



Student Government Association Constitution

The Student Government Association of Miami Dade College, Hialeah Campus is the official representative and legislative agent of the student body as an entity. It is authorized by this Constitution to propose legislation, policies, and make recommendations. Its duties are to represent the student body in areas such as scholastic standards, curriculum and the protection of student rights.

Article I. Student Government Association

We the students of Miami Dade College Hialeah Campus in order to ensure our representation within the college community, have chosen to create the organization known as the Student Government Association, hereafter referred to as SGA. Being a member encompasses unified action, promotes democratic citizenship, accurately represents the student body, and provides a forum for the enactment of policies beneficial for the student body.

Article II. Purpose of Organization

Section A.

The Purpose of the Student Government Association is to serve as the governing body responsible for representing student interests and addressing student needs on matters of college, county, state, and federal concerns.

Section B. The responsibilities of SGA Members are to represent students' interest through:

1. Identifying and presenting student issues or concerns to the administration/faculty.
2. Working in partnership with the administration and faculty to address student issues.
3. Allocating funds and service fees for activities.
4. Working with the community to build partnerships that will benefit the student body.
5. Informing students on legislative issues that impact the College and its student population.
6. Assisting in the promotion of student clubs and organizations.

Article III. College Regulations

Section A.

The Student Government Association will abide by all Federal, State and Local Laws and MDC Procedures and Policies, including but not limited to the MDC Student Code of Conduct Procedure 4025, Student Rights and Responsibilities, Academic Dishonesty Procedure 4035, Alcohol and Drug Policy, and all requirements as outlined in the Registered Student Organization Manual.

Section B.

The Student Government Association agrees to abide by the Florida Anti Hazing Law in the Student Code of Conduct and Procedure 4028 (Hazing).

Article IV. Membership**Section A.**

Membership in SGA is open to all enrolled students at Miami Dade College, Hialeah Campus. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Section B.

SGA shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. SGA shall not discriminate against a Student Officer, member or prospective member on any basis identified in MDC Procedure 1665 (Discrimination and Harassment Grievance Process), except if specifically exempted by law.

Article V. Qualifications**Section A. Qualifications for Members:**

1. Must be a registered student of Miami Dade College, Hialeah Campus and enrolled during the Fall and Spring terms for a minimum of three (3) credits each term throughout his/her membership.
2. Must maintain a 2.0 grade point average during the Fall, Spring, and Summer terms.
3. May not be under any academic or disciplinary sanctions as defined in the Student Rights and Responsibilities document.

Section B. Duties of the SGA Members shall be to:

1. Faithfully represent the needs and interests of the Student Body.
2. Attend at least one (1) SGA Senate meeting every month to be an active member.
3. Must attend 75% of any and all SGA events and participate in the planning process.

Article VI. Senators**Section A. Qualifications for Senators:**

1. Must be a registered student of Miami Dade College, Hialeah Campus enrolled during the Fall and Spring terms for three (3) credits each term throughout his/her tenure in offices. For students in their graduating semester this rule can be reviewed on a case by case basis if the student is unable to take the classes required for their major at Hialeah campus.
2. Must maintain a 2.0 grade point average during the Fall, Spring, and Summer terms.
3. May not be under any academic or disciplinary sanctions as detailed in the Student Rights and Responsibilities document.

Section B. Duties of the SGA Senator shall be to:

1. Represent the Student Body, enact legislation, and initiate such programs as may be in the best interest of the Student Body.
2. Must attend at least 75% of the Senate meetings.
3. Must attend SGA events. Must participate in the planning process.

4. Must complete two (2) office hours a week.
5. Perform additional duties as assigned to him/her by the President.

Article VII. Officers

Section A. Qualifications to be an Executive Board officer:

1. Must have earned twelve (12) credits and at least nine (9) of those college credits at Miami Dade College, Hialeah Campus for he/she to be considered a candidate to run for office.
2. Must be a registered student of Miami Dade College, Hialeah Campus taking at least six (6) credits during the Fall and Spring terms and three (3) credits during the summer term throughout his/her tenure in office. For students in their graduating semester this rule can be reviewed on a case by case basis if the student is unable to take the classes required for their major at Hialeah campus.
3. Must maintain no less than a 2.5 cumulative grade point average to run for and hold office.
4. May not be under any academic or disciplinary sanction as detailed in the Student Rights and Responsibilities document to run for and hold office.

Section B. Executive Board Officer Duties:

Duties of the SGA President are as follows:

1. To be the executive authority of the student body and SGA.
2. 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.
3. Have the power to convene special campus SGA meetings, provided there are at least 48 hours notice of such meetings.
4. Initiate judicial proceedings against a student for an infraction of the SGA Constitution and oath and must submit a recommendation for action in writing to the SGA Advisor and the Student Life Director.
5. Shall have contact with Presidents of the other Miami Dade College Student Government Associations.
6. Shall convene a meeting with Presidents of other clubs and organizations on campus at least once a semester.
7. Must complete five (5) office hours per week, three (3) of which are to take place during their chosen office hours and the remaining two (2) to be acknowledged by their attendance of SGA Senate and Executive meetings as well as the participation of SGA events.
8. Have veto power over SGA decision and override with a majority vote.

Duties of the SGA Vice President are as follows:

1. Assist the President in fulfilling his/her duties.
2. Preside over Senate Meetings and make all necessary arrangements for those meetings, including setting an agenda.
3. He/she is allowed to vote in the Senate only in case of a tie.

4. Succeed to the office of President upon vacancy of that office.
5. Must complete five (5) office hours per week, three (3) of which are to take place during their chosen office hours and the remaining two (2) through their attendance of SGA Senate and Executive meetings as well as the participation of SGA events.
6. Fulfill all SGA presidential responsibilities in the absence of the President as detailed in the Constitution.

Duties of the SGA Secretary are as follows:

1. Assist the President and Vice President in fulfilling his/her duties.
2. Record the minutes and attendance of SGA, Senate and Executive Board meetings.
3. Summarize and send notes to members after each meeting.
4. Maintain SGA files and keep active records of all information.
5. Send, receive, and distribute all official correspondence.
6. Must complete five (5) office hours per week, three (3) of which are to take place during their chosen office hours and the remaining two (2) through their attendance of SGA Senate and Executive meetings as well as the participation of SGA events.

Duties of the SGA Treasurer are as follows:

1. Assist the President and Vice President in fulfilling his/her duties.
2. Maintain the SGA budget, and record expenditures. Record and report all income from SGA fundraisers.
3. Provide a treasurer report once a month during SGA Senate and Executive Board meetings.
4. Tabulate and report all office hours of SGA Senators and Officers twice per month.
5. Must complete five (5) office hours per week, three (3) of which are to take place during their chosen office hours and the remaining two (2) through their attendance of SGA Senate and Executive meetings as well as the participation of SGA events.

Article VIII – Appointed positions

Section A. Appointed position selection process:

The Executive Board and SGA Advisor will hold interviews for SGA appointed positions and then hold a vote on applicants.

Section B. Qualifications for Appointed positions:

1. Must be a registered student of MDC Hialeah Campus.
2. Enrolled during the Fall and Spring semester for six (6) credits and three (3) credits for Summer throughout his/her terms in office. For students in their graduating semester this rule can be reviewed on a case by case basis if the student is unable to take the classes required for their major at Hialeah Campus.
3. Must maintain a 2.5 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.

Section C. Appointed Officer Duties:

Duties of the Historian are as follows:

1. Be responsible for taking pictures or appointing a photographer to take pictures at all SGA events.
2. Be responsible for archiving pictures and flyers of all SGA events.
3. Be responsible for creating a Scrapbook, following FCSSGA regulations which include but is not limited to, pictures of all events/projects sponsored by SGA within the respective year.
4. Manage any and all social media pertaining to current SGA.
5. Attend at least three (3) office hours a week.

Duties of the Assistant Secretary are as follows:

1. Assist the SGA Secretary in fulfilling his/her duties.
2. Attend at least three (3) office hours a week.

Duties of the Parliamentarian are as follows:

1. Be knowledgeable of all Articles within the SGA Constitution.
2. Ensure that the Constitution of SGA is not violated.
3. Create presentations each semester to educate SGA on the proper usage of parliamentary procedures. ie. "Robert's Rule of Order"
4. Attend at least three (3) office hours a week

Section D.

Appointed officers will hold their positions from the moment they are voted in office until the end of the academic school year.

Article IX – Removal from Office

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

Section A: Removal due to Violation of College Policies and Procedures:

Any student holding an elected or appointed position in SGA who violates College Policies and Procedures and/or is in violation of the Code of Student Conduct and Students' Rights and Responsibilities may be removed from Office.

Section B: Charges of Impeachment:

Any student holding an elected or appointed position in SGA may also be released of their title for reasons other than those in Sections A of this Article. Other reasons for removal from their elected or appointed position include failure to uphold their specific duties and responsibilities outlined in their job description as SGA Officers, the violation of the Constitution's Oath of Office, failure to accomplish mandatory tasks as higher level members such as attending their five (5) office hours, a combination of three (3) or more Senate/Executive/"Meeting with the President" meetings, and an overall lack of participation or contribution to SGA events, activities, or meetings. The following outlines the set of procedures to be followed in order to impeach an elected officer.

Section C: Procedure

1. Removal from SGA

- I. Any member failing to complete any of the above is in jeopardy of dismissal. After a student(s) report the officer in questions to the Executive Board, said officer is immediately given a warning and two (2) weeks to change his or her actions against every charge they face.
- II. If the officer fails to change their ways and or after a period of two (2) weeks goes back to providing an unsatisfactory job as an SGA Officer, they are immediately eligible to be charged for impeachment.
- III. All Executive Board and Appointed members will be given the opportunity to appeal their right to stay in office, through a written and verbal explanation before the Executive Board votes whether or not said officer should resign from office. The explanation must be submitted to the Executive Board and Advisor no later than two school days after the charge is brought upon him/her

2. Filing an Impeachment

- I. In order to file a charge of impeachment, the Student Government Association Advisor and/or student(s) or that wish to move forward and file a charge against an Elected or Appointed officer must file a verbal and/or written complaint against them to the entire Executive Board and Student Government Association Advisor.
- II. The student(s) filing a charge against an Elected or Appointed Officer will state his/her case to the Executive Board and if the Executive Board decides the issue should be officially recognized it will be an item to be discussed and voted upon in the next Executive Board meeting.
- III. A majority vote is required by the Executive Board in order to proceed with the impeachment. The Executive Board may consult with the SGA Advisor if they are unable to come to a consensus and have him/her be the tie breaker. The officer in question will be excluded from the vote.
- IV. Following an affirmative majority vote in favor of the dismissal of said Executive Board member or Appointed member, he or she will henceforth be permanently removed from office and unable to run for office.

3. Impeachment Hearing

- I. The decision of the impeachment hearing is considered final. The impeached officer will be immediately removed from office after voting.
- II. After a period of one (1) Semester the Impeached Officer may rejoin the Student Government Association Senate as a member. However, the Officer is not allowed to run for any Elected or Appointed Positions or be recognized as a Senator.

Article X. Elections

Section A.

SGA annual elections will be held according to the elections packet distributed by the SGA Advisor.

Section B.

The annual elections will be held for the offices of SGA President, Vice President, Treasurer, and Secretary. These positions shall be elected by the Student Body of Miami Dade College, Hialeah Campus.

Article XI - Vacancies and Succession

This section outlines what to do when an officer leaves their position.

Section A.

If the Office of the SGA President becomes vacant at any point of the semester, the order of succession shall be as follows: SGA Vice President, SGA Secretary, and SGA Treasurer.

Section B.

Nominees must meet the qualifications of the office of President.

Section C.

If the Office of any other E-Board Officer becomes vacant at any point of the semester, remaining SGA E-Board Members and SGA Advisor will hold meeting to appoint next E-Board Officer.

Article XI. Student Organization Advisor

Section A. All Registered Student Organizations must have least one advisor who is a full-time faculty or staff member at MDC.

Section B. The Advisor shall be treated with the upmost respect. He/she will be considered the liaison between the organization and the College. The Advisor will be granted power to operate within the checks and balance system of SGA. The Advisor reserves the right to screen all members of SGA for minimum requirements.

Section C. The Advisor shall review all written material (i.e. signs, newsletters, memorandums, reports, minutes, proposals, etc.) and shall proofread it prior to distribution.

Article XII. Amendments to Constitution

Section A. All proposed Constitution Amendments must be submitted to the office of Student Life and the Student Government Association Advisor and Executive Board for review and approval.

Section B. Minimum 50% + 1 senator vote required in order to approve any changes to the Student Government Association Constitution

Bylaws

Amendment I. Office Hours

Section A.

Office hours are a mandatory responsibility for all SGA Officers.

1. Executive Board Officers must complete a total of five (5) office hours a week.
2. No less than three (3) of those hours will be scheduled and are to be spent inside the Student Government Association Office for the purpose of accomplishing SGA related tasks and/or helping the student body, etc.
3. The remaining two (2) hours will be spent at SGA meetings, events, and activities.
4. If an officer is unable to do their weekly office hours, they must have a written statement detailing the reason for their absence and have it be approved by the Student Government Organization Advisor. If he or she chooses to accept it, said officer will schedule their make-up office hours ahead of time with the SGA Advisor in addition to their regularly scheduled hours the following week.
5. Any permanent schedule changes to the Executive or Appointed position's office hours require approval by the Advisor of the Student Government Association and a notice to the Senate.
6. If all responsibilities for the Student Government Association have been completed an alternative to performing Office Hours in SGA Office will be to assist the Department of Student Life pending approval of Student Life Director.

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