Article VIII: Student Activities Committee

Section 1: The Student Activities Committee (SAC) is charged with creating and reviewing regulations that active clubs are to follow.

Clause 1: The current Vice-President of the SGA will chair SAC.

Clause 2: Presidents of all active clubs will create the rest of the forum.

Section 2: SAC will meet no less than once a month during each semester equaling to four meetings a semester.

Clause 1: If the President of a club is unavailable to attend a SAC meeting they may appoint another executive board member to attend the meeting and represent their club.

A. If no executive board member is available, the club may send a member as representation granted they have all material needed for the meeting. This will only be allowed once per semester.

Clause 2: Two consecutive missed meetings without notification will require a probationary period.

A. If a PCCC club or organization fails to attend one SAC meeting without notification they will receive a warning before being placed on probationary status. An email will be sent out to the club's executive members explaining the possibility of probation if another SAC meeting is missed.

B. After the second consecutive missed meeting the club will automatically be placed on probation and a letter will be sent out to inform the club and the advisor of this action with the approval of the rest of SAC.

Clause 3: If no member of a club can attend the SAC meetings they are to notify the chair of SAC Committee twenty-four hours in advance.

A. With notification of absence, the chair of SAC will note their absence as excused.

B. Only two excused absences will be allowed per semester.

Section 3: Each club must have an executive board consisting of three elected positions (i.e. President, Vice-President, Secretary, and/or Treasurer.)

Section 4: Clubs are required to fulfill certain duties as recommended by SAC and approved by SGA.

Clause 1: Each club must complete one community service activity and fill out the Community Service Verification Form per semester.

A. A community service activity must have a minimum of three club members required to participate including one club Executive Board member.

B. A community service activity may be department oriented, campus wide, or community oriented.

C. Cash donations from a club's budget are prohibited; however, club funds may be used to run an event. Any funds collected as a result of an event may be donated.

Clause 2: Each club must complete one campus wide program.

A. Regularly scheduled meetings and special meetings will not be counted as a campus wide program.

Clause 3: Clubs that fail to meet any of these requirements will be held accountable to the repercussions to be decided by the chair with approval by majority vote from SAC.

Section 5: If clubs do not perform their duties of community service and campus events they will be put on probation, and the club's status will be discussed at the following SAC Meeting.

Clause 1: Probationary status will consist of the following.

A. Freezing of funds.

B. Canceling of all club activities.

## Article IX: Finance Committee

Section 1: The Finance Committee is responsible for recommending financial advice to the SGA for each club's budget as well as making monthly reports regarding club funds.

Clause 1: The current Treasurer of the SGA will chair SAC.

Clause 2: Treasurers of all active clubs will create the rest of the forum.

Section 2: Finance will meet no less than once a month during each semester equaling to four meetings a semester.

Clause 1: Treasurers are to report back to the Treasurer of the SGA with a budget detailing last month's activity during each meeting.

A. If the Treasurer of a club is unavailable to attend a SAC meeting they may appoint another executive board member to attend the meeting and represent their club.

B. If no executive board member is available, the club may send a member as representation granted they have all material needed for the meeting.

C. If no club representative is present at the meeting, budget must still be submitted to the SGA Treasurer no later than a week after the Finance Committee meeting was held.

D. Clubs that fail to meet any of these requirements will be held accountable to the repercussions to be decided by the chair with approval by majority vote from SAC.

Section 2: Two consecutive missed meetings without notification will require a probationary period.

Clause 1: If a PCCC club or organization fails to attend one SAC meeting without notification they will receive a warning before being placed on probationary status. An email will be sent out to the club's executive members explaining the possibility of probation if another Finance meeting is missed.

Clause 2: After the second consecutive missed meeting the club will automatically be placed on probation and a letter will be sent out to inform the club and the advisor of this action with the approval of Finance.

Clause 3: If no member of a club can attend the Finance Committee meetings they are to notify the chair of the committee twenty-four hours in advance.

A. With notification of absence, the chair of the Finance Committee will note their absence as excused.

B. Only two excused absences will be allowed per semester.

Section 3: If clubs do not perform their duties outlined by the Finance Committee they will be put on probation, and the club's status will be discussed at the following Finance Committee Meeting.

Clause 1: Probationary status will consist of the following.

A. Freezing of funds.

B. Canceling of all club activities.

Section 4: To receive funding clubs must be register by the deadline.

Clause 1: To receive funding for the Fall Semester a club must completely submit all club paperwork one week prior the October SAC Meeting.

Clause 2: To receive funding for the Spring Semester a club must completely submit all club paperwork one week prior the March SAC Meeting.

## Article X: Election Review Committee

Section 1: The Election Review Committee is charged with reviewing the current election policies and guidelines and recommending amendments to the SGA and overseeing the election process.

Clause 1: The highest-ranking Executive Board member who is not a candidate in an upcoming election shall chair the Election Review Committee.



## Article XI: Student Programming Committee

Section 1: All members of the SPC shall act according to this document. SPC is hereby formed to help promote student life across Passaic County Community College. The SPC is charged with planning, organizing, and executing events that encourage extracurricular participation and promote school spirit.

Clause 1: There will be three executive positions in the Student Programming Committee.

A. The Chair will be charged with chairing weekly SPC meetings, maintaining membership eligibility, and maintaining dialogue between SC and SGA/OSA.

B. The Assistant Chair will assist the Chair with any daily duties as well as maintaining accountability of all members and their assignments.

C. The Secretary will be responsible for updating SPC files and records, as well as maintaining meeting minutes and responding to emails, and doing all financial bookkeeping.

Clause 2: The incoming Chair of SPC shall be appointed by the SGA President, with the advice and consent from the Speaker.

A. Chair must maintain a 2.5 GPA to maintain office.

B. Chair of SPC must remain unbiased. Should SPC not reach a general consensus, the Chair may be granted one Vote.

Clause 3: Membership of the SPC will include students at large to be appointed by the Chair.

A. Members must have and maintain a 2.5 GPA to be a part of the SPC.

B. Each member within the SPC is granted one vote and will not be denied the right to fully express their argument.

Section 2: The SPC will hold regularly scheduled meetings as well as hold monthly-programmed events.

Clause 1: Meetings will be held no less than once per week.

A. All members will be responsible for presenting events to its entirety, quotes and event layout, to the SPC.

B. The SPC chair shall attend all regularly scheduled meetings of the SGA Executive Board to report all SPC activities. Shall the chair not be able to attend; they shall appoint a member, not in SGA, to attend on their behalf.

Clause 2: Members are responsible for attendance to all SPC sponsored events.

A. Unexcused absence from events will be recorded by the chair.

B. After the third unexcused absence the chair is to present the case to the SPC as a whole and have the SPC make a decision on membership based on participation, attendance, and dedication.

Section 3: The SPC is the major event planning committee of the SGA.

Clause 1: SPC members are to report to the Chair for assignments.

A. Should an SPC member not have work submitted on time, the chair is to record it.

Section 4: An SPC member may be put on probation should they fail to complete these requirements.

Clause 1: Probation will be presented by the chair with the advice of the SPC advisor.

A. Probationary period and conditions will be decided by SPC Chair.

Section 5: The Director of Student Activities or Assistant Director of Student Activities will serve as Advisor to the SPC, at the discretion of the Director or Assistant Director's availability/choice.

## Article XII: Constitutional Review Committee

Section 1: The Constitutional Review Committee is charged with reviewing the current SGA Constitution and recommending amendments to the SGA.

Clause 1: The current Speaker of the Senate will chair the Constitutional Review Committee.

Clause 2: Five student body members at large will create the rest of the committee.

Section 2: The Constitutional Review Committee will meet no less than once per semester.

## Article XIII: Award Evaluation Committee

Section 1: The Award Evaluation Committee is charged with reviewing the current SGA awards process, awards, and selecting recipients.

Clause 1: A current member of the Senate of the SGA will chair the Award Evaluation Committee.

Clause 2: Student body members and SGA members will create the rest of the committee.

A. The SGA Vice-President will be a regular member of this committee and have up to date records on club activities and eligibility.

B. Club members and Club Executive Board members will not be a part of this committee.

Section 2: The Award Evaluation Committee will meet no less than once in the Fall Semester and no less than once a month in the Spring Semester.

**Clause 1:**

Section 3: The Award Evaluation Committee will review the current nomination forms and make changes as deemed necessary.

Clause 1: The Committee can add or take away any awards that they deem necessary.

## Article XIV: Guidelines, Policies, and Procedures

Section 1: Any guideline, policy or procedure the SGA is called upon to make or follow that is not specifically outlined within these By-laws, Rules, and Regulations may be dealt with at the discretion of the current administration with reference to the most current edition of Robert's Rules of Order.

### Section 2: 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.

Section 3: Students appointed to fill vacancies shall complete the terms of the positions to which they are appointed.

Clause 1: 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.

A. 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.

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

Clause 2: 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.

A. 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.

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

Section 4: A member of the Student Government Association may be subjected to the three-phase 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 he is responsible for attending (with the exception of the Speaker, who may be subjected to the disciplinary process on the basis of his attendance only after he/she 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 1: If at any point a member of the Student Government Association ceases to meet the requirements to hold office as set by this Constitution, he is to immediately be removed from office and his position is to be considered vacant.

## Article XV: 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.

## Article XVI: Amendments

Section 1: An amendment or combination of amendments may be made to this Constitution if they are first brought before 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: Any amendment made by the SGA to Committee By-laws, Rules, and Regulations must be approved by a 2/3 vote of the committee effected.

## Article XVII: Events

Section 1: OSA, SGA committees, and SGA registered clubs are limited to programming on campus events during below specified time periods.

Clause 1: No club event will be held during the first two weeks of school and last two weeks before finals.

Clause 2: No club events will be held in between semesters.