

**Monroe Community College**  
**Student Government Association**  
**CONSTITUTION**

**Preamble**

We, the Student Body of Monroe Community College Brighton Campus and Applied Technologies Center, in order to form a more perfect means by which our voices can be heard; to promote a holistic institutional environment of freedom, learning, inclusion, self-discovery, and happiness; and to ensure, to the fullest extent, a system of self-governance; do ordain, and establish this Constitution of the Monroe Community College Student Government Association.

**Article I**  
**Membership and Privileges**

**1.1 Name**

The organization shall be known as the Monroe Community College Student Government Association, also referred to as SGA.

**1.2 Mission and Purpose**

The SGA shall be the governing body of all students attending Monroe Community College Brighton Campus and the Applied Technology Center. It shall promote and implement the objectives set forth in the Preamble of its Constitution. The SGA shall join the Student Body with the faculty, staff, and administration of Monroe Community College, in bettering the College Community. As representatives of the Student Body, the SGA shall have the power to render decisions on its behalf in matters pertaining to Monroe Community College. The SGA shall ensure, to the absolute extent, the preservation and protection of the Rights of the Students under its jurisdiction.

**1.3 Membership**

- A. All students currently enrolled at Monroe Community College who pay a student life fee shall be considered members of the Student Association. The Student Association is governed by the Student Government Association (Brighton Campus/Applied Technologies Center) and the Student Events and Governance Association (Downtown).
- B. The SGA represents all students at the Brighton Campus and the Applied Technologies Center (ATC).
- C. Primary governing representation will be determined by the campus where the majority of credits are taken.
- D. All members of the Brighton Campus and Applied Technologies Center share equally in the rights of the SGA, which shall include the right to:
  - a. Vote in the elections of the SGA.
  - b. Participate in all events sponsored and/or funded by the SGA.
  - c. Attend all public meetings of the SGA.
  - d. Request assistance from the SGA regarding concerns that affect students at the college.

- e. Submit a written complaint about the SGA to the Office of Student Life and Leadership Development (OSLLD).

#### **1.4 Fees**

At the pleasure of the Student Body, and thereby, its Student Government: The MCC Association Inc. Board of Directors shall determine Student Life Fees, as well as the benefits to be derived from stated fees. The SGA Senate will render its official opinion upon the amount of the Student Life Fees charged, as well as the use of any funds thereof. Should the name of the Student Life Fee be changed at any time, this Constitution may be updated to reflect such a change, and no other, without formal amendment.

## **Article II** **Policies and Procedures**

#### **2.1 Oath of Office**

Before entering the duties of an office, each person elected or selected must recite the following oath that shall be administered by the SGA Advisor.

#### **The Required Oath of Office**

I, state your name, do solemnly affirm that I will support, obey, and defend the rules and regulations of the Constitution of the Student Government Association of Monroe Community College. I further affirm that I have read and understand the duties and roles of my office and accept its responsibilities. I will faithfully execute my duties and fulfill my obligation to the best of my abilities while contributing to the enhancement of the experience of the students at Monroe Community College.

#### **2.2 Policies**

- A. SGA will adhere to all of Monroe Community College's and the MCC Association's code of conduct and policies and procedures under the guidance of the Office of Student Life and Leadership Development.
- B. Sexual Harassment: The SGA will not tolerate any form of sexual harassment.
- C. Hazing: The SGA shall not engage in any such actions or situations involving physical and/or mental abuse. Such acts of harassment, intimidation, or hazing; the forced consumption of alcohol, drugs, or any other liquid or solid substance; the forced inhalation of any substance; any action that threatens the health, safety, or welfare of any person, for the purpose of initiation into or affiliation with the SGA.
- D. Non-discrimination policy: The SGA shall not discriminate on any basis including but not limited to real or perceived age, race, sex, gender identity/expression, sexual orientation, sexual history, religious orientation, physical or mental disability, veteran status, alienage, citizenship, marital or parental status, legally recognized domestic partnership status, national origin, ancestry, creed, political belief, employment status, arrest and/or conviction record, or any other criterion prohibited by federal, state or local law.

- E. Violation: Violations of the above regulations may result in a meeting with the advisors and/or the violator's member status to the SGA being terminated. Violators may also be subject to any applicable provision of the Penal Law and the Monroe Community College Code of Conduct.

### **2.3 Mandatory Trainings**

- A. All members of SGA are required to go through a two day SGA training in the summer.
- B. All members of SGA are required to attend Student Leader Training through the Office of Student Life and Leadership Development in August.
- C. All members of SGA are required to attend the Winter Leadership Retreat.
- D. If selected after the date of the training occurs - members are required to attend a makeup session.

If a member is unable to attend any of these training sessions they need to contact the Executive Board and SGA Advisor to make other arrangement to make up these trainings/events.

### **2.4 Advisors to SGA**

There shall be two advisors to the SGA: one teaching faculty member and one staff member from the Office of Student Life and Leadership Development. Advisors are obligated to screen all members of SGA as to their minimal requirements. The Advisors shall counsel regarding the policies and procedures of the college.

### **2.5 Advisor Duties**

- A. All advisors shall work closely with the SGA in a consultative advisory capacity, and shall serve as resource persons to the SGA on matters of relevance and concern.
- B. All advisors will attend every Senate and Executive Session Meeting.
- C. All advisors will meet with the Executive Board once a week.
- D. One Advisor from the Office of Student Life and Leadership Development will attend the Finance Committee Meeting.
- E. All advisors will attend the Club Council Meeting.
- F. One advisor must be present at all interviews of any member of SGA.
- G. One advisor must be present at any meeting where voting will take place.
- H. One advisor must be present for any SGA sponsored program.
- I. One advisor must travel to any conference SGA attends.

## **Article III** **Elections and Qualifications**

### **3.1 Requirements**

All members of SGA must:

- A. Maintain a minimum grade point average (GPA) of 2.25.
- B. Be enrolled in at least six credits each semester of their term; and taking the majority of their credits at the Brighton Campus or Applied Technologies Center.

- C. Must be available, and have no other obligations between 2:00 and 5:00 on Tuesdays and from 12:15 – 12:50 on Fridays to attend required SGA meetings, with the exception of certain appointed positions as determined by the President of SGA.
- D. Be in good disciplinary and academic standing at the College.
- E. Not be an officer in any other club or organization.

If at any time, a student fails to maintain the above qualifications, they will be notified in writing by the Director of the Office of Student Life and Leadership Development that they are no longer qualified and may no longer hold their position.

### **3.2 Elections Commission**

- A. The Election Commission shall oversee the election process and ensure its fairness. The Election Commission shall be concerned with every aspect of elections including campaign practices.
- B. The Elections Coordinator shall serve as the Chairperson.
- C. Any member of the Student Body may serve on the Elections Commission, except those running, in any capacity, for its respective election.
- D. The Elections Commission will not exceed a total of seven people.

### **3.3 Election Process**

- A. No student may run for more than one position in a single SGA election.
- B. In the event of a tie, runoffs are within the jurisdiction of the Election Commission, but must be held within two weeks of the decision.
- C. A person who engages in campaign practices which are seen as unethical, or upsets the fairness of the election process, may be removed from the election by the SGA Election Commission. The Election Commission shall use its best judgment to determine whether removal is necessary.
- D. Executive Board:
  - a. All Executive Commission officers shall be elected by a general ballot of the Brighton/ATC membership of the Student Association. The candidates receiving the highest number of votes, per position, shall be elected. If at any time any duly elected candidate fails to qualify or is otherwise unable to assume office, the candidate receiving the second highest number of votes shall assume the respective office, except where otherwise noted in this constitution.
  - b. The term of office is Commencement to Commencement.
  - c. Elections for each academic year will be held during the preceding spring semester on a date fixed by the Election Commission and approved by the Senate.
- E. Senate:
  - a. All Senators shall be elected by a general ballot of the Brighton/ATC membership of the Student Association. The candidates receiving the highest number of votes, per position, shall be elected. If at any time any duly elected candidate fails to qualify or is otherwise unable to assume office, the candidate receiving the second highest number of votes shall assume the respective office.
  - b. The term of office is Commencement to Commencement.
  - c. Elections for each academic year will be held during the preceding spring semester on a date fixed by the Election Commission and approved by the Senate.

- d. In the event there is a Senator position still open after elections take place, a committee comprised of the Vice President of Governance (acting as chair with no vote) and at least three members of SGA and at least one SGA Advisor may accept applications for open positions and hold interviews. If a candidate is selected, he/she may join the Senate immediately.

## **Article IV** **Student Government's Structure**

### **4.1 Composition**

SGA shall be composed of two separate branches: the Executive, and the Legislative branch. All powers, rights, and responsibilities are outlined in the subsequent Articles in this Constitution.

### **4.2 Executive Branch**

Elected Positions

- President
- Vice President of Governance
- Vice President of Programming
- Treasurer
- Two Secretaries of Governance

Appointed Positions

- Chief of Staff
- Two Secretaries of Staff
- Historian
- Elections Coordinator
- SGA/SEGA Liaison
- Disabilities Liaison
- SUNY Student Assembly Liaison

### **4.3 Legislative Branch**

Ten Senators

- Diversity, Equity, and Inclusion Senator
- Two Health and Wellness Senators
- Residence Halls Senator
- Public Relations Senator
- Student Relations Senator
- Two Club/Organization Senators
- Veterans Relations Senator
- Virtual Campus Senator

## Article V Executive Board

### **5.1 Purpose**

To carry out policies set by the Legislative Branch.

### **5.2 Powers**

All Executive powers of the Student Government shall be vested in the President, except those powers expressly vested in other officers by this Constitution.

### **5.3 Appointment Process**

- A. All non-voting members of the Executive Branch shall be appointed by the President and are subject to confirmation by the Senate.
- B. A role may be created as deemed necessary by the SGA President and through support from the Senate. Said role would follow the same appointment - confirmation process as outlined above.

### **5.4 Executive Board Duties**

The Executive Board shall:

- A. Be the primary committee to guide the SGA in the best interest of the student body. All SGA committees are responsible to the Senate. The Executive Board shall act to uphold this Constitution.
- B. Meet weekly during the Fall and Spring Semesters and at least once a month over the summer.
- C. Attend weekly meetings with the Advisors to the SGA during the academic year.
- D. Hold three office hours a week. Hours must be posted by the end of the first week of classes and must be consistent weekly.
- E. Report weekly during SGA Senate meetings.
- F. Be responsible for interpreting the wording of this constitution and will review all interpretations made by other committees.
- G. Oversee and set policy with regard to the use of SGA property and the SGA offices, with approval from the Director, OSLLD or designee.
- H. Be concerned with all areas of the Student Government Association and may take necessary action with regards to these areas when deemed absolutely necessary, to include such cases where SGA Committees or bodies are unable to meet but decisions are required. The only exception to this clause will be amending the Constitution.

### **5.5 Executive Board Positions**

#### **5.5.1 President**

All powers in the Executive Branch shall be derived from the student holding this office.

The President shall:

- A. Serve as the chairperson of the Executive Board.
- B. Serve as the chief liaison between SGA and the administration of the College. This person shall be the official spokesperson for SGA.
- C. Provide a report each week during the Senate Meetings sent to the Executive Board by 4:00 pm the Monday before the senate meeting.

- D. Serve as Chairperson of Executive Session which takes place directly after the Senate Meetings weekly.
- E. Have the power to make appointments to College or SGA committees with confirmation of his/her appointment by the SGA Senate.
- F. Have the power to remove, with the approval of the Executive Board, persons in either standing or ad-hoc committees outside of recognized clubs/organizations who are not fulfilling requirements and/or acting against the SGA constitution. This decision can be appealed by presenting the case to the OSLLD.
- G. Have the power to appoint special ad-hoc committees, should he or she feel that there is a need for such a committee, with consent from the Senate.
- H. Deliver monthly reports to the Board of Trustees. If the President cannot attend a Board of Trustee Meeting, the Vice President of Governance will attend in his/her place.
- I. Serve on the MCC Association, Inc. Board of Directors and one committee and must attend every meeting.
- J. Fulfill at least 3 office hours a week. Hours must be posted by the end of the first week of classes and be consistent weekly.
- K. Have the right to veto any resolution passed by the senate within 48 hours. The veto must include an explanation of his/ her veto. The President may only veto five times during their Presidential term.
- L. Enforce the attendance policy.

### **5.5.2 Vice President of Governance**

The Vice President of Governance is a voting member of the Executive Board.

The Vice President of Governance shall:

- A. Chair the Senate.
- B. Vote only in the event of a tie.
- C. Be the student representative to the Faculty Senate.
- D. Serve on the MCC Association, Inc. Board of Directors and one committee and must attend every meeting.
- E. Be a member of a standing committee.
- F. Assume the Presidency, should the President be unable to complete his or her duties for any reason.
- G. Provide a report each week during the Senate Meetings sent to the Executive Board by 4:00 pm the Monday before the senate meeting.
- H. Attend Board of Trustees meetings in the event the President is unable to attend.
- I. Hold at least three office hours a week. Office hours must be posted by the end of the first week of classes. They must be consistent weekly.
- J. Act as supervisor to all Senators.
- K. Hold weekly meetings with all Senators.
- L. Fulfill any other duties assigned by the President.

### **5.5.3 Vice President of Programing**

The Vice President of Programing is a voting member of the Executive Board.

The Vice President of Programming shall:

- A. Serve as a non-voting member of the Senate.
- B. Attend all Senate meetings and Executive Sessions.

- C. Provide a report each week during the Senate Meetings sent to the Executive Board by 4:00 pm the Monday before the senate meeting.
- D. Hold 3 offices hours a week in the CAB office and/or the SGA office. Office hours must be posted by the end of the first week of classes.
- E. Oversee the Campus Activities Board which plans and implements programs and activities on campus to serve the needs and wants of students.
- F. Sit on the Alumni Week and Homecoming committee.
- G. Fulfill any other duties assigned by the President.

#### **5.5.4 Treasurer**

The Treasurer is a voting member of the Executive Board.

The Treasurer shall:

- A. Serve as a non-voting member of the Senate.
- B. Attend weekly Senate meetings and Executive sessions.
- C. Serve as chairperson of the Finance Committee. The committee meets weekly.
- D. Serve on the MCC Association, Inc. Board of Directors and one committee and must attend every meeting.
- E. Be responsible for overseeing and updating budgets for SGA and the Contingency account.
- F. Provide a report each week during the Senate Meetings sent to the Executive Board by 4:00 pm the Monday before the senate meeting.
- G. Provide a fiscal report to the Senate and Executive Board twice a semester.
- H. Hold three office hours a week. Office hours must be posted by the end of the first week of classes. Office hours must be consistent weekly.
- I. Understand and help others adhere to fiscal policies and procedures of the MCC Association, Inc.
- J. Fulfill any other duties assigned by the President.

#### **5.5.5 Chief of Staff**

The Chief of Staff is a voting member of the Executive Board.

The Chief of Staff Shall:

- A. Maintain a necessary supply of office supplies for official SGA purposes.
- B. Be responsible for compiling and maintaining a schedule of meeting times and places for all SGA Committees.
- C. Be responsible for maintaining a complete and accurate list of all SGA officers.
- D. Compile and post all of the times the SGA office is open and when each member of SGA is sitting their office hours.
- E. Act as parliamentarian and have a thorough understanding of the Robert's Rules of Order.
- F. Oversee the Secretaries of Staff.
- G. Fulfill any other duties assigned by the President.

#### **5.5.6 Secretary of Governance (Two)**

The Secretary of Governance is a voting member of the Executive Board.

The Secretary of Governance shall:

- A. Be responsible for the recording and publishing the minutes for the Executive Board and the SGA Senate Meeting.



- B. Be a member of a standing committee.
- C. Provide a report each week during the Senate Meetings which is emailed to the Executive Board by 4:00pm the Monday before the meeting.
- D. Immediately following Pre-Agenda, the Secretary of Governance will type up the agenda and submit it to the office of Student Life and Leadership Development to be uploaded to the Tribune by 2:30 p.m. on Fridays.
- E. Take minutes and present them to the full SGA within 72 hours after the senate meeting. These minutes must then go on the Agenda the following week for approval. After approval, the minutes must be submitted to the office of Student Life and Leadership Development to be posted in the Tribune.
- F. Any other duties assigned by the President.

### **5.6 Vacancies for the Executive Board**

- A. In the event of a vacancy in the position of the SGA President, Vice President of Governance, Vice President of Programming, Treasurer, or Secretary of Governance, as a result of academic or disciplinary ineligibility, resignation, impeachment, or death, the SGA must create a selection committee to fill the vacancy, except in cases of Presidential Succession.
- B. The selection committee shall be chaired by the Elections Coordinator (in the event that there is a vacancy in the elections coordinator position, the committee will be chaired by the chief of staff.), and composed of six other members of the SGA, three students-at-large, and at least one SGA Advisor. The committee members shall select a candidate from the Student Association, through application and interview process, to fill the vacancy by a majority vote. The selected candidate shall be appointed by a two-thirds majority of the Senate, present and voting.
- C. If the candidate is selected, he/she may join SGA immediately.

### **5.7 Vacancy of Student Member-Board of Trustee**

In the event of a vacancy in the position of Student Member-Board of Trustees, the vacancy shall be filled for the unexpired term in the following manner:

- A. A selection committee shall be created composed of six members: two students from the SGA, two students from the Damon Campus Student Events and Governance Association, two at-large students, who cannot be SGA or SEGA members, in which one is a non-traditional (part-time or evening) student. The committee members shall be appointed by two-thirds of the Senate, present and voting. The committee shall select a chair from among appointed members by a majority vote.
- B. A majority vote of the members, present and voting, shall be required for selection of the Student Member-Board of Trustees. The chairperson shall vote only in the event of a tie.

## **Article VI** **Legislative Branch**

### **6.1 Purpose**

The SGA Senators are the legislative branch of the SGA. It is a forum that serves as the liaison between students and College officials. Its chief role is to deliberate, approve, and set policies that are pertinent to the student body and the operations of the SGA.

## **6.2 Powers**

All legislative powers herein granted shall be vested in a Senate of the Brighton Campus Student Government Association of Monroe Community College:

- A. Shall have the authority to raise legislation which shall be necessary and proper for the execution of its Constitutional powers.
- B. May override the veto of the President by a two-thirds vote of the Senate present and voting.
- C. Shall approve the annual Student Association Budget.
- D. Shall approve or deny temporary or permanent committees or student club/organization charters.
- E. May pass resolutions which serve as the official position of the student body regarding a campus issue.
- F. All motions passed by the Senate shall be called legislation and be subject to the veto of the President within 48 hours. The Senate may override a Presidential veto at the next public SGA meeting by a two-thirds majority vote of the Senate, present and voting.

## **6.3 Senate Meetings**

- A. All SGA members required to attend Senate meetings as specified by their role in the SGA Bylaws.
- B. Each member of SGA is required to make a report at each senate meeting as specified by their role in the SGA Bylaws. Reports must be submitted via email to all members of the Executive Board and all of the Advisors by 4:00 on the Monday before the meeting the report will be read.
- C. SGA will meet every Tuesday at 2:15 p.m. during the Academic year for its public meeting, except at those times of vacation, legally established holidays, or a conflicting administrative function. Directly following the public meeting, SGA will move into executive session until adjourned.
- D. All resolutions must be typed up and emailed to all the Advisors and the entire SGA by 4:00 on Thursday prior to the Pre-Agenda meeting.
- E. SGA will meet every Friday from 12:15 p.m. – 12:50 p.m. for Pre-Agenda.
- F. One half plus one of the total voting membership of the seated Senate shall constitute a quorum.
- G. Over the summer, the Senate will have three public meetings. The first meeting will be in June. The second meeting will be in July. The third meeting will be in August.

## **6.4 Requirements and Membership**

There are ten members of the SGA Senate.

All members of the Senate must:

- A. Participate in at least one Senate committee as well as at least one Faculty committee.
- B. Hold three office hours per week. Office hours must be posted by the end of the first week of classes. They must be constant weekly.

- C. Communicate regularly with students, Faculty, Administration and Staff via personal contact, emails, memos and any other means of acceptable communication as deemed by the Vice President of Governance.
- D. Advocate for student issues and concerns.
- E. Meet with the Vice President of Governance weekly. Meeting times must be consistent.
- F. Know and understand the SGA Constitution and SGA Bylaws as well as basic Robert's Rules of Order.

The SGA Senate shall consist of the following members: (see Bylaws for full descriptions)

- Athletics Relations Senator
- Diversity, Equity, and Inclusion Senator
- Health and Wellness Senator
- Public Relations Senator
- Residence Halls Senator
- Student Relations Senator
- Two Club/Organization Senators
- Veterans Relations Senator
- Virtual Campus Senator

## **Article VII**

### **Absences, Impeachment, and Removal**

#### **8.1 Absences**

- A. It is expected that all members will be present at all required SGA functions (required meetings, committee meetings, trainings, etc.). If a member must miss a required function, he/she must provide a valid reason, in writing, to the Executive Board who will determine if the absence is excused or unexcused. Members of the SGA may have up to two excused absences per semester during his/her term of office. If a member has more than three absences, the Executive Board will determine the appropriate sanction.
- B. If a member has more than two unexcused absences from required obligations, then the SGA member is subject to be placed on probation. Within the designated timeframe will result in removal from SGA. No exceptions will be made.
- C. Probation shall consist of the following:
  - a. Loss of voting rights.
  - b. Loss of speaking privileges at SGA meetings.
  - c. Required weekly check-ins with the Executive Board and an SGA Advisor.
  - d. Further absences from required SGA functions will result in immediate removal from office.
- D. This probationary period will end when the Executive Board votes to lift the probation.

#### **8.2 Grounds**

Grounds for impeachment shall be negligence of duty or any action performed by the any branch or member of the SGA, which is considered a direct violation of the Constitution or By-Laws; or

any action performed as a member of the SGA which is considered detrimental to the good name of the Student Association.

### **8.3 Procedure**

- A. Any member of the SGA is subject to impeachment upon the receipt of a complaint signed by a majority of Senators, present and voting, at a meeting of the Senate, or upon filing of a petition signed by 150 members of the Brighton/ATC Campus Student Association.
- B. A hearing by the Executive and Legislative branches must be held within one week from the filing of charges, unless the defendant cannot be notified in accordance with his/her rights, in which case a hearing must be held as soon as such rights have been satisfied.
- C. All hearings for impeachment procedures will be open to the Student Association, and occur at the Meeting of the Senate. The defendant and the prosecutor shall be given equal lengths of time to present their case to the Executive and Legislative branches.
- D. Both branches shall vote by secret ballot; the results shall be read immediately by the Vice President of Governance, whom shall not vote.
- E. If at the end of the impeachment proceedings the defendant is found guilty by a two-thirds vote of the Executive and Legislative branches, present and voting, he/she shall be removed from office. Once the vote takes place, the decision is considered final.
- F. Judgment in cases of impeachment shall not extend further than to remove from office, and disqualification to hold and enjoy any office of honor under the Student Association.

### **8.4 Conflicts of Interest**

The presiding officer shall not be the defendant or the prosecutor. In the event of a conflict, a presiding officer shall be appointed by a two-thirds majority vote of the Senate. Neither the defendant nor the prosecutor may vote in the hearing.

## **Article VIII** **Amendments**

Any member of SGA may propose any amendment to the Constitution to the Senate. Any proposed amendment to the Constitution must be in order and purposeful by a majority vote of those present and voting at the Senate meeting in order to be presented in the form of a referendum to the student body. The referendum must then be approved by the majority of the members of the student body present and voting, for the referendum to amend the Constitution.