FARMINGDALE STATE COLLEGE



STUDENT GOVERNMENT ASSOCIATION

BYLAWS

PREAMBLE

***We, the Elected and Appointed officials of Farmingdale State College Student Government Association, Inc., stand as a unified voice of the student body. We serve to provide an active, diverse, and safe campus community that enriches the learning experience for Undergraduate and Graduate students alike. We shall recommend policies and procedures, which serve to support and broaden the intellectual, social, cultural, and political needs of our constituents. We shall oversee the fair disbursement of collected student activity funds, to provide for all services within our campus. Therefore, we hereby establish these Bylaws to declare the following principles and procedures to constitute our government.***

# NAME AND PURPOSE

## Name

### The name of this organization is as set forth in the Certificate of Incorporation filed with New York State, as may be amended. The name is currently the Farmingdale State College Student Government Association, Inc. (referred to herein as the “Association” or the “SGA”).

## Purpose

The purpose of the Association is as set forth in the Certificate of Incorporation filed with New York State, as may be amended. The purposes are currently to act as the governing body of the students of Farmingdale State College. The Association shall promote the education, welfare, advocacy and enrichment of the Student Body of Farmingdale State College.

# GOVERNING DOCUMENTS

All responsibilities of the SGA shall be carried out in accordance with the policies, practices, and governance documents of Farmingdale State College and the SUNY Policy Documents 3900 and 3901. In addition, all applicable New York State and Federal laws, as well as SUNY policies will be adhered to.

# MEMBERSHIP

## SGA Members

### The Association shall have two (2) classes of members consisting of the following:

#### *Student Members* which shall include all students enrolled at Farmingdale State College that are in good academic and social standing. Student Members voting rights shall be limited to the election of members to the Executive Branch and Legislation Branch as well as approval of any amendments to these Bylaws.

#### *Senate Members* which shall include the members elected to the Senate by the voting Student Members. The Senate Members shall have all voting rights given to members under the New York Not-For-Profit Corporation Law.

# EXECUTIVE BRANCH

## Executive Branch Composition

The Executive Branch shall consist of the following:

### The President, Vice President, Treasurer, and Secretary which candidates must be an undergraduate with a minimum cumulative grade point averages of 2.75 before placement on the ballot. Candidates for Executive Branch positions must be in good academic and social standing, according to the Farmingdale State College, Student Code of Conduct. Must have proven prior leadership. The same criteria must also be maintained during their term of office.

### Members of the Executive Branch are elected by a simple majority (fifty percent plus one) of votes cast for that position in the Association general elections. In the event that no candidate receives a simple majority of the votes cast, then a run-off election shall be held between the top two candidates.

### The term of office for the elected officers shall begin at the end of the spring semester, on June 1, and shall continue until the end of the following spring semester, May 31.

### Should seats in the Executive Branch be vacant on or before October 31st, the Association shall conduct an open election to fill the vacant seat(s).

### Should seat(s) in the Executive Branch be vacant after October 31st, the President shall fill vacant seats by appointment with a 2/3rds confirmation by the Senate.

### The President, Vice President, Treasurer, and Secretary shall receive a stipend for the fall and spring semesters in the amount of $1,300.00 per semester, having fulfilled the responsibilities assigned to the office. This includes Office hours and Meeting attendance.

### In the event a member of the Executive Branch is unable to complete the full term of office, stipends will be paid pro-rata.

## Duties of the Executive Branch

### The Executive Branch shall be considered the executive committee as intended by the New York Not-for-Profit Corporation Law (“N-PCL”). The Executive Branch shall have authority to act in between meetings of the Senate except for actions that require a two-thirds (2/3) vote of the entire Senate, actions listed in Section 6.10.02 and other actions prohibited under applicable law.

### President

#### Shall be the Chief Executive of the Association.

#### Shall be the official representative and spokesperson of the Association both inside and outside Farmingdale State College.

#### Shall be a voting member of the Executive Branch.

#### Shall make at least one written scheduled report per semester to the Senate and the Student Body on the state of the Association.

#### Shall be a member for the College Council representing the student body.

#### Must vote in favor of any action by the Senate, unless the Senate approves such action by 2/3rds vote of those present and voting, except the budget which requires approval by 2/3 vote of all Senators.

### Vice President

#### Shall be the Chair of the Senate and set the agenda for Senate meetings.

#### Shall be a non-voting member of the Senate, and will only vote in the Senate in the event of a tie.

#### Shall represent the President on occasions designated by the President.

#### Shall assume the duties of the President in the President’s absence.

#### Shall be a voting member of the Executive Branch.

#### Shall assist the President in coordinating the operations of the Executive Branch.

#### Shall fulfill those powers and duties delegated to him/her by the President.

### Treasurer

#### Shall be responsible for budgetary/fiscal matters of the Association.

#### Shall be a voting member of the Executive Branch.

#### Shall participate in the preparation of the annual budget of the Association.

#### Shall be responsible for the administration of the Association budget.

#### Must submit a report on the state of the finances of the Association to be presented to the Senate at least twice each semester. Such report should also be distributed to the student body at large and college administration, and be posted on the Association web page.

#### Shall sit on the Senate Budget Committee, as an ex-officio member (non- voting member).

#### Shall make certain that a strict inventory is kept on all furniture, equipment, etc. of the Association.

#### Shall be a non-voting member of the Senate.

### Secretary

#### Shall be the point of contact for the SGA.

#### Shall be a voting member of the Executive Branch.

#### Shall be a non-voting member of the Senate.

#### Shall attend all stated meetings for the Senate and the Executive Branch.

#### Shall record and maintain all minutes for the Senate and Executive Branch.

#### Shall be responsible for recorded minutes to be released to students and administration according to New York State Open Meeting Law.

#### Shall be responsible for submitting all minutes for posting on the Association web page.

#### Shall be responsible for the distribution of meeting agendas one week prior to the meeting date.

#### Shall maintain an up to date list of all candidates who have run for office, along with vote totals to determine likely candidates to fill vacant positions.

## Faculty or Staff Advisor

### The Director of Student Activities will fill the role of faculty or staff advisor to the Executive Branch (“SGA Advisor”).

### The Advisor shall appoint a co-advisor or advisors from staff or faculty to assist in the planning, organization, and execution of certain student activities with the approval of the SGA Executive Branch.

### Shall act in an advisory capacity to the Executive Branch.

### Shall act as an Ex-Officio Chair of the Budget Committee, serving without vote.

### Shall be a non-voting, vocal member of the Executive Branch.

### The advisor retains the right to discourage any action, resolution, enactment, or amendment that is contrary to these Bylaws, College policies and procedures, or that is in violation of any law whether federal, state, or municipal.

## Executive Branch Meetings.

### Attendance at Executive Branch meetings shall be mandatory for all officers. Officers may miss up to two meetings per semester provided that they have been granted approval to be excused by the SGA President.

### After two unexcused absences in a given semester, the Officer shall be replaced through a Presidential appointment process. Such an appointment is subject to approval by the Committee on Elections and Appointments and ratification by the Senate.

### Excused absences are to be decided at the discretion of the SGA President. Emergency situations will be decided on a case-by-case basis.

### Missed meetings due to dual memberships, shall be at the discretion of the SGA President. In the case that the President is absent, the excusal shall come from SGA Advisor.

### The Executive Branch shall meet at least once every two weeks.

### The President may also call meetings, whenever any member deems necessary, providing that those meetings adhere to the New York State Open Meetings Law.

### Quorum is necessary for all Executive Branch meetings to be official. Quorum shall be defined as a simple majority of elected seats.

### The Executive Branch must meet every week during Election Season.

### All meeting of the Executive Branch must adhere to the New York State Open Meetings Law.

# LEGISLATIVE BRANCH

The Legislative Branch shall consist of the Senate and the House of Representatives.

# SENATE

## Senate

### The Senate shall be comprised of twenty-one (21) Senators.

#### Seventeen (17) Student Senators shall be elected from each of the following areas:

##### Two (2) students from the School of Engineering Technologies

##### Two (2) students from the School of Business

##### Two (2) students from the School of Arts & Sciences

##### Two (2) students from the School of Health Science

##### Nine (9) students from the student body at large

#### Four (4) College Senators appointed by the SGA Advisor

### Student Senators must be an undergraduate student and at least eighteen (18) years of age, with minimum cumulative grade point averages of 2.5. Candidates for Senate office must be in good academic and social standing, according to the Farmingdale State College, Student Code of Conduct. The same criteria must also be maintained during their term of office.

### College Senators must be faculty or staff employed by Farmingdale State College when appointed and during their term of office.[[1]](#footnote-1)

### Senators shall be elected or appointed before Spring Commencement for the next academic year. The term of a Senator shall be from June 1st until May 31st of the following academic year. The Senate Leader shall serve until the beginning of the following fall semester when a new Senate Leader is elected.

### Senators who have filled vacancies shall serve until May 31st.

### Prospective Student Senators must intend to be a student of the College for the full school year during the term of office.

### Student Senators receiving the highest total number of votes from their constituency shall be elected to the Senate.

### Student Senators shall receive a semester stipend for the fall and spring semesters in the amount of $800.00 per semester. Having fulfilled the responsibilities assigned to the office. This includes office hours and meeting attendance.

### In the event a Student Senator is unable to complete the full term of office, stipends will be paid pro-rata.

## Duties of the Senate

### The Senate shall be considered the governing body responsible for the general oversight of the Association and shall be considered the governing board as intended by the New York Not-for-Profit Corporation Law (“N-PCL”). The Senate shall have the power to initiate and act upon legislation for the general welfare of the membership of the Association.

### Shall have the power to investigate and act upon all policies and procedures that affect the membership of the Association.

### Shall have the power to act upon recommended legislation from the Executive Branch and all committees under the jurisdiction of the Association.

### Shall have the power to establish boards and committees to aid in legislative processes.

### Shall participate in the functions and responsibilities of the Senate including, but not limited to, Senate meetings, and standing committees.

### Voting members of the Senate must serve on at least one committee for the duration of their term.

### Shall review and approve the budget of the Association.

### Shall create ad hoc positions, task forces, and committees to take action on issues of importance to students.

### Shall have the power to approve items the President does not vote in favor of with a 2/3 vote of those Senators present and voting, except for the budget which requires approval by 2/3 vote of all Senators.

### If the President does not vote in favor of a Senate action, the Senate may call a vote within three (3) regularly scheduled meetings to obtain the 2/3 vote required to approve the item.

### The President must vote in favor of any bill approved by the Senate before it becomes a law. If the President does not vote in favor, it may be returned with the President’s objections, to the Senate, who shall enter the objections at large on the Senate’s journal, and may proceed to reconsider it as set forth in 6.02.10 above.

## Vice President of the Association

### Shall chair the meetings of the Senate.

### Shall provide reports from the Executive Branch to the Senate.

### Shall appoint Senators to various committees and other departments as deemed necessary by the Vice President as prescribed in legislation.

### Shall only vote in the Senate in the event of a tie.

## Senate Leader

### Shall call and preside over the meetings of the Senate, in the absence and behest of the Vice President.

### The Senate Leader shall be annually elected by the second Senate meeting of the fall semester by a simple majority vote of filled Senate seats. The Senate Leader shall be elected from among the current Student Senators and shall be a voting member in the Senate.

### Shall coordinate the administrative functions of the Senate at the behest of the Vice President.

### Shall undergo Senate review at the end of each semester, to ensure continuation in office.

### Shall aide and assist Senators in the creation of Legislation.

## Faculty or Staff AdvisOr

### The SGA Advisor will fill the role of faculty or staff advisor to the Senate.

### Shall act in an advisory capacity to the Senate.

### Shall be a non-voting member of the Senate.

### The SGA Advisor retains the right to discourage any action, resolution, enactment, or amendment that is contrary to these Bylaws, College policies and procedures, or that is in violation of any law whether federal, state, or municipal.

## Secretary of the Executive Branch

### Shall be a non-voting member of the Senate.

### Shall be responsible for keeping the minutes of Senate meetings and distributing to all branches of government.

### Shall attend all stated meetings for the House of Representatives.

### Shall be responsible for recorded minutes to be released to students and administration according to New York State Open Meeting Law.

### Shall be responsible for submitting all minutes for posting on the Association web page.

### Shall be responsible for the distribution of meeting agendas one week prior to the meeting date.

## Meetings

### Attendance at Senate meetings shall be mandatory for all Senators. Senators may miss up to two meetings per semester, provided that they have been granted approval to be excused by the Vice President as chair of the Senate.

### After two unexcused absences in a given semester, a Student Senator shall be replaced through a Presidential appointment process. Such an appointment is subject to approval by the Committee on Elections and Appointments and ratification by the Senate. A College Senator shall be replaced by the SGA Advisor.

### Excused absences are to be decided at the discretion of the Vice President as chair of the Senate. Emergency situations will be decided on a case-by-case basis.

### Missed meetings due to dual memberships, shall be at the discretion of the Vice President as chair of the Senate.

### All Senate meetings shall be open to all members of the Association. Minutes shall be posted online on the SGA website. Except when a closed meeting is necessary or requested.

### All Senate meetings shall reserve time for any member(s) of the Association to voice any concerns or announcements.

### All Senate committees shall report their activities to the Senate at any Senate meeting.

### All people or groups requesting to be placed on the agenda must request time during Open Forum or have a Senator request time for said group or individual.

### The Senate shall meet at least twice per month during fall and spring semesters. (Senate shall meet every week during Election Season.)

### Additional meetings may be called by the Senate Leader or at the request of a majority of the senators.

### In order for the Senate to conduct business at properly called Senate meetings a quorum of senators must be present. In order to make quorum, a majority of the total number of Senators entitled to vote must be present at the meeting.

### All meetings shall be held in accordance with the New York State Open Meetings Law.

## Vacancies

Vacancies in the Senate shall be filled as follows:

### Should Student Senator seats be vacant in the Senate on or before October 31st, the Association shall conduct an open election to fill the vacant seat(s).

### Should Student Senator seat(s) be vacant after October 31st, vacant seat(s) will be filled by the next candidate on the initial ballot with the next highest number of votes.

### Vacant College Senator Seats shall be filled by the SGA Advisor.

## Intersession Senate

### The summer Senate shall consist of all Senators able to attend during the Summer Semester as approved by the Senate.

### A summer Student Senator need not be enrolled in classes: however, the Student Senator must be able to attend Senate meetings and carry out the Senator’s usual duties and responsibilities on a regular basis.

### Student Senators able to serve shall so indicate to the Chair of the Senate in writing at the second to the last regular meeting of the Spring Semester and the Summer Senate shall be determined at this meeting.

### A Student Senator may resign a summer Senate position without forfeiting the remainder of the Student Senator’s regular term provided that the Student Senator makes such intentions known in writing to the Chair of the Senate.

### Student Senators appointed to serve in the Intersession Senate, shall receive a semester stipend for the summer and winter semesters in the amount of $800.00 pro- rated to account for meetings and activities, during the summer session. Having fulfilled the responsibilities assigned to the office. This includes office hours and meeting attendance.

## Powers

### The summer Senate shall be granted the full powers of the Association Senate for any actions which are necessary and proper for the normal functioning of the Association during the period between the final Senate meeting of the Spring Semester and the first such meeting of the Fall Semester, except items listed in Section 6.10.02 below.

## Senate Committees

### The Senate has the right to establish committees as it deems appropriate by majority vote of the entire Senate. Committees of the Senate are permanent with full senate participation with committee reports issued at general Senate meetings.

### Senate Committees shall have such authority as the Senate by resolution shall provide, except that no Senate Committee shall have authority as to the following matters:

#### The filling of vacancies in the Senate or in any Senate Committee.

#### The fixing of compensation of the Senators for serving on the Senate or on any Senate Committee.

#### The amendment or repeal of the By-laws, or the adoption of new By-laws.

#### The amendment or repeal of any resolution of the Senate which by its terms, shall not be so amendable or repealable.

#### The election or removal of Executive Branch members and Senators.

#### The approval of a merger or plan of dissolution.

#### The adoption of a resolution authorizing the sale, lease, exchange or other disposition of all or substantially all of the Association’s assets.

#### The purchase of real property that will constitute all or substantially all of the assets of the Association once purchased.

#### The approval of amendments to the Association’s Certificate of Incorporation.

### Committees may include, but are not limited to the following:

#### Committee for Internal Audit: This committee primarily handles internal SGA affairs including, but not limited to, the Bylaws and Audits of funded clubs/organizations.

#### Public Affairs Committee: This committee primarily handles Public Relations from SGA to and from the campus community, to include Town Halls and Social Media outreach.

#### Campus Life and Student Affairs Committee: This committee is responsible for all interactions between the campus and the SGA, pertaining to student life at FSC, to include but not limited to, Food Services, Residence Life, Commuter Life, cultural affairs; student constitutional rights and civil liberties, and Traffic and Safety issues.

#### Budget Committee: The primary connection between student organizations and the SGA. This committee oversees all budgetary requirements and procedures; salaries of SGA employees, and ensures that organizations are upholding their governing documents and are in accordance with all school guidelines.

## Budget Process

The Association budget shall be planned and written by the Budget Committee.

### The Budget Committee shall be comprised of five (5) voting members of the Senate, selected and appointed by the Vice President, who have been confirmed by the Senate with a majority vote.

### The Treasurer of SGA, may advise the Budget Committee during its deliberations, but shall have no vote.

### The Budget Committee shall, after consultation with all student clubs and organizations entitled to funding, prepare and submit the budget for the SGA to the Senate in the Spring semester (for the next academic year).

### The Senate shall approve the budget by 2/3 vote of all the Senators no later than the 2nd week in March, before sending the budget to the SGA President for approval.

### Once approved by the SGA the budget shall be approved/certified by the Vice President of Student Affairs.

### Once approved, the Treasurer shall disburse any, and all funds, and only those funds, authorized by the budget approved by the Senate.

### The Treasurer shall maintain all proper books and records pertaining to the expenditure of funds from the SGA budget and, with the Secretary, publish the same for public inspection on the SGA website and in the Treasurer’s office.

### Since, according to SUNY policy all expenditures and disbursements of SGA funds are subject to the approval of the College President or his designee, all disbursements by the treasurer or any officer of SGA must be certified by the Vice –President for Student Affairs or his/her designee. This certification shall take place BEFORE any services, products, or contracts for same are engaged or requested from any vendor or provider of services and BEFORE the fiscal agent (ASC) is requested to pay for same.

# HOUSE OF REPRESENTATIVES

## House of Representatives - Composition

### Shall consist of one (1) representative from each Association funded Clubs and Organizations.

### Representative must be an undergraduate student, with minimum cumulative grade point averages of 2.5. Candidates for the Representative office must be in good academic and social standing, according to the Farmingdale State College, Student Code of Conduct. The same criteria must also be maintained during their term of office.

### The House of Representatives shall consist of a member of the executive board of each funded club/organization, or an appointed member from within said club/organization.

### Membership from each funded club/organization is mandatory in order to maintain funded status, within the SGA. Should any club/organization not have representation said club will forfeit their funding status.

### Representative shall be nominated before Spring Commencement for the next academic year. The term of a Representative shall be from June 1st until May 31st of the following academic year. The Speaker of the House shall serve until the beginning of the following fall semester when a new Speaker of the House is elected.

### Representatives who have filled vacancies shall serve until May 31st.

### Prospective Representatives must intend to be a student of the College for the full school year during the term of office.

## Duties of the House of Representatives

### Shall have the power to initiate legislation for the general welfare of the membership of the student body.

### Shall have the power to present, and recommend legislation to the Senate to be voted and acted upon, to be made law.

### Shall participate in the functions and responsibilities of the Legislative Branch including, but not limited to, meetings, and committees.

### Voting members of the House must vote to the interest of their club or organization and the overall well-being of the student body at large.

### Shall create ad hoc positions, task forces, and committees to act on issues of importance to students.

### Every bill which shall have passed the House shall, before it is transmitted to the Senate, be presented to the Vice President following the adjournment of the House meeting which passed it. If the Vice President approves, the House may add it to the Senate agenda. If the Vice President does not approve, the bill may be returned with the Vice President’s objections, to the House, who shall enter the objections at large on the House’s journal, and proceed to reconsider it.

## Speaker of the House

### A Senator nominated by the 2/3 vote of the Senate body, will act as Speaker, and shall preside over the House of Representatives. The Speaker may only vote to break a tie. In the absence of the Speaker, the Speaker pro tempore shall preside over the House.

### Shall chair the meetings of the House of Representatives.

### Shall ensure that every funded organization is represented within the membership of the House of Representatives.

### Shall provide reports and legislation to and from the Executive Branch and Senate.

### Shall be responsible for drafting, and supervising the drafting of legislation of representatives.

### Shall only vote in the House in the event of a tie.

### Shall create and appoint ad hoc committees as may be beneficial to the mission of the House of Representatives.

## Speaker Pro Tempore

### Shall call and preside over the meetings of the House of Representatives, in the absence of the Speaker.

### The Speaker pro tempore will be appointed by the Speaker of the House by the second House meeting of the fall semester, after nominations from a 2/3rd vote of Representatives present and voting, and shall be a voting member in the House of Representatives.

### Shall coordinate the administrative functions of the House of Representatives.

## Faculty or Staff Adviser

### SGA Advisor will fill the role of faculty or staff advisor to the House, or shall appoint a replacement.

### Shall act in an advisory capacity to the House of Representatives.

### Shall be a non-voting member of the House of Representatives.

## Secretary of the House of Representatives

### Shall be nominated from amongst the Representatives

### Shall be a voting member of the House of Representatives.

### Shall be responsible for keeping the minutes of House of Representatives meetings, and distributing to all branches of government.

### Shall be responsible for recorded minutes to be released to students and administration per New York State Open Meeting Law.

### Shall be responsible for submitting all minutes for posting on the Association web page.

### Shall be responsible for the distribution of meeting agendas one week prior to the meeting date.

### Shall be responsible for ensuring attendance is kept by each represented club.

## Meetings

### Attendance at all House meetings shall be mandatory for all Representatives. Representatives may miss up to two meetings per semester provided that, they have been granted approval to be excused by the Speaker of the House.

### After two unexcused absences in a given semester, the Representative shall be replaced through a club/organization appointment process. Such appointment is subject to approval by the Committee on Elections and Appointments. Excused absences are to be decided at the discretion of the Speaker of the House. Emergency situations will be decided on a case-by-case basis. Missed meetings due to dual memberships, shall be at the discretion of the Speaker of the House.

### The House of Representatives shall meet at least once per month during fall and spring semesters

### Additional meetings may be called by the Speaker of the House, or at the request of a majority of the Representatives.

### In order for the House of Representatives to conduct business at properly called House of Representatives meetings, a quorum of Representatives must be present. To make quorum a majority of the total number of Representatives then in office must be present at the meeting. (This number is to be set according to the number of clubs/organizations represented at the time.)

### All meetings shall be held in accordance with the New York State Open Meetings Law.

## Vacancies

Vacancies in the House of Representatives shall be filled as follows:

### Should seats be vacant in the House on or before October 31st, the Association shall put forth a mandate to the representing club or organization to nominate and fill the vacant seat.

### Should the seat(s) be vacant after October 31st, vacant seats will be filled by the next candidate nominated by the perspective club or organization.

# JUDICIAL BRANCH

## Judicial Branch – Generally

### The Judicial Branch shall be known as the Judiciary.

### The judiciary shall consist of one court (SGA Supreme Court).

## Membership and Appointment of the Judicial Branch.

### The President shall nominate and appoint the Justices subject to confirmation by a 2/3rd vote of all the Senators.

### Appointments should be made before the Spring Commencement for the next academic year, by June 1st.

### In addition to the Chief Justice, there shall be four Associate Justices.

## Criteria for the Judges:

The Justices shall be undergraduate students with a minimum cumulative GPA of 3.0 at the time of nomination and during their term of office. Candidates shall be at a minimum in his or her, Junior year. Candidates for Judiciary must be in good academic and social standing, according to the Farmingdale State College, Student Code of Conduct.

## Chief Justice

### The Chief Justice shall serve as the Chair for all meetings and functions of the Judicial Branch.

### The Chief Justice shall be a voting member of the Judicial Branch.

### The Chief Justice shall be responsible for writing the official decisions or assigning to another justice the writing of official decisions for any cases brought forward to the Court.

### The Chief Justice shall be the spokesperson of the Judicial Branch.

### The Chief Justice shall be responsible for correspondence and notification for all actions of the Judicial Branch.

### The Chief Justice shall work with the President or the President’s designee to organize and schedule all trainings necessary for the effective functioning of the Judicial Branch.

### Once a month the Chief Justice shall attend a Senate meeting to report on the actions of the Judicial Branch.

## Supreme Court

### The Supreme Court shall have jurisdiction over all interpretations of these Bylaws.

### The Supreme Court shall have jurisdiction over all matters arising of impeachment of Senate members and Executive Branch members, and all matters between the Executive Branch and the Senate.

### The Supreme Court shall have the power to review any legislation brought before it in order to determine whether or not it is in accordance with these Bylaws and school policy. The Supreme Court’s decision on any legislation, policy or procedure is final.

## Impeachment

### An Executive Branch member may only be removed by a 2/3rd vote of Student Members present and voting at a meeting called for such purpose.

### A Senate member may only be impeached by a three-quarters vote of the filled seats of the Executive Branch and have to face the charges in the Supreme Court.

### A Senate member who has been impeached shall be tried in the Supreme Court. The Supreme Court can recommend removal of the Senate member to the Senate by a two-thirds vote of the Supreme Court’s filled seats.

### A House member may only be impeached by a three-quarters vote of the filled seats of the Executive Branch and must face the charges in the Supreme Court.

### A House member who has been impeached shall be tried in the Supreme Court. The Supreme Court can remove the House member by a two-thirds vote of the Supreme Court’s filled seats.

### In the event that there is no Supreme Court filled, impeachments shall be made by 2/3rd vote of the Senate and the consent of the Executive Branch with 2/3rd vote.[[2]](#footnote-2)

# GENERAL ASSOCIATION OPERATIONS

## Office Hours

### All individuals elected or appointed to serve as part of the Executive Branch, Legislative Branch (except for College Senators) and Judicial Branch of the Association (“Branch Representatives”) must hold a minimum of four hours per week or more upon request of the President/Vice President, when classes are in session, during designated times unless otherwise specified by the President/Vice President.

### Any other Association business will count as office hours at the discretion of the President.

### During office hours, Branch Representatives must complete duties related to the Association. This work must be recorded in a logbook setup and maintained by the Secretary.

### If a person is unable to make office hours, the person must contact the President/ Vice President to receive an excused absence.

### After four unexcused office hours, the person may be called upon by the Executive Branch to receive disciplinary actions. Dismissal is possible.

### Executive Branch Members must complete a minimum of five hours in office per week.

### The Secretary of the SGA shall work a minimum of two hours per day to manage external communication between clubs and organizations.

### At the discretion of the Executive Branch, other activities may be substituted for office hours.

### At the end of every semester all members must submit justification and verification of hours to be approved by SGA President and SGA Advisor.

### Any attempt to falsify hours completed, will result in forfeiture of full stipend.

## Board of Elections

### The SGA Advisor shall chair the Board of Elections, and will appoint two faculty or staff members and two students to the Board of Elections.

### Candidates interested in running for position in the Association shall obtain an elections packet from the SGA Advisor.

## Student Candidates who wish to have their names placed on the ballot:

### Must be a student at Farmingdale State College (“FSC”) and at least eighteen (18) years of age.

### Must have completed one semester of college at FSC

### Must be in good academic and social standing according to the Farmingdale State College Student Code of Conduct.

### Student Candidates must submit a petition to the Association signed by 100 students. Any candidate receiving signatures from 100 students shall have their name placed on the election ballot. Duplicated and illegible signatures will not be counted.

### Student Candidates who wish to run for any Association position must obtain signatures from the officer or school representative, they are running to replace, after attending 50% (i.e. two of four) scheduled meetings during the election season.

### Any Student Candidate for an Executive Branch position must have prior proven leadership experience.

### Any Student Candidate who desires to be in the Association Executive Branch shall not be an executive board member of any other Club/Organization.

### Student Candidates may run for one specific office. At no time may a candidate run for two or more positions.

### All Student Candidates who choose to have their name on the ballot must agree to keeping regular, posted SGA office hours as required by these Bylaws and as approved by the SGA Advisor.

### All Student Candidates who choose to have their name on the ballot must agree to attend all meetings, conferences and trainings during the semester and during the summer session after the candidate’s election.

### Any student who, in the past, was impeached, terminated, or resigned, due to misconduct in another Association position is not eligible to run for any Association Executive Branch or Senate position

## Duties of the Board of Elections

### Shall insure that a final list of all eligible candidates will be listed on a ballot.

### Shall determine that all ballots have been approved by the Vice President of Student Affairs.

### Shall oversee and run all Association elections, referendums, and bylaws amendment votes.

### Shall enforce and effectuate all Association rules, regulations, requirements for all student government elections.

### Shall have the power to hold any Association special election referendum, or other vote at a more appropriate time as prescribed.

## Meetings of the Board of Elections

### The Board of Elections must meet at least once during the fall and spring semesters.

### All election results must be certified by the Vice President of Student Affairs and the Board of Elections.

# Clubs and Organizations

## Eligibility for Funding

In order to obtain Student Activity Fee funding, student clubs and organizations must be recognized and registered through the Office of Student Activities.

### The process for club recognition shall be obtained from the policies described in the Student Activities Manual.

### All student clubs and organizations must follow the policies and procedures in the Student Activities Manual.

### A list of club officers and advisors of each club must be on file in the Student Activities office.

## Use of Funds

Activity Fee monies shall be used only for support of the following programs as stated in the University Board of Trustees Guidelines.

### Programs of cultural and educational enrichment

### Recreational and social activities

### Tutorial programs

### Intramural athletic programs

### Student publications and other media

### Funding of recognized clubs

### Insurance to conduct programs

### Administration of programs

### Transportation in support of these programs

### Student services to supplement or add to those provided by the university

### Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for services to student government

### Campus based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization

### Payments for contractual services provided by non-profit organizations to the extent that such services are in aid of an approved student activity during the budget year and which activity serves the purposes set for the above and provided further that such payments may not be exclusively for the general corporate purposes of such organization

### Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus affiliated organizations

### Charitable donations to a non-profit organization; provided, however that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization

# ROBERT’S RULES

All meetings and procedures of the Association not covered by these Bylaws shall be conducted according to the 11th education of Robert’s Rules of Order unless otherwise agreed upon by those present at the meeting.

# AMENDMENT

## Amendment by the Branch Representatives

### A petition to amend these bylaws shall be submitted to the President of the Association.

### The Senate and the Executive Branch will meet within one (1) week of receiving the proposed amendment to discuss.

### Amendments to these Bylaws must first be approved by two-thirds vote of all members of the Executive Branch and two-thirds vote of all the Senators.

### An Open Forum meeting for Student Members will be held within two (2) weeks of the Executive Branch and Senate review of the proposed amendment to inform the student body of the proposed amendment.

### An election for the adoption of the proposed amendment must take place within one (1) month of receiving the proposed amendment.

### Proposed amendment must be approved by two-thirds of the general student body voting on the proposed amendment.

## Amendment by Student Initiative

### A petition to amend these bylaws must include the signature of at least 10% of the general student body before being submitted to the Executive and Legislative Branches of the Association.

### The Executive and Legislative Branches will meet within one (1) week of receiving the proposed amendment to discuss.

### An Open Forum meeting for Student Members will be held within two (2) weeks of the Executive and Legislative Branches review of the proposed amendment to inform the student body of the proposed amendment.

### An election for the adoption of the proposed amendment must take place within one (1) month of receiving the proposed amendment.

### Proposed amendment must be approved by two-thirds of the general student body voting on the proposed amendment.

1. NTD: any other criteria? [↑](#footnote-ref-1)
2. NTD: 2/3 vote of those present or the entire body? ENTIRE BODY [↑](#footnote-ref-2)