

## Student Activities

The Student Activities Office conducts business related to student clubs and organizations. New and returning students are encouraged to get involved with this “co-curricular” education. Involvement outside of the classroom can supplement and strengthen the classroom experience, provide skill development and build lifelong friendships. Most activities are planned, organized and developed by the Student Activities Board (SAB). Examples of events coordinated by this group include performances by comedians and bands, game shows, novelty acts, educational experiences, and trips.

The C-GCC Faculty Student Association, Inc. operates the Cafeteria, Bookstore, and Child Care Center. Student government officers serve as members of this organization. Students interested in becoming involved in any of these areas should contact the Student Activities Office.

**Location:** Room 302

**Hours:** Monday through Friday 8:00 am to 6:00 pm

## Student Government

### Student Government Organization Constitution

#### PREAMBLE

In order to promote the general welfare of the student body; to stimulate interest in and support of those activities contributing to our educational, cultural, social, and physical improvement; and to provide every student with training and experience in democratic government; we, the students of Columbia-Greene Community College do hereby decree this constitution as the official Constitution of Columbia- Greene Community College Student Government Organization.

#### ARTICLE I

##### **Name, Membership, and Privileges**

###### *Section I. Name*

The name of this organization shall be the Student Government Organization of Columbia-Greene Community College

###### *Section II. Governing Board*

The governing board of the Student Government Organization shall be the Student Senate of Columbia-Greene Community College.

###### *Section III. Membership for the Student Government Organization.*

The membership for the Student Government Organization shall consist of all matriculated students that pay a student activity fee at Columbia-Greene Community College.

###### *Section IV. Privileges*

All Student Government Organization members shall be entitled to vote; they shall be able to run for and hold office in Student Senate.

*Section V. Membership for the Student Senate*

Senate members shall be composed of those Student Government Organization members that adhere to the process herein established. Student Senators must carry a minimum of twelve (12) credit hours, unless fewer are needed for graduation. Student Senators must maintain a minimum grade point average of 2.0 on a 4.0 scale and be in good judiciary standing to participate in Student Senate.

**ARTICLE II****The Student Senate Composition***Section I. Senate Composition*

1. The Student Senate shall be composed of the elected members of the Student Government Organization, who shall henceforth be referred to as Senators and Officers of the Student Senate.
2. The Student Senate shall be composed of fourteen (14) voting members; the President, Vice President, Secretary, Treasurer, the Student Trustee, and ten (10) Senators.
3. During each academic year the Student Senate shall consist of seven (7) Freshman Senators and seven (7) Sophomore Senators. A Freshman Senator is defined as a student that has less than 24 semester hours of credit earned at or accepted by Columbia- Greene Community College. A Sophomore Senator is defined as a student that has 24 or more semester hours of credit earned at or accepted by Columbia-Greene Community College.

**ARTICLE III****Senate Elections***Section I. Returning Senators*

Returning Senators from the previous semester do not have to be re-elected into Senate; Returning Senators must file a commitment form to secure their position with the Student Senate Advisor and the Vice President and Dean of Students and Enrollment Management. Senators from semesters previous to the most recent must be re-elected.

*Section II. Election Committee*

1. Elections will be under the supervision of an Election committee, which will consist of the returning members of the Student Senate from the previous academic year. The Senate Advisor and the Vice President and Dean of Students and Enrollment Management will act as the Election Advisory Council with no voting powers.
2. The Committee shall establish the polling place(s), procedures, and dates for voting at least two (2) weeks prior to an election.
3. The Committee may take votes from Senators that are unable to attend elections due to official school business and may vote via sealed ballot given to the Vice President and Dean of Students and Enrollment management two (2) days prior to an election.
4. The Elections Committee, the Senate Advisor, and the Vice President and Dean of Students and Enrollment management will oversee the counting of the votes in the election. No candidates may take part in the count.

*Section III. Election Deadlines*

Elections of Senators shall take place no later than the second week of the academic semester.

*Section IV. Eligibility Requirements for Senators*

To be eligible for election to the Student Senate, a SGO member, in addition to meeting the academic and judiciary requirements specified in Article I, Section V, must submit to the Election Committee, Vice President and Dean of Students and Enrollment Management and the Student Senate Advisor an approved petition with no less than fifteen (15) SGO member signatures and a one page typed application form containing candidate's name, phone number, email address, and statement of candidacy.

*Section V. Election Petitions*

No SGO Member may sign election petitions for more than seven (7) Freshman Senatorial Candidates and seven (7) Sophomore Senatorial candidates in any given election.

*Section VI. Voting*

No SGO Member may vote for more than seven (7) Freshman Senatorial Candidates and seven (7) Sophomore Senatorial candidates in any given election.

*Section VII. Obtaining Senatorial position*

The seven (7) SGO candidates from each class receiving the greatest number of votes shall be the elected Senators.

*Section VIII. Vacancies*

With a majority vote the Student Senate may fill vacant seats with any SGO member that fulfills the eligibility requirements outlined in Article I, Section V, and completed the Student Senate Petition form outlined in Article III, Section IV. No new senators will fill any vacant seats after the 10th week of classes. Vacant seats will be filled the following semester.

**ARTICLE IV****Powers and Duties of the Student Senate***Section I. Student Activities Fund*

The Student Senate shall administer the Student Activities Fund. Monies from the Student Activities Fund may be used solely for the purposes consonant with the social, educational, and cultural interests of the general student body. In the administration and use of monies from the Student Activities Fund, the Student Senate shall be governed by the policies of the State University of New York and those of Columbia- Greene Community College.

*Section II. Chartering Student Organizations and Activities*

The Student Senate shall have the power to charter student organizations; to allocate funds to organizations and activities; and to coordinate activities that will, in its opinion, serve the general interests of the college, the SGO, and/or the general community. The Senate shall also initiate action for the purpose of establishing whatever campus organization or activity it regards as desirable. Any such project, activity, or organization shall be subject to approval of the Vice President and Dean of Students and Enrollment Management.

*Section III. College and Community Rapport*

As representatives of the SGO, the Student Senate shall accept responsibility for the promotion of mutual understanding and cooperation between the college and the general community.

*Section IV. Impeachment Powers*

The Student Senate shall have the power to impeach and remove from office any of its officers or members that fail to comply with the Student Senate Constitution, and its by-laws, and whose academic and/or judiciary college standing brings discredit upon the Student Senate and/or the college.

**ARTICLE V****Impeachment Procedures**

In the event that a Student Senator has failed to comply with Article IV, Section V, or abandoned their position without proper notice, the following procedure must be taken.

*Section I. Evidence*

Sufficient Evidence must be made available to the Executive Committee of the Student Senate, the Student Senate Advisor, and the Vice President and Dean of Students and Enrollment Management in order to conduct an investigation of the alleged Senator or Officer. If the Officer holds a position on the Executive Board, they will be excused from the meeting. The Vice President and Dean of Students and Enrollment Management and/or their designate will supervise and act as advisor to impeachment hearing(s).

*Section II. Impeachment Procedure*

To ensure all parties receive fair and equitable treatment the following procedures will be followed:

1. To begin an investigation, written charges against the alleged party and at least two thirds (2/3) of the SGO members printed names and signatures must be submitted to the Executive Committee, the Student Senate Advisor, and the Vice President and Dean of Students and Enrollment Management.
2. The accused officer will be notified no later than one (1) business week from accusation in writing. The notification letter will contain the alleged violation(s) and the Senate's intent on conducting an impeachment hearing.
3. The Student Senate impeachment hearing will be held no sooner than three (3) business days from the date that the accused party received the written notification. The accused party may choose to waive her/his rights to a hearing and accept the Student Senate's impeachment verdict and/or they may submit a written resignation.
4. The accused Senator shall be entitled to speak at the Senate impeachment hearing and they hold the right to have a representative of her/his choice act as advocate. The advocate cannot participate in the hearing.
  - a. During the hearing, the accused officer has the right to question any Student Senator, SGO member, and/ or college official that witnessed and/or have knowledge of alleged accusation(s).
  - b. The accused have the right to present evidence relevant to the dismissal of the allegation(s).

5. The accused officer is impeached with a majority vote of the Student Senate.
6. The impeached Student Senator will be entitled to a written report that contains the findings and results of the impeachment hearing. The impeached Senator must request the report in writing. The Student Senate will submit the report to the impeached Senator no later than seven (7) business days after written request is made.
7. The impeached officer may file an appeal within seven (7) business days with the Vice President and Dean of Students and Enrollment Management. The Vice President and Dean of Students and Enrollment Management's decision is final.

### *Section III. Attendance*

The Student Senate shall have the power to impeach any officer or member of the Student Senate if she/he has three (3) unexcused missed meetings in an academic year. Discretion of the Executive Committee shall be employed in extenuating circumstances.

## **ARTICLE VI**

### **Executive Officers and Duties**

#### *Section I. Executive Officers*

The executive officers of the Student Government Organization and the Student Senate shall be a President, a Vice President, Secretary and Treasurer.

#### *Section II. The President shall:*

- a) Responsible for all SGO functions.
- b) Preside at all meetings of the Executive Committee.
- c) Call special meetings of the Executive Committee.
- d) Represent the Student Body at official functions both within the college and externally, when possible.
- e) Preside at all meetings of the Student Senate.
- f) Call general and/or special meetings of the Student Senate.
- g) Cast the deciding vote in case of a tie in the Student Senate.
- h) Act as advisor and ex-officio member on all Student Senate committees.
- i) Act as College Delegate to the SUNY Assembly.

#### *Section III. The Vice President shall:*

- a) Preside at all meetings of the Student Senate, in absence of the President.
- b) Call special meetings of the Student Senate.
- c) Appoint and supervise the Chairs of all committees of the Student Senate.
- d) Assume the office and duties of the President, with full power, upon the President's resignation or removal.
- e) Maintain full voting privileges when not presiding over the meeting.

*Section IV. The Secretary shall:*

- a) Prepare a typed agenda for all SGO meetings under the direction of the Chairperson.
- b) Take accurate minutes of all meetings of the Student Senate.
- c) Distribute the minutes to the College President, all Deans, Club Advisers, the Faculty, and all Senators via hardcopy and/ or email.
- d) Conspicuously post all minutes at least two (2) business days prior to the next regular Student Senate Meeting.
- e) Conduct all official correspondence of the Student Government Organization.
- f) Maintain a file of all minutes and correspondence of the Student Government Organization. These files must be maintained for a minimum of three (3) years in the Student Activities Office.
- g) Present a monthly report in a regular Senate meeting containing all the expenditures and revenues of the Student Senate. Copies of the report shall be filed promptly with the Vice President and Dean of Students and Enrollment Management and the Board of Directors of the C-GCC Association, Inc.

*Section V. The Treasurer shall:*

- a) Present a monthly report in a regular Senate meeting containing all the expenditures and revenues of the Student Senate. Copies of the report shall be filed promptly with the VP and Dean of Students and Enrollment Management and the Board of Directors of the C-GCC Association, Inc.

*Section VI. The Student Trustee shall:*

- a) Maintain a minimum grade point average of 2.5 on a 4.0 scale and be in good academic and social standing.
- b) Act as the Student representative to the Board of Trustees.
- c) Give a monthly report to the Student Senate concerning the welfare of the student body, the Board of Trustees, the college campus, and the general college community.
- d) Be a voting Senator in the Student Senate.
- e) Adhere to all policies established within this constitution.
- f) Not hold an executive office in the Student Senate.
- g) Must meet with the Student Senate Advisor and then the VP and Dean of Students and Enrollment Management prior to the monthly meetings.

*Section VII. Executive Officers*

The Executive Officers of the Student Government Organization shall be elected from and by the Student Senate at the first meeting following the Senate election. Election of the Executive Officers shall be decided by majority vote. If the vote results in no majority, a run-off election will be held between the two candidates receiving the greater number of votes. The Executive officers of the Student Government Organization shall be comprised of the Student Trustee and the Executive Committee. The advisor of the Student Senate is appointed by the VP and Dean of Students and Enrollment Management and attends all meetings of the Student Senate. No executive officers shall serve more than 2 consecutive terms.

**ARTICLE VII****Meetings of the Student Senate***Section I. Meetings of the Student Senate*

Regular meetings of the Student Senate shall be held at least semi-monthly during each academic semester when the college is in session. Special meetings may be called by the Vice-President at the direction of the President or upon the request of at least four (4) Senators.

*Section II. Location of Meetings*

All regularly scheduled meetings of the Student Senate shall be held on the College campus and shall be open to any member of the Student Organization to participate without vote except, as the Senate shall, upon majority vote, decide to enter Executive session.

*Section III. Leadership Transition Workshop*

Two weeks after each election the Student Senate will conduct a Leadership Transition Training Program. The Senate Advisor, Associate to the VP and Dean of Students and Enrollment Management, and the VP and Dean of Students and Enrollment Management will coordinate this event with all returning Senators and the Executive Committee. Senators who are elected during the semester must also go through transition training.

*Section IV. Quorum*

No meeting of the Student Senate may transact business without a quorum. A Quorum shall consist of two-thirds (2/3) of the membership.

*Section V. Robert's Rules of Order*

Robert's Rules of Order shall govern procedure at all meetings of the Student Senate except those cases where the said rules of order conflict with the duly established by-laws of the Senate. In such instances, the latter shall take precedence.

**ARTICLE VIII****Standing Committees***Section I. Appointment and Membership*

The hereinafter named shall be the standing Committees of the Student Government Organization. The Vice-President in accordance with Article VI, Section III, shall appoint all chairs of the Standing Committees. The membership of Standing Committees is open to all SGO members upon the appointment by the Chairperson of said committees.

- a) Constitution: The Constitution Committee shall continuously evaluate this Constitution and shall make recommendations for such revisions as may be deemed necessary and appropriate.
- b) Budget: The Finance Committee will review all budget requests from all recognized student organizations. This committee will conduct a budget hearing early in each semester and make recommendations to the Senate regarding budget allocations.
- c) Election: The Election Committee, as specified in Article III, Section II, shall supervise elections.

## **ARTICLE IX**

### **Ratification**

#### *Section I. Ratification of Constitution*

This Constitution shall be declared ratified after being approved by the Vice President and Dean of Students and Enrollment Management, and President of the college and by two-thirds (2/3) of the student body voting in referendum.

## **ARTICLE X**

### **Clubs**

- a) Any club recognized by Student Senate must attend one Senate meeting a month and give an update; otherwise funds will be frozen.
- b) At least one (1) club member along with the club advisor must present club budget and/or any additional requests.

## **ARTICLE XI**

### **Amendment Procedure**

#### *Section I. Amending the Constitution*

In order to amend this Constitution, the following steps must be completed.

- 1) The proposed amendment must be introduced at a regular meeting of the Student Senate by one of its members.
- 2) The Secretary of the SGO shall prepare multiple copies of the proposed amendment. Such copies shall be posted on the bulletin boards at least one (1) week prior to the next regular meeting and shall be available to all Senators at the next regular meeting.
- 3) At the first meeting of the Senate, after introduction of the proposed amendment, the Senate shall vote to approve or reject it. Two-thirds (2/3) of the members present and voting must concur with the amendment for approval.
- 4) All proposed amendments, which gain Senate approval, shall be submitted to the Vice President and Dean of Students and Enrollment Management and President of the college for their approvals.
- 5) If approved by the Vice President and Dean of Students and Enrollment Management and college President, the proposed amendment shall be presented to the SGO members in a referendum for their assent.
- 6) If two-thirds (2/3) of the SGO members voting shall approve the proposed amendment, it shall immediately become part of this Constitution.
- 7) The Constitution Committee and Advisor of the SGO shall supervise said referendum.

#### *Section II. Defeated Amendments*

Each of the steps prescribed in the foregoing section must be completed in the order indicated. If, at any point, the proposed amendment does not receive the required approval, it shall be declared defeated and shall not demand further action.

*Section III. Contradictory Amendments*

All amendments to this Constitution which would seemingly stand in contradiction to an earlier portion of this document must begin with the words: "Provision contained in Article: \_\_\_\_, Section \_\_\_\_, of this Constitution notwithstanding".