

**CONSTITUTION OF THE STUDENT GOVERNMENT OF  
MONROE COUNTY COMMUNITY COLLEGE**

**ARTICLE I: NAME:**

The name of this organization shall be THE STUDENT GOVERNMENT of Monroe County Community College.

**ARTICLE II: PURPOSE:**

The purpose of the Student Government shall be:

- A. To serve as a facilitator for communication between the College administrators, faculty and staff;
- B. To encourage and promote interest and spirit in College activities and affairs;
- C. To provide a vital and appropriate voice for students in the governance of the institution pertaining to those matters pertinent to student affairs and interests;
- D. And to develop and promote activities that will enrich the cultural, intellectual and social life of the student body at Monroe County Community College.

**ARTICLE III: MEMBERSHIP:**

**Section 1.** The minimum number of student representatives shall be five and the maximum number shall be 30.

**Section 2.** The newly elected student governing body shall, at the completion of the fall election, elect by secret ballot from their members a President, Vice President, Secretary, Treasurer, Campus Liaison, and Historian.

**ARTICLE IV: FUNCTIONS AND POWERS:**

Functions and powers shall be those delegated by the Board of Trustees of Monroe County Community College.

**Section 1.** The Student Government shall share in the establishing of all student organizations and clubs, as provided in stated College Policies and Procedures.

**Section 2.** The Student Government shall approve all official student social activities.

**Section 3.** The Student Government shall allocate and regulate all funds set aside for its supervision, and audit the financial accounts of all recognized student organizations and activities. Funds set aside for Business Professionals of America, DEC, publications and intercollegiate athletics shall not be under the control of the Student Government.

**Section 4.** The Student Government shall charge each student organization with the responsibility of supervising the conduct of students attending activities sponsored by said organization.

**Section 5.** The Student Government shall give College and community publicity to its policies and activities.

**Section 6.** The Student Government shall adopt such By-Laws as may be necessary, provided they do not conflict with the elements and spirit of this

Constitution, or the Policies and Procedures of the College.

**Section 7.** The Student Government shall consider petitions of student grievances about, and contributions to, the life of the College and to make recommendations to the appropriate College authorities. It shall also have the authority to deliberate upon the subjects and questions referred to it by the faculty or administration of the College.

**Section 8.** The Student Government shall be authorized to suspend student organizations or activities and shall share this authority with the Vice President of Enrollment Management and Student Success. Petitions for reinstatement shall conform to Article XV: Student Organizations, Items 3 through 6. Suspension may lead to either full or conditional reinstatement or dismissal.

**ARTICLE V: AMENDMENT:**

**Section 1.** This Constitution may be amended by a resolution passed by an affirmative vote of two-thirds (2/3) of the members of the Student Government body, provided the said amendments do not conflict with the elements and spirit of this Constitution, or with College policies, rules or regulations.

**Section 2.** Petition for amendment shall be signed by twenty-five percent (25 percent) of the student body to have it placed on the ballot for ratification by the student body. A simple majority vote of the students officially enrolled in Monroe County Community College may void or affirm such amendment in the next regular election held to elect representatives to the Student Government.

**Section 3.** A constitutional amendment must be read as an agenda item of the proceedings at least two times, at two consecutive regularly scheduled meetings of the Student Government before a vote may be taken. A vote may be taken at the second reading.

**ARTICLE VI: REFERENDUM:**

**Section 1.** The student body shall have the power to petition for a ballot on any act of the Student Government. Said ballot shall be acted upon within two (2) weeks from the date of the petition containing signatures and student numbers of twenty-five percent (25 percent) of officially enrolled students, and is presented to the President of the Student Government.

**Section 2.** The Student Government shall be empowered to refer any legislative question to the student body for a vote. A simple majority affirmative vote will suffice to cause the question to be referred to the student body for a vote.

**Section 3.** The Student Government will decide on the method and timing of a student body vote, i.e., whether it will be at a regular election or a special election.

## BY-LAWS

### BY-LAWS ARTICLE I: QUORUM:

Business shall be officially transacted with the Student Government when a majority of the voting members are present.

### BY-LAWS ARTICLE II: MEETINGS:

#### Section 1. Time and Place:

The presiding Student Government advisor shall designate a time and a place for meetings during the fall and winter semesters which will be convenient for Student Government members.

#### Section 2. Continued Meetings:

The presiding officer may call a continued meeting for some other convenient period or day to dispose of unfinished business.

#### Section 3. Special Meetings:

The presiding officer, a majority of the members of the Student Government or the advisor may call a meeting.

#### Section 4. Postponed or Canceled Meetings:

The Student Government, through its presiding officer, Student Government advisor, the Vice President of Enrollment Management and Student Success, or by a 2/3 vote of the members of Student Government, may postpone or cancel meetings in absence of a quorum or for other good reasons.

#### Section 5: Open and Closed Meetings:

All weekly meetings of the Student Government shall be open to the public. A closed meeting, or executive session, may be called by the President, a two-thirds (2/3) vote of the members of the Student Government, the advisor to the Student Government, or the Vice President of Enrollment Management and Student Success and will be held in addition to the regular meetings.

#### Section 6. Rules of Order:

All Student Government meetings shall be conducted in a manner that will facilitate an orderly, profitable meeting.

### BY-LAWS ARTICLE III: DUTIES OF OFFICERS:

All Student Government officers must have and maintain a 2.5 College grade point average.

#### Section 1. President:

- a. presides at all meetings;
- b. ascertains presence of quorum;
- c. calls for minutes and reports;

- d. recognizes speakers;
- e. states motions made;
- f. calls for vote;
- g. votes in case of tie;
- h. announces result of vote;
- i. decides points of order;
- j. appoints officers pro tem;
- k. preserves order and decorum;
- l. appoints and discharges all committees;
- m. calls special meetings;
- n. answers parliamentary queries;
- o. orders audits;
- p. enforces observation of Constitution;
- q. appoints students to represent the student body in whatever areas may be necessary and appropriate;
- r. executes Student Government's wishes.

**Section 2. Vice President:**

- a. performs duties of President in the event of his/her absence;
- b. acts as general assistant to President;
- c. assists in the formation of the Agenda.

**Section 3. Secretary:**

- a. takes roll;
- b. takes minutes of all Student Government meetings;
- c. writes minutes in permanent record upon their correction;
- d. records motion-makers, seconders, and disposition;
- e. advises President as to what business is in order;
- f. reports in minutes the number of ayes and nays if voting is done by hand, by standing, or by ballot;
- g. organizes and files records for instant use upon recall;
- h. receives and preserves correspondence, records, reports, etc.;
- i. attends to necessary correspondence;
- j. sends out notices of special meetings;
- k. reads resolutions, motions, communications, or documents demanded;
- l. acts as presiding officer in absence of President and Vice President;
- m. sees that amendments are added to the Constitution;
- n. receives and files organization's Constitution and documents.

**Section 4. Treasurer:**

- a. receives, deposits, and, upon proper authority, disburses funds;
- b. keeps complete and accurate records of all financial transactions;
- c. files all necessary statements, bills, receipts, vouchers and checks;
- d. prepares and submits detailed financial reports to the Student Government at least once a semester;
- e. assists in preparing all regular and special budgets;
- f. makes all records and material available for authorized audits;
- g. sends copy of all audits to the Vice President of Enrollment Management and Student Success;
- h. acts as presiding officer in absence of President, Vice President, and Secretary;
- i. authorizes, upon approval, payment of bills and accounts.

**Section 5. Campus Liaison:**

- a. acts to improve and maintain positive relations between the Student Government and faculty members;
- b. reports the goals of Student Government to the President and Vice Presidents of Monroe County Community College;
- c. attends division meetings to report and promote the goals of Student Government;
- d. relates the concerns of Student Government members to the appropriate faculty member(s);
- e. assists committee members in publicizing Student Government events to faculty members (i.e. memos, light board, verbally);
- f. is recommended to represent Student Government on the Outstanding Faculty Award Committee;

**Section 6. Historian:**

- a. keeps a scrapbook of all events, by taking photographs, collecting fliers and other memorabilia.

**BY-LAWS ARTICLE IV: DUTIES OF REPRESENTATIVES:**

- Section 1.** The term "Representatives" shall mean all elected members of Student Government.
- Section 2.** Representatives are responsible to the Student Government for all special duties they are appointed to discharge.
- Section 3.** Representatives present student views and suggestions to the Student Government.
- Section 4.** Two representatives shall be members of the Outstanding Faculty Award Committee.
- Section 5.** At least one representative shall be a member of the Campus/Community Events Committee.
- Section 6.** Two representatives shall be members of the Institutional Plan Coordinating Committee.
- Section 7.** After three unexcused absences from regular meetings in one semester, the executive committee has the power to take action from examination, probation, warning to dismissal. The advisor determines if an absence is excused or unexcused.

**BY-LAWS ARTICLE V: QUALIFICATIONS OF REPRESENTATIVES:**

- Section 1.** A candidate for Student Government representative must be an officially enrolled member of the student body of Monroe County Community College and carry at least nine (9) credit hours.
- Section 2.** Candidates for Student Government must have a grade point average of 2.0 or better from high school/college or have a minimum average standard GED test score of 45 and be enrolled for a minimum of 9 credit hours.

- Section 3.** No person shall be eligible to hold the position of Student Government representative who is a presiding officer of any College club or organization or editor-in-chief of the College newspaper during his/her term of office.

**BY-LAWS ARTICLE VI: NOMINATION OF STUDENT GOVERNMENT MEMBERS:**

- Section 1.** Students must submit a letter of intent stating why they want to serve as a Student Government Representative. In the event that there are more than 30 letters of intent submitted, petitions for membership with signatures of 25 of the eligible voters at Monroe County Community College will be required.
- Section 2.** If petitions are required, they must be issued by the Student Government advisor and must be returned to the advisor no later than 48 hours prior to the election.
- Section 3.** An eligible voter may sign more than one petition. A voter may not sign a petition more than once for each representative. (See By-Laws Article VII, Section 4).
- Section 4.** The Student Government advisor shall determine the eligibility of each candidate and may disqualify any candidate not meeting the standards prescribed in By-Laws Article V, Section 1, 2, and 3. Any evidence of dishonesty shall be sufficient grounds for disqualification to run or hold office in that or any subsequent Student Government election held at Monroe County Community College.
- Section 5.** It shall be the duty of the Student Government advisor to certify all student elections as to their completeness and honesty.

**BY-LAWS ARTICLE VII: ELECTION OF STUDENT GOVERNMENT MEMBERS:**

**Section 1. Time of Election:**

The Student Government shall provide for:

- a. an annual election to be held during the first six weeks of the fall semester for the election of representatives;
- b. an annual election whereby representatives will be elected to fill vacant seats only. (Returning representatives from the previous academic year in good standing will not be required to run for re-election.)

**Section 2. Manner of Campaign for Office:**

- a. the terms "democrat" and "republican" or other political and religious labels should not be used in any way in connection with the election.
- b. there shall be no slanderous campaign material used in the election.
- c. there shall be no campaigning of any sort within twenty-five (25) feet of the election polls on election day.
- d. infractions of any of the above provisions shall be, on presentation to

the advisor, sufficient cause for the removal of the name of any candidate from the ballot or from office.

- e. it shall be the duty of the advisor to see that any and all publicity contrary to the provisions set forth above shall be eliminated.

**Section 3. Manner of Election:**

- a. there shall be election polls set up on main campus the day of the election where each eligible voter of the student body shall be able to cast his/her vote for the prospective candidates by ballot.
- b. the candidate for each position receiving the greatest number of votes shall be elected to office.
- c. in case of a tie vote for election, a new vote shall be taken for those candidates involved in the tie within two weeks of the election.

**Section 4. Eligible Voters:**

- a. every student officially enrolled in the fall semester shall be entitled to vote.
- b. each student may vote for 3 candidates.
- c. each student's name and student number will be checked against a roster. The ballots and the roster will be on file in the advisor's office for one semester after the election.

**Section 5. Conducting of Voting and Counting of Votes:**

- a. the advisor shall prepare all ballots, supervise voting and collect all ballots.
- b. the advisor shall count the votes as soon as possible after the voting is concluded. The results shall be made known immediately.

**Section 6. Changes of Rules:**

No changes shall be made in these existing laws for one (1) month prior to the election.

**BY-LAWS ARTICLE VIII: INSTALLATION OF STUDENT GOVERNMENT MEMBERS:**

**Section 1.** In the annual fall election, representatives shall take office no later than one week after said election.

**Section 2.** If not removed for cause, the term of office for all Student Government members shall be a maximum of six academic semesters.

**BY-LAWS ARTICLE IX: AUXILIARY MEMBERSHIP:**

**Section 1.** The Student Government shall, with majority vote, have the power to create auxiliary memberships during the first month of each semester.

- Section 2.** Except for voting, auxiliary members shall have all the responsibilities and privileges of elected representatives.
- Section 3.** Auxiliary members must maintain a 2.0 grade point average.
- Section 4.** After three unexcused absences from regular meetings in one semester, the executive committee has the power to take action from examination, probation, warning to dismissal. The advisor determines if an absence is excused or unexcused.

**BY-LAWS ARTICLE X: IMPEACHMENT AND RECALL:**

- Section 1.** Any member of the Student Government may be impeached by the Student Government for inappropriate conduct or for lack of regular attendance at official meetings.
- Section 2.** Impeachment proceedings shall be conducted against only one person at a time.
- Section 3.** The Student Government shall hear all such cases and have the authority with consent of three-fourths (3/4) of its membership (with the charge not voting) to impeach any member.
- Section 4.** There shall be no impeachment without a hearing.
- Section 5.** Any representative may be recalled by two-thirds (2/3) majority vote of the College student body.

**BY-LAWS ARTICLE XI: VACANCIES ON THE STUDENT GOVERNMENT:**

- Section 1.** If a vacancy of an elected representative occurs, auxiliary members who meet qualifications in By-Laws Article V will be given priority for filling vacancy.
- Section 2.** If the vacancy cannot be filled by an auxiliary member, then the unsuccessful candidates from the previous election will be invited to request in writing representative status. An election within the Student Government will follow.

**BY-LAWS ARTICLE XII: ORDER OF BUSINESS:**

- Section 1.** Business of the Student Government shall be conducted in the following order:
- a. call to order;
  - b. roll call;
  - c. reading and approving the minutes;
  - d. receipt of communications, bills, etc.;
  - e. report of committees;
  - f. old business;
  - g. new business;
  - h. open;
  - i. adjournment.



**BY-LAWS ARTICLE XIII: AGENDA ITEMS:**

All items for the Agenda must be submitted to the Vice President or advisor three days in advance of the meeting.

**BY-LAWS ARTICLE XIV: VOTING METHOD:**

All motions shall be passed by a quorum of qualified members of the Student Government.

**BY-LAWS ARTICLE XV: STUDENT ORGANIZATIONS:**

- Section 1.** All student organizations must have their constitutions approved by both the Student Government and the College Administration before they are recognized as official College organizations and receive the benefits of College facilities and funds.
- Section 2.** All student organizations must have at least five active members on file with the Vice President of Enrollment Management and Student Success.
- Section 3.** Each student organization must have at least one advisor.
- Section 4.** These constitutions must be renewed each year.
- Section 5.** A copy of each organization's constitution must be filed with the Student Government Secretary.
- Section 6.** Each student organization shall notify the Student Government immediately of any amendments to its Constitution for their approval.
- Section 7.** An annual audit of all student organization accounts will be conducted during June of each year.
- Section 8.** Any action by the Student Government to revoke its official recognition and approval of a student group or organization must follow the 'due process of law' procedure. In situations involving a club's funds or constitution, the following process will be followed:
- a. the Student Government will notify the organization, in writing, of the action.
  - b. if no decision is reached or either party is dissatisfied with the results of the conference, the Director of Admissions/Guidance Services will appoint a committee composed of two (2) students, two (2) faculty members, and one (1) administrator with no vested interest to hear the appeal. The Director of Admissions/Guidance Services will not serve on this committee. The committee will send a written recommendation to the Vice President of Enrollment Management and Student Success within three (3) days following the meeting.
  - c. The Vice President of Enrollment Management and Student Success will render a decision on the appeal in writing within three (3) days of the receipt of the ad hoc committee's recommendation. The Vice President's decision is final.

**BY-LAWS ARTICLE XVI: RATIFICATION:**

- Section 1. This Constitution and By-Laws shall be ratified when approved by a majority of the student body voting in a regular/special election.
  
- Section 2. Amendments to Constitution and By-Laws follow the procedure stated in Article V, Sections 1 and 2.