

Constitution
of the
Student Government Association
of



Eugenio María de
Hostos Community College

Amended and ratified
by the 2014-2015 SGA

Constitution of the Student Government Association of
Eugenio María de **Hostos Community College**

PREAMBLE

We, the Students of Eugenio María de Hostos Community College of the City University of New York in order to protect the rights, represent the needs, aspirations and the welfare of the Hostos Student Body in an environment where we can be sensitive to the cultural differences, beliefs, attitudes, and values of students, do ordain and establish this Constitution for the Student Government Association of Eugenio María de
“Hostos Community College.”

Therefore, the Student Government Association is the officially recognized, democratically elected student representation for all registered Hostos students.

Article I: Name

The name of this organization shall be: STUDENT GOVERNMENT ASSOCIATION OF EUGENIO MARIA DE HOSTOS COMMUNITY COLLEGE, hereinafter SGA.

Article II: Constituency

All registered students at Eugenio María de Hostos Community College shall be considered members of the SGA, shall be enfranchised as constituents of the Student Government and shall have the right to participate in all elections and referenda held under the provisions of this Constitution.

Article III: The Government

Section 3.1

The SGA shall establish guidelines and procedures to be followed by the College’s student body, excepting in matters that fall under the jurisdiction of the President’s Office or The City University of New York. The SGA should be notified of all student related activities on campus in which the Student Body may participate. The SGA must inform the student body of such activity or activities, availing itself of all communication media at hand for the task.

Section 3.2

The SGA is responsible for coordinating and supervising all student activities. It shall act as an advisory agent and consultant regarding all projections, norms and objectives of the student body, while promoting the educational needs of the student body within an atmosphere of unity.

Section 3.3

The SGA is vested with the right to analyze and prepare recommendations regarding the College’s norms and objectives, as well as its activities aimed at improving the curriculum in its entirety, including all supplementary services and all matters related to the well-being of the student body.

Section 3.4

The SGA shall sponsor and promote the cultural, social and educational development of the students at Eugenio María de Hostos Community College and its surrounding community.

Section 3.5

The SGA shall participate in all planning activities carried out to further the College's mission within the College itself as well as within the CUNY system. Therefore, this Government shall work closely with faculty, administration, personnel offices and college officials for the execution, promotion and furtherance of the college's mission.

Section 3.6

A representation from the SGA shall form part of the Search Committee that recommends candidates for the Presidency of the College, Vice Presidencies and the Deans of all divisions of the college.

Section 3.7

The SGA must summon all students to attend general student body assemblies, which shall be held during the first week of November, at the latest, for the fall semester, and during the last week of March, for the spring semester of each academic year.

Section 3.8

The SGA shall operate a student information and orientation center on the College campus. The functions of this center shall be to keep the student body informed and oriented regarding SGA procedures and regulations as related to the student body at large. Said office shall be endowed with all the necessary equipment for its proper operation (e.g. computers, telephones and other supplies). The SGA shall establish services hours for its operation. The SGA Information Center is located on the third floor in front of the C-Cafeteria of the East Academic Complex 450 Grand Concourse.

Section 3.9

The Hostos Student Senate shall elect the voting members of the College Wide Senate in accordance with the College Charter of Governance.

Section 3.10

The SGA has the right to review the work plan of the Dean's Office of any division and to recommend counterproposals or amendments to the same as well as the right to review the expenditures in the budget of the Eugenio María de Hostos Community College Association in its entirety when it deems it necessary.

Article IV: Powers and Duties of the Student Government Executive Board

Section 4.1

The Student Government Executive Board shall be responsive to all current issues generated from students or Hostos Student Senate resolutions and shall carry out any necessary and appropriate actions.

- a) All members of the Student Government Executive Board shall make themselves available and accessible to the student body at large.
- b) The Student Government Executive Board shall prepare and administer the Student Government budgets to be approved by the Student Government Budgetary Committee and/or Senate in accordance with the guidelines herein.
- c) The Student Government Executive Board shall, with the aid of SGA committees, be responsible for student outreach and for disseminating information regarding respective activities in coordination with the Student Government Affairs Committee and the SGA Media Board, and with the approval of the SGA President.
- d) Any member of the Student Government Executive Board with the advice and consent of the Student Government Executive Board shall have the power to appoint nominees to represent the student body at meetings of college or university committees and task forces. These representatives shall be required to report to the Senate on the fulfillment of their duties on a regular basis.
- e) The Student Government Executive Board, with approval of half plus one (1) of its membership and with the additional approval of the Hostos Student Senate, may suspend sponsorship/funding to any club or organization it determines has used the funds in an inappropriate or unethical manner or that does not comply with Article XV of the By Laws of the CUNY the Board of Trustees. The Student Government Executive Board has the right to suspend, for the time period it deems just and necessary, any club or organization whose executive members the SGA Executive Board determines have incurred violations of the Student Government Constitution, the By Laws of the CUNY Board of Trustees, or which has engaged in actions or attitudes that have an adverse effect on the integrity of the College, any club, organization, association, union or any member of Hostos Community College.
- f) Any club, organization, association or union that has been suspended by the Student Government Executive Board, in accordance with the preceding clause, may only resume operation by petitioning and receiving, through the electoral process a re-certification from the Executive Board and the Hostos Student Senate. If said petition is rejected, the Executive Board shall notify the club, organization, association or union concerned in writing, within ten (10) working days of the reasons for its rejection.
- g) The Student Government Executive Board members shall schedule and be present for at least four (4) hours weekly in their office Monday through Friday of which two (2) of those weekly office hours must be done between 8:00 am and 3:59 pm and two (2) of those weekly office hours must be between 4:00 pm and 10:00 pm.

Section 4.2

Student Government Executive Board Membership

The members of the Student Government Executive Board shall be the SGA President, the Vice President for Academic Affairs, the Vice President for Student Affairs and Community Relations, the Budget and Finance Commissioner, the Executive Secretary and appointed by the SGA President with the Consent of the Hostos Student Senate an Evening and Part-Time Student Affairs Commissioner and a Campus Affairs Commissioner.

Section 4.3

The powers and duties of the SGA President of the Student Government are as follows:

- a) The SGA President shall serve as the Chief Executive Officer of the Student Government and shall chair meetings of the Student Government Executive Board, the Student Steering Committee, the SGA Council, and the Budgetary Committee of the Hostos Community College Association and establish his/her agenda at each of the aforementioned meetings.
- b) The SGA President shall have the responsibility for the management of Government affairs, and shall serve as an ex-officio member of all committees and/or task forces established by this Constitution excepting the Student Disciplinary Committee.
- c) The SGA President, with the Budget and Finance Commissioner, shall have the power to authorize all fiscal expenditures approved by the SGA. In conjunction with the SGA Finance Committee the SGA President and the Budget and Finance Commissioner shall prepare a budget proposal and present it before the Hostos Student Senate for approval.
- d) The SGA President has the right to veto any decision or proposal submitted by the SGA Council or the Hostos Student Senate that he/she determines has an adverse effect on the student body, or that has an adverse effect on the College's well being or image. When the President vetoes a Hostos Student Senate decision or resolution he/she shall send a written report to the Hostos Student Senate, within seventy-two (72) hours, stating the reasons for the veto. The Hostos Student Senate shall likewise review the case and return it to the SGA President within seventy-two (72) hours.
- e) After review of the SGA President's reasoning for the veto, the Hostos Student Senate has the right to vote and counter the SGA President's veto by obtaining a two-thirds (2/3) vote. The vote must take place within seventy-two (72) hours after the review.
- f) When the SGA President disagrees with a correction proposed by the Hostos Student Senate, the case shall be taken before the student body for consideration. Within five (5) working days, the Student Senate shall gather signatures and personal student identification numbers from half plus one (1) of all students who voted in the most recent Student Government elections. Article 4.3 section e) of the present Constitution shall be deemed null and void in all matters corresponding to the jurisdiction of the President of Eugenio María de Hostos Community College.
- g) The SGA President shall be a member of the Eugenio María de Hostos Community Association, Inc. and the Eugenio María de Hostos Auxiliary Enterprises with the rights and privileges of a voting member.

- h) The SGA President has the right to call meeting with the SGA President's Cabinet. At the SGA President's Cabinet any proposal cannot be approved and this is the only branch of the SGA that can have meetings in a private environment.
- i) When there is a vacancy in the office of the SGA President, whether because of dismissal or resignation, the Vice President for Student Affairs and Community Relations shall assume all responsibilities, obligations, rights and privileges inherent in the post of the SGA President, if he/she should so desires.

Section 4.4

The powers and duties of the Vice President for Student Affairs and Community Relations are as follows:

- a) In the absence of the SGA President, the Vice President for Student Affairs and Community Relations shall preside at all meetings.
- b) The Vice President for Student Affairs and Community Relations shall renounce his/her post and assume the functions of the SGA President if this post is left vacant.
- c) When a vacancy occurs in the post of the Vice President for Student Affairs and Community Relations whether because of dismissal, resignation or because that official has moved to assume the post of the Presidency, the Vice President for Academic Affairs shall assume the post of the Vice President for Student Affairs and Community Relations.
- d) The Vice President for Student Affairs and Community Relations shall be the representative of Eugenio María de Hostos Community College Student Government before all community organizations and all off-campus activities.
- e) The Vice President for Student Affairs and Community Relations shall be a member of the Budget Committee of the Eugenio María de Hostos Community College Association and the Hostos Auxiliary Enterprise.
- f) The Vice President for Student Affairs and Community Relations must submit a summary report of his/her activities to the Executive Board at the second regularly scheduled meeting each month
- g) The Vice President for Student Affairs and Community Relations shall be responsible for keeping students informed about the proceedings of all organizations under the aegis of the SGA.
- h) The Vice President for Student Affairs and Community Relations shall be the authorized SGA member with the power to organize and direct all club, organization, union and association elections. Therefore, all motions regarding student elections that are executed without the participation of the Vice President for Student Affairs and Community Relations shall be deemed a clear violation of this present Constitution. The Vice President for Student Affairs shall be a member of the SERC, or Student Election Review Committee.

- i) The Vice President for Student Affairs and Community Relation shall be the chairperson of the Student Affairs Committee.
- j) The Vice President for Student Affairs and Community Relations must assist all those students who may have a complaint against another student, faculty member, or any other person associated with Eugenio María de Hostos Community College. Likewise, The Vice President for Students Affairs and Community Relations shall present a report regarding such instances to the competent organism.

Section 4.5

The powers and duties of the Vice President for Academic Affairs are as follows:

- a) The Vice-President for Academic Affairs shall serve as the Chairperson of the Hostos Student Senate and shall prepare his/her agenda.
- b) The Vice-President for Academic Affairs shall renounce his/her post and assume the functions of the Vice President for Student Affairs Community Relations if this post is left vacant.
- c) When a vacancy occurs in the post of Vice President for Academic Affairs, whether because of dismissal, resignation or because that official has moved to assume the post of the Vice Presidency for Student Affairs Community Relations, the Budget and Finance Commissioner shall assume the post of the Vice President for Academic Affairs.
- d) The Vice President for Academic Affairs must assist the President in his/her duties.
- e) The Vice President for Academic Affairs must submit a summary report of his/her activities to the Executive Board at the second regularly scheduled meeting each month.
- f) The Vice President for Academic Affairs shall investigate all programs that concern education, and shall coordinate the Student Government Academic Affairs Committee activities in conjunction with the Office of Academic Affairs.
- g) The Vice President for Academic Affairs shall be a member of the College Wide Curriculum Committee of Eugenio María de Hostos Community College.
- h) The Vice President for Academic Affairs shall be the Chair of the SGA Academic Affairs Committee.
- i) The Vice President for Academic Affairs shall be a member of the Hostos Auxiliary Enterprises.
- j) The Vice President for Academic Affairs shall monitor the activities of the Student Governance Committees.
- k) The Vice President for Academic Affairs shall serve on the SGA Planning Board.
- l) The Vice President for Academic Affairs, together with the Student Government Academic Affairs Committee, shall inform both the Senate and the Executive Board on academic matters and promote student interest in curriculum modifications and development,

evaluation of teaching effectiveness, faculty appointment and tenure considerations, and other duties assigned.

Section 4.6

The duties of the Budget and Finance Commissioner are as follows:

- a) The Budget and Finance Commissioner shall be responsible for the disbursement of funds and the maintenance of all financial records under the jurisdiction of the SGA.
- b) The Budget and Finance Commissioner shall submit a written report to the Hostos Student Senate at the start of each semester.
- c) The Budget and Finance Commissioner, with the SGA President, shall have the power to authorize all fiscal expenditures approved by the SGA of the Eugenio María de Hostos Community College Association.
- d) The Budget and Finance Commissioner shall be responsible for examining in detail all financial documents of any club, organization or committee that receives funding from the SGA through the Eugenio María de Hostos Community College Association, Inc. and for submitting said report to the Student Government Executive Board and the Hostos Student Senate so that they may take all necessary actions.
- e) The Budget and Finance Commissioner must sign and approve all budget funds and withdrawal requests from all clubs, organizations or committees.
- f) The Budget and Finance Commissioner must gather and collect all information about inventory that the SGA obtains and shall be in charge of its storage and safekeeping. The Budget and Finance Commissioner will serve as the Chair of the Inventory Committee. The Committee will consist of the Chair and two (2) Senators.
- g) The Budget and Finance Commissioner has the duty to present the inventory of the SGA storage in the second and last Senate meetings of the semester.
- h) In the absence of or the sudden resignation of the Budget and Finance Commissioner, the SGA President and Vice President for Academic Affairs and Chairperson of the Hostos Student Senate may sign and approve budget funds and withdrawal requests from all clubs, organizations, association, union or committees.
- i) When a vacancy occurs in the post of the Budget and Finance Commissioner, whether because of dismissal, resignation or because that official has moved to assume the post of the Vice President for Academic Affairs, Article XI Section 6 shall apply.

Section 4.7

The duties of the Executive Secretary are as follows:

- a) The Executive Secretary shall publish the agenda of all meetings in which the SGA President, the Vice President for Student Affairs and Community Relations and the Vice president for Academic Affairs serve.

- b) The Executive Secretary shall keep records and minutes of all meetings in which the SGA President serves as chair and the Executive Secretary shall serve as secretary of the Hostos Student Senate.
- c) The Executive Secretary shall also maintain attendance records of the Student Government Executive Board, Student Senate and all SGA meetings.
- d) The Executive Secretary shall file and distribute all minutes and books of all meetings of the Executive Board and Hostos Student Senate, whether they are normally scheduled meetings as well as special meetings and emergency meetings or ad-hoc committee meetings, and provide for the maintenance and security of all such records
- e) The Executive Secretary shall be a member of the Hostos Graduation Committee.
- f) The Executive Secretary shall be responsible for notifying all parties concerned, at the President's request, of Student Government Executive Board meetings.
- g) The Executive Secretary will be the Chair of the committee that will be responsible for assigning offices to all SGA members. The committee will be composed of the chair and two (2) Senators. The offices must be assigned by the second week of the semester.

Section 4.8

The duties of the Campus Affairs Commissioner are as follows:

The Campus Affairs Commissioner together with the Campus Affairs Committee shall inform both the Hostos Student Senate and the Student Government Executive Board of college space, facilities, and services issues that may affect student life on campus. The Commissioner for Campus Affairs shall coordinate SGA's efforts to promote the efficient use of existing space, facilities and services, as well as their improvement and shall serve as member of the Hostos Space Reservation Committee and Facilities Committee.

Section 4.9

The duties of the Evening and Part-Time Student Affairs Commissioner are as follows:

The Evening Affairs Commissioner together with the Evening Student Affairs Committee shall inform both the Hostos Student Senate and the Student Government Executive Board on matters and concerns which affect evening students.

Section 4.10

The Executive Cabinet of the SGA shall be composed of the SGA President, Vice President for Student Affairs and Community Relations, Vice President for Academic Affairs, Budget and Finance Commissioner, and Executive Secretary.

Article V: Powers and Duties of the Hostos Student Senate

Section 5.1

The membership of the Hostos Student Senate shall consist of the Vice President for Academic Affairs, the Vice President for Student Affairs and Community Relations, the Executive Secretary, the Budget and Finance Commissioner, the Evening and Part-Time Student Affairs Commissioner, the Campus Affairs Commissioner, and nine (9) more elected students that shall be appointed by Student Government Executive Board to serve on Student Government or College committees. All members of the SGA are senators, except the SGA President and the Speaker of the Student Disciplinary Committee, whom serve as ex-officio members of the Hostos Student Senate.

Section 5.2

The Vice President for Academic Affairs shall serve as Chairperson of the Hostos Student Senate and shall chair all meetings of Hostos Student Senate, the Student Government Academic Affairs Committee, and establish his/her agenda at each of the aforementioned meetings.

Section 5.3

The Chairperson of the Hostos Student Senate shall appoint a Deputy Chairperson for the Hostos Student Senate. The Chairperson of the Student Senate shall assign duties to the Deputy Chairperson for the Hostos Student Senate according with his/ her power and duties as Vice President for Academic Affairs and Chairperson of the Hostos Student Senate.

The Chairperson of the Hostos Student Senate shall name a Recording Secretary for the purpose of taking and transcribing the minutes of the Hostos Student Senate.

Section 5.4

The Hostos Student Senate may authorize programs and activities for the general benefit of the student body in accordance with the purposes of this constitution.

Section 5.5

The Hostos Student Senate shall appropriate all funds raised by the SGA allocation from the Student Activity Fee and the Student Club and Organization Allocation Line from the Student Activity Fee in accordance with the purposes set forth in this constitution and the Financial Guidelines and By-Laws of the Hostos Community College Association, Inc., the Fiscal Guidelines for the Expenditure of Student Activity Fees promulgated by The City University of New York and the By-Laws of The City University of New York. The Senate shall establish such procedures and criteria as it may deem necessary to fulfill this obligation in a timely manner.

Section 5.6

The Hostos Student Senate shall have the power to direct and review the spending of the SGA. Each semester's budget must be approved by a majority of Hostos Student Senate members at a meeting near the beginning of each semester.

Section 5.7

The Hostos Student Senate may adopt such by-laws, rules and regulations, create temporary committees and task forces, or empower such agents, as it deems necessary to fulfill its purposes and duties as set forth in this constitution.

Section 5.8

The Hostos Student Senate has the power to make all rules or resolutions which shall be necessary and proper for carrying into execution the forgoing powers vested by this Constitution in the SGA or in any other Student Government Committee.

Section 5.9

The Hostos Student Senate members shall schedule and be present in their office Monday through Friday for at least four (4) hours per week, two (2) of those weekly office hours must be done between 8:00 am and 3:59 pm and two (2) of those weekly office hours must be between 4:00 pm and 10:00 pm.

Article VI: SGA Committees

Section 6.1

The SGA Standing Committees shall have the responsibilities specified in this Constitution and such other responsibilities as the Hostos Student Senate may assign them. Each standing committee shall have a minimum membership of three Hostos Student Senate members. A simple majority of a committee's qualified members shall constitute a quorum. Standing committees shall establish a minimum schedule of regular meetings.

Section 6.2

The Student Government Steering Committee:

- a) The Student Government Steering Committee shall establish the entire task list for the Student Government Committees. The Student Government Steering Committee shall be responsible for coordinating and supervising all activities of the Student Government Committees. The Student Government Steering Committee shall be the only body of the Student Government Committees that presents proposals or resolution to the Student Government and shall operate under the Rules and Regulations of the Steering Committee.
- b) The Hostos Student Senate and the Student Government Executive Board may create such ad-hoc and special committees, as it deems necessary. The Hostos Student Senate may expand any committee beyond the minimum, as it deems necessary with the appointment from the Student Government Executive Board of non-Senate members in good academic standing selected by majority vote of the Hostos Student Senate.
- c) The membership of the Student Government Steering Committee shall consist of the SGA President (or his\her designee) as chairperson and all chairpersons of each standing committee.

Section 6.3

The Academic Affairs Committee working with the Vice-President of Academic Affairs shall be responsible for all academic matters concerning curriculum modification and development, academic standing, course and teacher evaluations and faculty appointment and tenure considerations. The Academic Affairs Committee, with the advice and/or consent of the Executive Board shall recommend student appointments to all student-faculty academic and/or department, school committees.

The Vice President of Academic Affairs shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Vice President of Academic Affairs, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

The Vice President for Academic Affairs shall give and present a one-page report of his/her work on a monthly basis to the SGA President and offer a summarization in the Senate Meeting.

Section 6.4

The Student Affairs Committee working with the Vice President for Student Affairs and Community Relations shall see that the students' general welfare and interests are protected. He/she shall chair the Club Constitution Sub-Committee and shall be responsible for the review and the approval of constitutions and all other document for new clubs, organizations, unions and associations. Purposes of new organizations must be in accordance with the mission of the College and the By-Laws of the Board of Trustees of The City University of New York.

The Vice President of Student Affairs shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Vice President of Student Affairs, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

The Vice President for Student Affairs shall give and a present one-page report of his/her work on a monthly basis to the SGA President and offer a summarization in the Senate Meeting.

Section 6.5

The Finance Committee working with the Budget and Finance Commissioner, shall review the requests of all clubs for funds raised by the Student Club and Organization Fee and shall recommend to the Hostos Student Senate appropriations in accordance with the educational, cultural and recreational purposes of the College which are of benefit to students, and which are cost effective and in conformance with budget guidelines approved by the Student Senate, the By-Laws of Hostos Community College Association, Inc. and the By-Laws of The City University of New York.

The Budget and Finance Commissioner shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charge with that responsibility.

The Budget and Finance Commissioner, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

Section 6.6

The Campus Affairs Committee working with the Commissioner for Campus Affairs shall promote student interest in regard to physical facilities (including bookstore, cafeteria, lounges, library, elevators, classrooms, etc.) as well as campus-wide student services.

The Campus Affairs Commissioner shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Campus Affairs Commissioner, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

The Campus Affairs Commissioner shall give and present a one-page report of his/her work on a monthly basis to the SGA President and offer a summarization in the Senate Meeting.

Section 6.7

The Evening and Part-Time Student Affairs Committee working with the Evening and Part-Time Student Affairs Commissioner shall be responsible for ascertaining issues and concerns of students who attend classes during the evening. This committee shall be responsible for the communication of these concerns to the SGA and the appropriate College Officials.

The Evening and Part-Time Student Affairs Commissioner shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Evening and Part-Time Student Affairs Commissioner, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

The Evening and Part-Time Student Affairs Commissioner shall give and present a one-page report of his/her work on a monthly basis to the SGA President and offer a summarization in the Senate Meeting.

Section 6.8

The Student Activities Committee shall submit recommendations to the Hostos Student Senate and the Student Government Executive Board regarding activities and proposals in the social, cultural and recreational fields. Upon approval of the said proposals, this committee shall be responsible for organizing and coordinating all activities or matters related to the implementation of the same. This committee shall serve as a representative of the SGA by attending on-campus events and activities of all clubs, organizations, associations and unions under the aegis of SGA. This committee shall inform the Hostos Student Senate about all activities executed with SGA funds.

The Official of the Student Activities Committee shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Official of the Student Activities Committee, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

Section 6.9

The Sports Committee shall organize and execute sports activities on the Eugenio María de Hostos Community College campus. The Official for the Sports Committee must participate in the planning of all sports activities carried out by clubs, organizations, associations and unions at Eugenio María de Hostos Community College, and all off-campus sports activities sponsored by the Eugenio María de Hostos Community College Association.

The Official of the Sports Committee shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charge with that responsibility.

The Official of the Sports Committee, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

Section 6.10

The SGA Disciplinary Committee shall work together with the Dean of Student Life or his/her representative regarding all complaints and grievances that the Committee is unable to resolve. Likewise, he/she has the authority to compel in-person appearances and submit said complaints and grievances to the Dean of Student Life.

- a) There shall be (6) members *ex officio* of the SGA Disciplinary Committee without the right to vote in any business of the SGA. When one of the six posts on the Disciplinary Committee is left vacant, Article XI, Section 6 of the present Constitution shall apply.
- b) All members of this Committee shall automatically be official members of the Eugenio María de Hostos Community College Faculty Student Disciplinary Committee.
- c) The Disciplinary Committee shall submit a report to the Hostos Student Senate regarding all complaints and grievances submitted at each regularly scheduled meeting held by the Student Senate.

The Speaker of the SGA Disciplinary Committee shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Speaker of the SGA Disciplinary Committee as Chairperson of this committee shall assume such other duties as SGA or the SGA President may direct only for procedures of the function, assignment and effectiveness of the SGA Disciplinary Committee.

Section 6.11

The Honor Code Committee shall be responsible for the integrity of the entire student body in a higher education environment. The Honor Code Committee shall consist of three (3) SGA members and six (6) members from the Hostos Honor Society appointed by the Student Government Executive Board and with the consent of the Hostos Student Senate and shall operate under the charter of the Honor Code Committee.

The Official of the Honor Code Committee shall provide leadership in the representation of all matters concerning this committee and to those SGA officials charged with that responsibility.

The Official of the Honor Code Committee, as Chairperson of this committee, shall assume such other duties as SGA or the SGA President may direct.

Article VII: Meetings

Section 7.1

Regular Meeting

- a) **Student Government Executive Board:**
The Student Government Executive Board shall have a regular meeting every two (2) weeks during the school year.
- b) **Hostos Student Senate:**
The Hostos Student Senate shall have a regular meeting two times a month during the school year.
- c) **Student Government Committees:**
The Steering Committee shall have a meeting two times a month. Any other committee shall meet according with the schedule established by the Steering Committee Meeting or when the chairperson of any Student Government committee needs to meet, except the Student Disciplinary Committee which shall meet when the SGA President determines.
- d) **Student Government Council Meeting:**
The SGA President shall have the right to call for a council meeting with Student Government members, the Student Government Executive Board and the Hostos Student Senate. Quorum shall consist of a simple majority of the members of the SGA. The SGA President shall have the right to call for a council meeting with members of clubs, unions, organizations or associations.
- e) **SGA Planning Board:**
The SGA Planning Board meetings shall be held once during the summer season, once during the middle of the fall semester, once during the end of the fall Semester and one right after the SGA election with the new elected members and the current Student Government Executive Board.

Section 7.2

Attendance Requirements for Regular Meetings:

- a) The members of the Student Government Executive Board are obliged to attend all meetings of the Student Government Executive Board.
- b) The Senators, the SGA President and the Executive Secretary are obliged to attend all Hostos Student Senate Meetings.
- c) All members that serve on any Student Government committee or College committee are obliged to attend its committee meetings.
- d) All SGA members from the Student Government Executive Board and the Hostos Student Senate are obligated to attend council meetings.

- e) Members of any SGA branches who miss two or more meetings without prior excuse during the course of the semester shall be automatically expelled from of the SGA.

Section 7.3

Attendance for Special and Emergency Meetings:

- a) In the case of a special meeting or emergency meeting, Article VII, Section 2, items a, b, c, d and e shall not apply.
- b) Any standing member of the SGA, including non-voting representatives, shall be automatically removed from the SGA if he/she is absent without presenting a reasonable excuse.

Section 7.4

Reasonable excuses shall include the following:

- a) Approval of the SGA President or the Senate Chair prior to the absence.
- b) Urgent and/or immediate SGA business.
- c) Extenuating circumstances (i.e., medical problems).
- d) Attending to work not pertinent to the SGA (i.e., jobs, clubs, etc.) shall be looked upon as a conflict of interest and may not be used to justify excessive absences.

Section 7.5

Removal from Office:

The SGA President in consultation with the Hostos Student Senate at large shall carry out the removal of any member consistently absent due to a conflict of interest.

Section 7.6

Meeting Procedures

- a) The order of business at all meetings of the SGA shall conform to the newest edition of *Robert's Rules of Order Newly Revised*.
- b) The chairperson of any branch of the SGA shall make all decisions related to the quorum and parliamentary procedures in accordance with the aforementioned publication, excepting all dispositions to the contrary contained in the present Constitution.
- c) The hour of adjournment shall be specified on the agenda of all meetings of the SGA and be adhered to. Any binding resolution, motion or general discussion shall not be considered beyond that hour without the approval of 2/3 of the voting members.
- d) Excepting votes related to approval of minutes, which shall be executed by a hand count, all remaining votes shall be decided through one of the following mechanisms: 1) General

Consent, 2) Hand Count, 3) Voice Vote by calling each of the members in turn and 4) Ballot Votes. Each member of any branches of the SGA shall be entitled to one vote. Proxy voting will not be allowed.

- e) All meetings of the SGA shall be open to the public except cabinet meetings in which no proposal may be approved. All those present at the meeting who are not members of the SGA shall have a voice but no vote.
- f) Upon recognition by the chair of any branch of the SGA, all who attend any meeting shall have the right to speak.

Section 7.7

Meeting Notice and Minutes:

- a) At least seven (7) days notice must be given to all members of any meeting. Announcements shall be posted around the college campus of any Student Government Executive Board, Hostos Student Senate or Student Government Committee meeting.
- b) Notification of meetings of any branches of the SGA shall include an agenda and minutes from the previous meeting.
- c) The minutes of any meeting shall be distributed to all members at least three (3) days before next meeting.

Section 7.8

Quorum

When the Student Government Executive Board, the Hostos Student Senate or any Student Government Committee meet, a simple majority of the membership or half plus one (1) of the present shall constitute a quorum to transact business.

- a) Shall quorum for the Hostos Student Senate not be established by the combined Executive Board and Senatorial membership—in the case that there are too many vacancies—the Executive Board will elect the incoming Senators until quorum is established.
- b) Shall quorum for the Hostos Student Senate not be established by the combined Executive Board and Senatorial membership and there is a pressing matter to vote on, members will be allowed to vote online via email. All responses must be directed to the Chair of Senate.

Section 7.9

Special Meetings

- a) Special Meetings of the Executive Board:
Upon the request of at least five members of the Student Government Executive Board the SGA President shall call for special meeting of the Student Government Executive Board. The President has the right to call emergency meetings.
- b) Special Meetings of the Hostos Student Senate:

Upon the request of at least five members of the Hostos Student Senate, the Vice President for Academic Affairs and Chairperson of the Hostos Student Senate shall call for special meetings of the Hostos Student Senate. The Chairperson of the Hostos Student Senate has the right to call for emergency meetings.

c) Student Government Committees:

Upon the request of a majority of members of any Student Government committee the Chairperson of the Student Government Steering Committee shall call for a special meeting of the Steering Committee. The Chairperson of the Hostos Student Government Steering Committee has the right to call a special meeting with specific committees or members of the Steering Committee. All officials of Committees under the power of the Student Government Steering Committee have the right to call for emergency meetings.

d) When issuing notification regarding emergency meetings, Article VII, Section 1, of the present Constitution shall not be applicable. The Student Government Executive Board, the Hostos Student Senate or any SGA Committee shall use all means of communication available in order to notify its members. The meeting shall be held as soon as there is a quorum. Absences are considered justified when the reasons for an absence are stated to the person who calls the meeting, including personal, telephone, written communication or e-mail.

Section 7.10

All active members of the SGA shall receive a stipend during the school year, except the Disciplinary Committee. Said stipend shall be established in accordance with the Compromise and the Specific People for Specific Task Policies Statement and the Bylaws of the Board of Trustees of the City University of New York.

Section 7.11

Registration priority has been extended to all SGA representatives. It is the responsibility of the SGA President-elect in the spring before taking office to ensure that registration priority has been secured through the Dean of Student Life, to call a meeting that spring of the entire Student Government-elect, and to democratically decide upon the optimal time for Hostos Student Senate meetings in order to arrange fall schedules without time conflicts.

Article VIII: Powers and duties of the SGA Planning Board

This board shall be responsible for the early planning of all activities of the SGA, clubs, associations, organizations and unions. The planning calendar shall be prepared during the summer and winter recesses. The SGA Planning Board shall consists of all members of the Student Government Executive Board, three (3) members of the Hostos Student Senate that are not members of the Student Government Executive Board, all club, organization, association and union Presidents and shall operate under the charter of the SGA Planning Board.

Article IX: SGA Media Board

The SGA Media Board shall inform the College Community of all important matters that concern students or the student body and shall operate under the power of the charter of the Media Board.

Article X: Appointments

The Student Government Executive Board shall have the power to appoint with the consent of the Student Senate nominees to represent the student body at meetings of college or university committees, task forces and conferences. These representatives shall be required to report on a regular basis to the SGA on the fulfillment of their duties.

- a) Candidates for the positions of Delegates and Alternates of the University Student Senate (USS) shall be nominated by the Executive Board and voted upon by the Hostos Student Senate.

Article XI: Elections

Section 11.1

Eligibility

- a) All candidates aspiring to participate in elections for the SGA, or Student Government Committee, or clubs, organizations, associations or unions shall have completed at least one semester at Eugenio María de Hostos Community College, either as a full time or part-time student. They must also have kept a grade point average (GPA) of no less than **2.50**. All Presidents and Chairs of student clubs, organizations, associations and unions must also have and continue to keep a grade point average (GPA) of no less than **2.80**.
- b) Any student wishing to become a candidate must submit a declaration of candidacy form and a nominating petition signed by at least 20 Hostos students.
- c) A student may run for no more than one SGA position at a time. No student may hold both a position in the SGA and an official position in any club, organization union or association.
- d) Any graduated or readmitted student who did not attend classes for one or more semesters does not have the right to be a candidate in the SGA or club, organization, association or union elections of the SGA for any position in his/her first semester after he/she applied for readmission or for a second college degree.

Section 11.2

The structure of the SGA shall be comprised of the Student Government Executive Board, the Hostos Student Senate, the Student Government Committees, the SGA Planning Board, the SGA Media Board and the Steering Committee.

- a) There shall be seven members in the Student Government Executive Board, these include the SGA President, the Vice President for Academic Affairs and Chairperson of the Student Senate, the Vice President for Student Affairs and Community Relations, the Budget and Finance Commissioner, Executive Secretary and appointed by the SGA President with the consent of the Hostos Student Senate a Campus Affairs Commissioner and an Evening and Part-Time Student Affairs Commissioner.
- b) There shall be fifteen (15) members in the Hostos Student Senate, these include the Vice President for Student Affairs and Community Relations, the Vice President for Academic

Affairs and Chairperson of the Student Senate, the Budget and Finance Commissioner, the Executive Secretary, the Campus Affairs Commissioner and the Evening and Part-Time Student Affairs Commissioner. All others senators are Members At-Large.

- c) There shall be six (6) ex-officio members in the SGA Disciplinary Committee without the right to vote in any business of the SGA. One (1) of them shall be appointed to serve as the Speaker and Chairperson of the SGA Disciplinary Committee.
- d) At the first Hostos Student Senate, all appointments or nominations from the Student Government Executive Board shall be presented for internal election. This election shall be conducted in such way that all Members At-Large of the Hostos Student Senate will have specific duties.

Section 11.3

Student Government Election Procedures

- a) Elections must be completed no later than April 30 each year and shall be held under the supervision and control of the Student Election Review Committee. Elections shall be conducted by independent agents in conformance with the provisions of this Constitution, and the rules and regulations of the Board of Trustees of The City University of New York and Hostos Community College, in a fair, open and honest manner.
- b) Candidacy declarations and nominating petitions must be made available two weeks prior to the close of nominations and four (4) weeks prior to balloting.

Section 11.4

Club, Organization, Association, and Union Election Procedures

- a) All students interested in being candidates in elections for the Executive Board of a club, organization, association or union must present a participation petition no later than the first week of May of each school year. Said petition must be accompanied by at least one hundred student signatures who support the aspirant's candidacy; all aspirants must fulfill the requirements of the SGA. Any club or organization that does not fulfill these requirements will be not able to participate in the elections.
- b) The Club, Organization, Association and Union Election Sub-Committee shall receive and examine all petitions for participation in the elections for all clubs, organizations, associations, and unions under the aegis of the SGA. Once compliance with all prerequisites has been established, the committee shall proceed to present the petitions to the Hostos Student Senate for final review and approval.
- c) All clubs, organizations, associations and unions that are interested in participating in elections to the Student Government Executive Board must participate in all orientation sessions held for this purpose. At least one member must be present at each orientation session. No club, organization, union or association that fails to meet this requirement will be approved for participation in the elections.

- d) The aforementioned elections shall be supervised by the SGA President, the Vice President for Student Affairs and Community Relations and the Vice President for Academic Affairs and Chairperson of the Student Senate, or one of their representatives.
- e) Club or organization elections shall be held no later than third week of May of each academic year.
- f) No member of the Student Government Executive Board or Hostos Student Senate may serve in any executive position within any club or organization sponsored by the SGA.
- g) A minimum of two (2) slates must be submitted, and elections must be announced through posters and other means of publicity a minimum of ten (10) days in advance of the elections.
- h) All clubs, organizations, associations and unions that fulfill the requirements shall then participate in the election process. Once elections are over, said clubs, organizations, associations and unions shall be certified and must comply with all the rules and regulations of the SGA Constitution.
- i) All clubs, organizations, associations and unions that participate in elections must tabulate a minimum of 3% votes of the student population, in order to be deemed certifiable.
- j) All clubs, organizations, associations and unions that do not submit two (2) slates and can only submit one (1) shall be deemed to have won the elections provided that, upon tabulating votes in their favor in accordance with the stipulations of Article VI section j of the present Constitution, they can prove that they fulfill the requirements stipulated in the present Constitution.
- k) Candidates for the executive board of a club, organization, union, or association can be elected only twice. The executive board of any club, organization, association and union may be re-elected only for two periods. All clubs, organizations, associations, and unions that re-elect their executive board in its entirety or partially must present proof of such through written summary of all activities that said club or organization has executed in the previous year with SGA funds.

Section 11.5

Term of Office

The term of office for all SGA members, club executive members, organization executive members, association executive members and union executive members shall be for one year beginning the first business day of July until the last business day of June.

Section 11.6

Vacancies

Except where already provided by this constitution, vacancies shall be filled after two weeks public notice, by nominations from the Student Government Executive Board and by subsequent appointment by a majority vote of the Hostos Student Senate at a regularly scheduled meeting. When a vacancy occurs within the executive board of a club, organization, union or association all

remaining members of same shall present their nominations to the Hostos Student Senate, which is the only body empowered to elect by simple majority, and which shall certify the new members who shall fill the vacant post after regular elections.

Article XII: Legacy Binder

At the end of the Fall and Spring semesters, the SGA shall be responsible for creating a Legacy Binder. The purpose of this binder is to leave information for the incoming SGA about the activities organized and the actions carried out by the outgoing SGA members while in office

Article XIII: Removal from Office

Section 12.1

Grounds for Impeachment

Any of the following shall be considered grounds for the impeachment of any Executive Board or Student Senate member:

- a) Serious misconduct, negligence or repeated inattention in carrying out official duties;
- b) Misappropriation of funds;
- c) Willful violation of the provisions of this Constitution.

Section 12.2 - The Impeachment Process

Any SGA member may be impeached by written petition of at least three (3) SGA members to the Hostos Student Senate specifying the charges and a majority vote of the members of the Hostos Student Senate and the Student Government Executive Board.

Section 12.3

The Trial of Impeached Officials of the Student Senate

- a) The trial of any impeached officer or member of the Senate shall be conducted before the Hostos Student Senate.
- b) Within one week after the receipt of a petition or a duly passed Senate resolution, the Senate shall provide the accused with a copy of the charges, and, after full consultation with all interested parties, set a date for the hearing. This date shall be no later than two weeks after the receipt of the petition or resolution.
- c) The case against the impeached member shall be made either by the sponsor of the petition or by the sponsor of the resolution, as the case may be, or by such agents as these parties may designate. The accused may defend him/herself or may designate an agent to conduct his/her defense.
- d) Both the accuser and the accused shall have the right to call witnesses and to cross-examine witnesses called by the other party. This process shall not last for more than two consecutive meetings.

Section 12.4

Conviction and Removal from Office

Should two-thirds (2/3) of the members of the Hostos Student Senate find an impeached member guilty of any charge(s) brought against him/her, he/she shall be considered convicted and removed from office. Should none of the charges be sustained by the Hostos Student Senate, the impeached member shall be considered acquitted and shall remain in office until the expiration of his/her term.

Section 12.5

Should an impeached official wish to appeal his/her impeachment, such an appeal must be filed with the Senate to be forwarded to the Vice-President for Student Affairs and Community Relations within two weeks after notification of impeachment.

Article XIV: Amendments

Section 13.1

Proposed amendments to the Constitution of the of the SGA shall be presented in writing to the entire members of the SGA Executive Board and the Hostos Student Senate for discussion and debate at any regularly scheduled meeting. All petitions to amend the Constitution must be discussed in the course of two consecutive meetings of the Student Senate before being placed on the floor for a vote.

Section 13.2

An amendment shall be adopted for referendum if it is approved by a majority of SGA voting members. Before referenda, the SGA shall inform the student body of the proposed amendment by using all possible ways of communication. All petitions for referenda to amend the present Constitution must contain the full text of the proposed amendment, the article that is proposed to be amended, and the reason why is it proposed to be amended and shall be signed by ten percent (10%) of the student body.