

CONSTITUTION

PREAMBLE

We the students of Miami Dade College, Homestead Campus, to insure our representation within the collegecommunity, realize the benefits of unified action, promote democratic citizenship, accurately represent the student body, and provide a forum for the enactment of policies beneficial for the student body, hereby do ordain and establish this Constitution.

ARTICLE I. PURPOSE

Section 1. Name

The name of this organization shall be the Student Government Association of Miami Dade College, Homestead Campus (S.G.A.)

Section 2. Jurisdiction

All students whose home campus is Homestead Campus shall be members of Student Government Association. Membership will not be limited by a person's race, gender, religion, ethic background, disability, or sexual background.

Section 3. Mission

The mission of S.G.A. is to provide an environment that fosters intellectual, social, and cultural development. S.G.A. maximizes student potential through civic engagement. Members develop leadership, organizational and communication skills while they represent the student body at the campus, college-wide, and at State meetings.

ARTICLE II. COMPOSITION

Membership

Membership shall be open to all Miami Dade College, Homestead Campus students. A candidate for office must be: A registered student of Miami Dade College, Homestead Campus, must have graduated from high school or received a GED (no dual enrollment students), must be enrolled in no fewer than six (6) credits during the fall and spring terms and three (3) credits during the summer terms. It is required to have a minimum Miami Dade College grade point average of two point five (2.5) for the President and Vice-President. A two point zero (2.0) for all other officers is required. If G.P.A. drops below the required minimum then the member is subject to probation for one major semester. (Students not enrolled during the summer term will be placed on inactive status until the Fall term and will be allowed to return to full active status in the Fall. This inactive status is only good for the Summer Terms.)*

1. **Executive Cabinet:**

- o President*
- o Vice President*
- o Executive Secretary*
- o Treasurer*
- o Sergeant At Arms*
- o Historian*
- o Government Relations Director*

2. **Senate:**
 - o Parliamentarian
 - o Corresponding Secretary
 - o Public Director of Activities (PDA)
 - o Membership Director
 - o President Tempore
 - o Senators (Minimal 10 Maximal 25)

ARTICLE III. AUTHORITY

The Student Government Association of Miami Dade College is the official representative and the legislative agent of the Miami Dade College, Homestead Campus student body as an entity. It is authorized by this Constitution to propose legislation, policies, and as well as to make recommendations. Its duties are to represent the student body in areas such as scholastic standards, curriculum and the protection of student rights; to act as a governing agent in those matters delegated to it by the Director of Student Life, Dean of Student Services, the Homestead Campus President, MDC College President, and the Board of Trustees.

A Charge

The duly elected and appointed officers of the Student Government Association of Miami Dade College Homestead Campus are hereby charged to ensure accurate representation of the student body within the college and the community so that through the promotion of democratic citizenship, the advantages of unified action are realized and a forum for the enactment of policies is established to the benefit of the students of Miami Dade College Homestead Campus.

Oath required of all Officers

Before entering the duties of an office, each person duly elected or appointed shall recite the following oath that shall be administered by the Student Government Association Advisor or the Director of Student Life.

The Required Oath of Office shall be:

I do solemnly affirm that I will support, obey, and defend the rules and regulations of the Constitution of the Student Government Association of Miami Dade College Homestead Campus. I further affirm that I have read and understand the duties and role of my office and accept its responsibility; I will faithfully execute my duties and fulfill my obligation to the best of my abilities while contributing to the enhancement of the experience of the students of Miami Dade College Homestead Campus.

B. Advisor's Duties & Rights

The Student Life Department shall designate an advisor to the Student Government Association. He/She will be considered a part of Student Government Association as well as the liaison between the organization and the College unless it interferes with the proceedings of business. The advisor will be granted power to operate within the checks and balance system of the Student Government Association. The advisor reserves the right to screen all members of Student Government Association as to their minimal requirements. The Advisor shall counsel as to the legality, policies and procedures of the College. The advisor is encouraged to attend Senate and the Executive Cabinet meetings. The advisor is responsible for assuring that all Student Government Association liaisons to Miami Dade College Committees are adhering to their responsibilities. The advisor is also responsible for designating the special benefits that will be granted to exemplary Student Government Association members.

Article IV – Appointed Cabinet Members

The following positions may be appointed by the S.G.A. President or S.G.A. Vice President with the approval of the majority of the S.G.A. senate and be subject to removal by the S.G.A. President or S.G.A. Vice President with approval of the majority of the S.G.A. senate.

A. President Pro-Tempore

1. Must be appointed from within the membership of the Senate and shall
2. Chair the senate in the absence or at the discretion of the Vice President.
3. In the case of a vacancy in the office of Vice President, The Pro- Tempore shall act as Senate President until a replacement is appointed.
4. Maintain a minimum of two (2) weekly office hours.

B. Corresponding Secretary

1. Maintain relationships with all associated groups (being other campuses, businesses, etc.).
2. Contact businesses, associations, or any other person or persons on behalf of the Student Government as needed or formally requested.
3. The Corresponding Secretary must work closely with the Executive Secretary and will fill in whenever the Executive Secretary is unable to fulfill his/her function.
4. The Corresponding Secretary with the assistance of the Executive Secretary will be responsible for maintaining the Student government Association's files and computer.
5. Maintain a minimum of two (2) weekly office hours.

C. Membership Director

1. The Membership Director is responsible for keeping the S.G.A. President, Vice President and Advisor informed as to the number of Members in S.G.A.
2. The Membership Director is responsible for maintaining a current list of all Members and distributing list to the Executive Board, the Advisor, and the Director of Student Life.
3. The Membership Director will chair the Student S.G.A. Elections Committee with the assistance of the Parliamentarian and Sergeant at Arms and is responsible for running the elections according to the procedures stated within the election packet and this Constitution.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of two (2) weekly office hours.

D. Parliamentarian

1. The Parliamentarian is responsible for insuring that all S.G.A. Senators and Members are familiar and proficient with the current edition of Robert's Rules of Order, Newly Revised and parliamentary procedures.
2. The Parliamentarian is responsible for insuring that all S.G.A. Members are familiar with the S.G.A. and the F.J.C.C.S.G.A. Constitutions. The Parliamentarian will serve on the elections committee and insure that the elections are run according the procedures stated within the election packet and this Constitution.
3. Perform additional duties as assigned to him/her by the President.
4. Maintain a minimum of two (2) weekly office hours.

E. Public Director of Activities

Responsible for organizing and participating in charitable activities, community service projects as well as fundraisers for Student Government Association.

2. Works with the Treasurer on fund raising activities.
3. The PDA is responsible for programs and events.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of two (2) weekly office hours.

Article V - Senators

A. Qualifications for Senator:

1. Must be a registered student of Miami Dade College, Homestead Campus, and have a high school diploma or GED.
2. Be enrolled during the Fall and Spring terms for six (6) credits each term and be enrolled for three (3) Credits during the Summer Term.
3. Must maintain a Miami Dade College 2.00 grade point average during the Fall, Spring, and Summer terms.
4. May not be under any academic or disciplinary sanctions as detailed in the Student Rights and Responsibilities document to run for office.

the S.G.A. Senator shall be to:

1. Represent the Student Body and enact legislation and initiate such programs as may be in the best interest of the Student Body.
2. Attend regularly scheduled and special meetings of S.G.A., failure to do so will result in being placed on inactive status after two (2) consecutive absences.
3. Faithfully represent the needs and interest of the students they represent to the S.G.A.
4. Fulfill all special assignments as delegated by any member of the Executive and Senate board.
5. Set and maintain a minimum of one (1) weekly hour.
6. Conduct himself/herself to justify the confidence placed on him/her by the Student Body, by maintaining the integrity and responsibility of his/her office.
7. Any Senator caught violating any school policy will be subject to dismissal by the S.G.A. Advisor and/or the Director of Student Life.

Article VI—Elected and/or Appointed Executive Cabinet

A. Qualifications to be an Executive Board officer:

1. Must have earned at least six (6) college credits at Miami Dade College, Homestead Campus for he/she to be considered qualified as a candidate to run for office.
2. Must be a registered student of Miami Dade College, Homestead Campus taking at least six (6) credits during the Fall and Spring terms, and three (3) credits during the summer terms.
3. Must maintain minimally required Miami Dade College G.P.A. to run or hold office as per Article.
4. May not be President or on the Executive Board of any other Student organization throughout their term in office.
5. May not be under any academic or disciplinary sanction as detailed in the Student Rights and Responsibilities document to run for and hold office.
6. Issuance of service grants is contingent upon the number of service hours fulfilled and is offered

at the sole discretion of the S.G.A. Advisor.

B. S.G.A. President shall be to:

1. Preside over the executive board meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting.
2. Represent the interests of S.G.A. to the Administration and Faculty of Miami Dade College, Homestead Campus.
3. The executive authority of the student body and S.G.A. shall be vested to the President.
4. Serve on and recommend names for appointment to College wide or campus wide committees.
5. Have the power to convene special campus S.G.A. meetings, provided there are at least 48 hours notice of such meetings.
6. Maintain a minimum of four (4) weekly office hours, of which two (2) must be in the office itself.
7. Ensure that the S.G.A. Senate has at least 10 members.
8. Initiate judicial proceedings against a student for an infraction of the student rights and responsibilities and must submit his recommendation in writing to the Membership Director, S.G.A. Advisor and the Student Life Director.
9. Fulfill all duties and responsibilities as detailed by the S.G.A. Constitution and Bylaws or as delegated by S.G.A.
10. Shall appoint members to the executive board, in case of vacancy, until next annual elections.

C. S.G.A. Vice President shall be to:

1. Preside over Senate Meetings and make all necessary arrangements for those meetings, including setting an agenda and conducting business of the meeting and shall conduct the meetings according to the newest edition of Robert's Rules of Order, Newly Revised.
2. He/she is allowed to vote only in case of tie.
3. Fulfill all S.G.A. presidential responsibilities in the absence of the President as detailed in the Constitution and Bylaws.
4. Maintain a minimum of four (4) weekly office hours, of which two (2) must be in the office itself.
5. Shall appoint senators with the approval of the Student Life Director. Ensure that the S.G.A. Senate has at least 10 members.
6. Succeed to the office of the President upon the vacancy of that office.
7. Perform additional duties as assigned to him/her by the President.

D. S.G.A. The Executive Secretary:

1. The Secretary is responsible for recording the minutes of the Senate meetings, The Executive Board meetings and the Senate Committee Chair Meetings. All minutes must be turned in two (2) days after the meeting. The minutes must be given to the Advisor for proofing before their distribution.
2. The Executive Secretary will be responsible for maintaining the Student Government Association files.
3. The Secretary is responsible for maintaining the Student Government Association Minutes book location the Student Life office. Also, the secretary will provide the Director of Student Life and the Student Government

Association Advisor a copy of the minute's packet.

4. The Secretary shall be responsible for tabulating and recording the office hours of all Student Government Association regardless of branch. He/She must provide a written report to the President, Vice-President, Pro-Tempore, Membership Director, and Advisor of all Members who are not complying with the Constitution delineation of office hours. The report must be submitted on a by-weekly basis.
5. The Secretary is responsible for any correspondence assigned to him/her by the President, the Vice-President, or any member of the Executive Board. All correspondence must be given to the Student Government Association Advisor for proofing before their distribution.
6. The Secretary is responsible for providing the Senators of Student Government Association, the Student Government Association Advisor, and the Director of Student Life with the meeting packet a week prior to the Senate Meeting.
7. Maintain a minimum of three (3) weekly office hours, of which one (1) must be in the office itself

E. S.G.A. The Treasurer:

1. The Treasurer must maintain a record of all income and expenditures.
2. The Treasurer is responsible for all Student Government Association fundraisers.
3. The Treasurer responsible for organizing and participating in charitable activities and community service projects. He/she will work closely with the Public Relations Chair, the Student Government Association Advisor, and the Director of Student Life. *
4. The Treasurer must submit a copy of the Treasurer's Report to the Student Government Advisor and the Senate.
5. Maintain a minimum of three (3) weekly office hours, of which one (1) must be in the office itself

F. Sergeant At Arms

1. The Sergeant at Arms is responsible for preserving order and decorum at all S.G.A. Meetings.
2. The Sergeant At Arms will work closely with the Parliamentarian insuring that all S.G.A. Members are familiar with the Student Government Association and F.J.C.C.S.G.A. Constitutions.
3. The Sergeant at Arms will serve on the election committee and insure that the elections are run according the procedures stated within the election packet and this Constitution.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of three (3) weekly office hours, of which one (1) must be in the office itself

G. Government Relations Director

1. The Government Relations Director must report to S.G.A. on all pertinent information regarding all branches of Government, all Miami Dade College Campuses and F.J.C.C.S.G.A.
2. The Government Relations Director must keep in constant contact with the S.G.A. of all Miami Dade College Campuses.
3. The Government Relations Director, with approval of the S.G.A. Vice President, may form legislative committees to carry out legislative business.
4. Maintain a minimum of three (3) weekly office hours, of which one (1) must be in the office itself
5. Perform additional duties as assigned to him/her by the President.

H. Historian

1. The historian is in charge of maintaining a pictorial record of all S.G.A. activities. This person will keep copies of all flyers, news articles that have been published about the S.G.A.
2. The historian is responsible for submitting the Miami Dade College, Homestead Campus Scrapbook during

the F.J.C.C.S.G.A. State conference.

3. Creates/Chairs the Scrapbook committee.
4. Perform additional duties as assigned to him/her by the President.
5. Maintain a minimum of three (3) weekly office hours, of which one (1) must be in the office itself.

Article VII– Powers

A. The S.G.A. shall have the power to conduct the following business during official meetings at which there is a quorum:

1. Determine positions and elect individuals as necessary to conduct the business of S.G.A.
2. Pass motions and resolutions to conduct the business of the S.G.A. with the required vote of the S.G.A. senators.
3. Carry out other such responsibilities and duties as are consistent with the purpose of S.G.A. and abide by college policies and state laws.

B. Quorum shall be considered the majority of the S.G.A. members at a meeting.

Article VIII - Elections and Referenda

A. S.G.A. annual elections will be held according to the elections packet distributed by the S.G.A. Advisor.

B. The annual elections will be held for the core executive board offices of S.G.A. including President, Vice-President, Executive Secretary, and Treasurer. These positions shall be elected by the Student Body of Miami Dade College, Homestead Campus.

C. A vote on Constitutional amendments and referenda may also be conducted during the annual election.

Campus-specific amendments and referenda in any issue may be called with approval by majority vote of those present at a meeting of the S.G.A.

Article IX – Removal from Office

This section outlines the procedures for the removal of elected officials from the Student Government Association.

A. Removal Due to Violation of College Policies and Procedures- Any student holding an elected position in S.G.A. who violates College Policies and Procedures may be removed from elected office after all administrative or disciplinary procedures governing such policies and procedures have been exhausted. This includes violations of the Code of Student Conduct and Students' Right and Responsibilities.

B. Charges of Impeachment- Any student holding an elected position in S.G.A. may also be removed from the elected office for reasons other than those in Sections 1 of this Article. Other reasons for removal from elected office include failure to uphold the duties and responsibilities outlined in the S.G.A. Constitution and Oath of Office. The following outlines the set of procedures to be followed in order to impeach an officer.

1. Filing an Impeachment Charge

- a. In order to file a charge of impeachment, the student(s) filing the charge against an elected officer must follow S.G.A. procedures to be recognized on a subsequent Senate meeting agenda.

- b. The student(s) filing a charge against an elected official will state his/her case to the Senate when officially recognized on the agenda and will also provide a written statement detailing the grounds for impeachment.
- c. A two-thirds vote is required by the Senate in order to forward a charge of impeachment. Student(s) filing a charge for impeachment and the elected officer charged with impeachment will be excluded from the vote. Following an affirmative two-thirds vote of the Senate, an Ad-hoc committee will be formed.

2. Ad-Hoc Committee for Purposes of Discovery

- a. The Senate will form an Ad-Hoc committee consisting of five Senators and the S.G.A. Advisor. Committee membership shall not include the officer charged with impeachment nor the person(s) bringing forth the charges for impeachment. The S.G.A. Advisor will be an ex officio member of the committee and will have no vote on the committee. The purpose of the committee will be discovery to ascertain the validity of the claims brought forth on the charge of impeachment.
- b. The committee will be responsible for conducting an investigation within 21 calendar days from the day the committee was appointed.
- c. The committee will prepare a report of findings in writing. The written report shall be sent to all Senators and the student charged with impeachment.

3. Impeachment Hearing

- a. Upon issuance of the written report of findings, a special session of the Senate will be scheduled within 7 days for the official submission of the committee findings and defense by the student officer charged with impeachment.
- b. The proceedings of the impeachment hearing will be as follows:
 - i. Presentation of findings by the committee
 - ii. Presentation of defense by the charged student officer and rebuttal
 - iii. Redirect of findings by the committee
 - iv. Redirect of defense by the charged student officer
 - v. Questions by the Senate addressed to the charged student officer and/or committee
- c. At the conclusion of the Senate impeachment hearing, the Senate will conduct a vote by secret ballot on the charges of impeachment. A two-thirds vote by the Senate is required for impeachment. Student(s) filing a charge for impeachment and the elected officer charged with impeachment will be excluded from the vote.

d. The decision of the impeachment hearing is considered final. If the decision is in the affirmative, the impeached officer will be immediately removed from office. If the decision is not in the affirmative, the charges will be dropped and can not be brought up for another hearing on the same charges for at least one semester.

Article X – Budget

The S.G.A. Budget will be based on communications with the outgoing S.G.A. and the incoming S.G.A. and developed by the incoming S.G.A. The budget is to be completed and submitted to the Student Life Director by the date he/she request it be submitted.

Article XI– Amendments

No provision of the S.G.A. Constitution may be waived. Such provisions may be added, deleted or altered through the following amendment process:

- A. Amendments to this Constitution may be proposed by a senator and approved by two-thirds vote of the S.G.A. senate.
- B. A simple majority of the S.G.A. voting in a campus-wide general or special election is sufficient for ratification of an amendment to the S.G.A. Constitution.

Article XII – Bylaws

- A. S.G.A. shall maintain a set of specific Bylaws that may be amended only by a majority vote of the entire S.G.A.
- B. No provision of the S.G.A. Bylaws may be waived. Such provisions may only be added, deleted, or altered through the amendment process.

Article XIII - Dissolution & Ratification

- A. This Constitution will be dissolved upon the full ratification of a new Student Government Constitution.
- B. Ratification of this Constitution or any other Constitution replacing this document shall be achieved by approval of the Executive board of the S.G.A., the S.G.A. Advisor, and the Director of Student Life.

Lydia Woods, President 2009-2010
Student Government Association

Ricardo Ruiz, Vice President 2009-2010
Student Government Association

Nicole D. Bryant
Student Life Director
SGA Advisor

Dr. Jeffery Thomas
Dean of Academic and Student Affairs

Dr. Jeanne Jacobs, President
Miami Dade College Homestead Campus

Revised 7/13/2009

*Portions of section and/or article cannot be changed without prior approval by the Student Government Association Advisor and the Director of Student Life. These sections and/or articles were incorporated to meet state guidelines.

