



**STUDENT  
ASSOCIATION  
CONSTITUTION  
2017**

# **THE CONSTITUTION OF THE STUDENT ASSOCIATION**

## **OBJECTIVES**

In order to further the well-being of the student body, to provide students with experience and training in a democratic form of government, to continuously expand and coordinate a program of student activities with the Office of Campus Life, to stimulate student interest and support in the development, assessment, and execution of social, cultural and recreational programs, to develop communications among students, administration and faculty maintaining a cooperative and effective relationship, to foster and promote a code of proper conduct becoming to a County College of Morris student, to interpret student rights, protect and defend student interests, we the Students of the County College of Morris, do hereby decree this constitution as the official constitution of the Student Association of the County College of Morris.

## ***ARTICLE I***

All those students taking a course for credit at the County College of Morris are members of the Student Association, and, as such, are entitled to the benefits and privileges the Association provides.

## ***ARTICLE II***

### ***STUDENT GOVERNEMENT***

Inasmuch as the President of County College of Morris is the legal representative of the Board of Trustees, all executive and administrative power of the Student Government assumed under this Constitution is derived from, and with complete concurrence of that office, via the Dean of Students.

The advisor(s) of the Student Government shall be appointed by the Dean of Students. He/she shall be a current member of the college administration or faculty. The advisor(s) shall perform such duties and functions as mandated by the Student Government Association and Dean of Students. The advisor(s) shall not have voting power in the Student Government. Student Government shall be comprised of an Executive Board providing leadership and direction, a Senate providing legislative authority, and a Judicial Board.

A. DECLARATION OF POLICY

1. Just and equitable consideration shall be given to all those persons seeking help and guidance.
2. All positions, elected or appointed, shall be based on that candidate's merit and fitness, free of all personal consideration.
3. Every effort shall be made to provide objective and impartial governance with consideration of the rights and interests of the college community and the Student Association.
4. All funds administered by the aforesaid government shall be carefully scrutinized in reference to who will benefit, what terms have been negotiated, and who will be responsible for actions thereof.

B. MEETINGS

1. The Executive Board and Student Government Association shall meet officially biweekly during the academic year when the college is in session. When necessary, emergency meetings may be called by any member of the Executive Board or at the request of three-fourths of the voting members of the Senate. The Executive Board meets during the week prior to each official meeting of Student Government. When necessary, additional meetings may be scheduled.
2. All official Student Government Association and Executive Board meetings must be held on the college campus and twenty-four hours notice must be given to the student body.
3. Business meetings or specifically any meeting where official action or legislation is transacted must be attended by all members of the Student Government Association. A majority of the Student Government Association may move to dismiss from the organization a member who is absent for two consecutive meetings. Any member may request and shall be entitled to a hearing by the Judicial Board in the event he/she has been dismissed and wishes to appeal the action.
4. The Youngtown Edition is recognized as the official means of publicity and notification to the entire student body. In addition, any other campus-wide media will be utilized whenever possible to carry all notices and results of each Student Government Association meeting.

5. All official meetings of the Student Government Association shall be open to all members of the Student Association unless advance notice of closed discussion is posted in each building on campus with at least twenty-four hours notice.
6. Agendas for all of the Executive Board and Student Government Association meetings will be available at the Student Center Information Window within twenty-four hours of said meeting.
7. Closed Executive Board and Student Government Association meetings are to exclude all those individuals not connected with the Student Government, and are for discussion purposes only in matters of finance, personnel, and any matters which the Student Government Association feels may discredit the intended policy, or persons involved. The public, however, shall be included in any final decisions.
8. Unofficial meetings of the Student Government Association or Executive Board may take place for the purpose of leadership training, discussion of policy or other unofficial activities. Such meetings may take place off campus.

#### C. VOTING PROCEDURES

1. A quorum for all meetings of the Student Government Association shall consist of a simple majority of the entire Senate at that time.
2. A simple majority shall be required to pass by-laws, resolutions, appropriations, etc.
3. Appointments requiring the advice and consent of the Senate must be ratified by a two-thirds majority vote of the Senate members present and voting at that time.
4. Robert's Rules of Parliamentary Procedure shall be observed and enforced at all official meetings.

### **ARTICLE III**

#### **THE EXECUTIVE BOARD**

##### A. MEMBERSHIP,

1. Shall include a President of the Student Association; Vice President of the Student Association; Chairperson of Inter-Club Council; Treasurer; Secretary and President Pro Tempore.

B. POWERS AND DUTIES

1. PRESIDENT OF THE STUDENT ASSOCIATION

- a. Shall exercise executive leadership in the Student Association and assume primary responsibility for student affairs and interests.
- b. Shall be the chief presiding officer of the Executive Board and Student Government Association meetings.
- c. Shall not be allowed to vote in the Student Government Association meetings, except to break a tie.
- d. Shall be a representative to the College Council and appoint four other members of the Student Association to the College Council.
- e. Shall be recognized as the primary representative of the student body to the college community and public.
- f. Shall appoint the necessary members to college committees and commissions.
- g. Shall appoint a Parliamentarian from the ranks of the Senate or Executive Board with the advice and consent of the Senate.
- h. Shall fill any vacancies on the Judicial Board by appointment with the advice and consent of the Nomination Board and the Senate.
- i. Shall fill any vacancies on the Senate or Executive Board by appointment with the advice and consent of the Nomination Board and the Senate.
- j. Shall have the power to veto resolutions of the Senate. The Senate has the prerogative to override the veto by a three-fourth-majority vote of the attending Senators.

2. VICE PRESIDENT OF THE STUDENT ASSOCIATION

- a. Shall assist the President of the Student Association in the executive leadership of the Student Association.
- b. Shall preside over the Executive Board and Student Government Association meetings in the absence of the President.
- c. Shall serve as Chairperson of the Election Committee. In the instance that the Vice President wishes to run for a position, the President shall appoint a member of Student Government Association as Chairperson.
- d. Shall be allowed to vote in the Student Government Association meetings.

### 3. CHAIRPERSON OF INTER-CLUB COUNCIL

- a. Shall exercise executive leadership in the organization of all clubs and organizations, and be responsible for meeting monthly with representatives from all clubs and organizations.
- b. Shall be responsible for submitting all completed charter applications to the Student Government Association.
- c. Shall have the power to veto any charter granted by the Senate, and shall be responsible for submitting a written explanation of reason for vetoing said charter.
- d. The veto may be overruled by a three-fourths vote of the Senate.
- e. Shall be allowed to vote in the Student Government Association meetings.
- f. Shall lead all discussions in the Executive Board and Student Government Association meetings pertaining to the Inter-Club Council.
- g. May appoint, with the advice and consent of the Senate, representatives not affiliated with the Student Government to work in the Inter-Club Council

4. TREASURER

- a. Shall be responsible for and must keep a record of all Student Government Association funds and records which come under the jurisdiction of the Student Government and must be open to the members of the Student Association.
- b. Will state the condition of the budget on a monthly basis unless a report is requested by a simple majority of the Senate.
- c. Shall be allowed to vote in the Student Government Association meetings.
- d. Shall lead all discussions in the Executive Board and Student Government Association meetings pertaining to the Treasury.

5. SECRETARY

- a. Shall be responsible for recording all the Executive Board and Student Government Association meeting minutes.
- b. Shall maintain a file of and conduct all official correspondence of the Executive Board and Student Government Association.
- c. Shall be allowed to vote in the Student Government Association meetings.
- d. Shall distribute, at least two school days before the next meeting, a copy of the previous meeting's minutes.

6. PRESIDENT PRO TEMPORE

- a. Shall be a Senator elected by three-fourths majority of Senate members present.
- b. Shall, in the normal capacity as President Pro Tempore, retain all powers and duties of a Senator and be a non-voting member of the Executive Board.
- c. Shall preside over the Student Government Association meetings in the absence of the President and the Vice President.

- d. In the absence of the President and the Vice President, the President Pro Tempore shall not be allowed to vote in the Student Government Association meeting except to break a tie.
- e. The President Pro Tempore shall assume all powers and duties of the President upon the permanent vacancy of both the President and the Vice President. Shall act only in a temporary capacity until elections are held.
- f. The procedure for selecting candidates for President Pro Tempore shall be by open nomination from the Senate; election shall be by three-fourths vote of Senate members.
- g. Upon permanent vacancy of the Office of President Pro Tempore, the Senate may elect another President Pro Tempore.
- h. Shall be responsible for collecting all written committee reports from designated committee members prior to official meetings of the Student Government Association.

## ***THE SENATE***

### **A. MEMBERSHIP**

- 1. Shall consist of a maximum of twenty one members:  
 Two Academic Standards Committee Student Representatives  
 Two Accessibility Awareness Committee Student Representatives  
 Two Curriculum Committee Student Representatives  
 Two Diversity Committee Student Representatives  
 Two Safety Committee Student Representatives  
 Eleven Student Affairs Committee Student Representatives

### **B. POWERS AND DUTIES**

- 1. Shall have the power to recommend policy.
- 2. Retains all voting privileges and is responsible for making all legislation to benefit the student body.
- 3. Representatives may introduce any resolutions that they feel are most advantageous to the Student Association and the college.
- 4. Senate shall have the power to consult with and make proposals to the college committees and other college organizations.



5. Shall accept the responsibility for the promotion of understanding and cooperation between the college community and the Student Association.
6. Shall have the power to enact any by-laws and rules that are deemed necessary for the proper functioning of Student Government Association.

## **ARTICLE IV**

### **ELECTIONS AND QUALIFICATIONS TO HOLD OFFICE**

#### **A. QUALIFICATIONS**

1. Must be a member of the Student Association in good character and standing, must have a 2.0 GPA, as well as maintain a 2.0 CPA for each semester elected, and must not be on disciplinary probation. Part time students must be enrolled in at least six credits and matriculated in order to pursue and hold a leadership position.
2. Election committee members may not run for office.
3. All candidates must be able to serve a full term consisting of two consecutive semesters beginning with the semester they were elected and must be matriculated in order to pursue and hold a leadership position in an organization.

#### **B. ELECTION PROCEDURE**

1. An Election Committee shall be formed of at least one member of Student Government, Student Activities Programming Board and the Judicial Board, each appointed by each organization's senior executive officer.
2. At the end of the spring semester, the SGA President, Vice President, Secretary, Inter-Club Council Chairperson, Treasurer, twenty one Senators, three senior Judicial Board members and one Alumni Representative member to the Board of Trustees will be elected.
3. Campaign procedures will be established by the Election Committee. Failure to comply with any regulations or procedures of

the Election Committee may result in the offender being disqualified.

4. To have his/her name placed upon a ballot, a candidate must file a nomination petition with the Election Committee no later than two weeks prior to elections and must be approved by a two-thirds majority vote of the Nomination Committee members present and voting. The petition requires the signature of twenty-five students of County College of Morris, will include the name of the prospective candidate and office desired, and must be filed in the Office of Campus Life. The Nomination Committee will consist of the Election Committee and one Faculty or Staff member appointed by the Dean of Students.
5. Voting will be by secret ballot and candidates receiving a simple majority of votes shall be elected.
6. There shall be no write-in votes.
7. In case of a tie, there will be a run-off election the following week.
8. There will be at least one week to campaign.
9. All officers elected in the spring semester shall formally take office at the last official meeting of the spring semester.

C. ALTERNATE ALUMNI REPRESENTATIVE MEMBER (AARM) BOARD OF TRUSTEES

1. QUALIFICATIONS

Shall be an alumnus, having graduated in January, June or August and in good character and standing.

2. DUTIES

The duties of the AARM shall be exactly the same as the Alumni Representative Member elected as per statute N.J.S.A. 18A:64A-8 and shall serve in the absence, disability, or refusal of the Alumni Representative to serve the one-year term.

3. ELECTION PROCEDURE

Applications for AARM shall be made available to all students graduating in January, June or August.

4. AARM applications are to be returned one week following the date of application availability.
5. Copies of all applications shall be made available for Senate review and are to be voted on at the next official meeting.
6. At the next official Student Government meeting all applicants shall be invited to the meeting for a question and answer session with the Student Government members.
7. The Senate shall then elect, by a two-thirds majority vote, the AARM and recommend to the Board of Trustees of the County College of Morris approval and appointment of said individual.

## **ARTICLE V**

### **STANDING COMMITTEES**

#### **A. CONSTITUTION REVISION COMMITTEE**

1. Shall be charged with keeping the Constitution current and shall make revisions by amendment with the advice and consent of the Senate.
2. Shall be formed by the second official Student Government Association meeting in the spring.

#### **B. RATIFICATION OF CONSTITUTION**

1. Ratification shall be proposed to the student body.
2. The proposal will be voted on and shall be declared ratified after having been approved by a majority vote of the student body at either the fall or spring elections, or a special election called for by the Executive Board and Senate.

#### **C. AMENDMENTS**

1. The proposed amendment must be introduced at a regular meeting of the Student Government Association by one of the representatives. Copies of the proposed amendment shall be distributed to all representatives.
2. At the next meeting, after the introduction of the amendment, the Senate shall vote to approve or reject it.

3. If the Senate approves, the proposed amendment shall be publicly posted at least one week prior to vote for ratification.
4. The Student Association will then vote on the proposed amendment. A plurality of votes cast will decide. Any proposed amendment to the Constitution shall be voted upon within two weeks of its original filing date. The Election Committee shall supervise such voting.

## **ARTICLE VI**

### **AD HOC COMMITTEES**

#### **A. STRUCTURE**

1. An ad hoc (non-standing) committee shall originate with the formal appointment of the Committee chairperson.
2. No committee shall be formed unless a chairperson is recognized.
3. All other members shall be appointed by the chairperson.
4. The chairperson is responsible for delegating authority to members and scheduling bi-weekly meetings.

#### **B. DUTIES**

1. All ad hoc committees shall submit a written report outlining the goals, committee's termination date and progress of the committee by the next Senate meeting. The report must include a list of those committee members who were and were not present.
2. A report to the Senate is required at every official SGA meeting until the termination of that committee. This is the sole responsibility of the chairperson. In the event that the committee does not meet on a given week, a report by the chairperson is still required.
3. A copy of the written report shall be submitted to the President Pro Tempore.

#### **C. REMOVAL**

1. The failure of a chairperson to fulfill his/her obligation may result in that person being removed from the chairpersonship.
2. This authority will rest in a Senate vote of three-fourths majority.
3. The committee members may then choose a new chairperson to assume the responsibility of chairperson.

## **ARTICLE VII**

### **IMPEACHMENT BOARD**

#### **A. MEMBERSHIP**

1. Shall be chaired by the Vice President. President Pro Tempore will chair the position in case of Vice Presidential impeachment.
2. One Senator appointed by the charged person with the advice and consent of the Senate.
3. The Director of Campus Life.
4. One member of the Judicial Board.
5. One member appointed by the Senate not affiliated with the Student Government Association.

#### **B. DUTIES**

1. The sole power to recommend impeachment of persons holding elective or appointed office under the Student Association of the County College of Morris shall rest with the Board of Impeachment.

#### **C. VOTING**

1. Simple majority is required (three out of four).

#### **D. PROCEDURE**

1. Upon receipt of a complaint signed by at least five Senators or at least one hundred other members of the Student Association charging a Student Government Association office holder with dereliction of his/her duties or malfeasance in office. The Chairperson shall convene the Impeachment Board for the sole purpose of holding an impeachment hearing.

2. A verdict shall be reached by secret ballot.
3. If the vote warrants impeachment, the Chairperson shall report to the Student Government Association that the accused party is recommended for removal from office.
4. The Senate, upon receipt of such recommendation, shall, at a special meeting, carefully examine all evidence and testimony with the various parties directly involved and present.
5. After considering all testimony, the Senate shall by secret ballot, reach a decision. A vote of guilty must be reached by at least two-thirds of the entire Senate members.
6. Judgment shall not exceed that of removal from office of party convicted.

## ***ARTICLE VIII***

### ***JUDICIAL BOARD AND DISCIPLINARY APPEAL PROCEDURE***

#### **A. JUDICIAL BOARD MEMBERSHIP AND ORGANIZATION**

1. The Judicial Board shall consist of seven members, each serving one-year terms. Five student members shall be elected at large (two freshmen, three seniors) and two faculty/administrator members shall be appointed by the President of the College. A majority vote of the Judicial Board may remove a student member who is absent from more than two consecutive meetings. If less than five students are elected to the Judicial Board or if a student vacancy otherwise occurs on the Judicial Board, the President of the Student Association shall appoint a student to fill such vacancy without regard to appointment of student members between the freshmen and senior class.
2. A majority vote of the Judicial Board shall elect three students as Chairperson, Vice Chairperson and a Secretary. The Chairperson shall call, preside over and conduct all Judicial Board meetings, and inform members of the student Association generally of the activities and procedures of the Judicial Board. Meetings shall be called, presided over and conducted by the Vice-Chairperson in the absence of the Chairperson. The person chairing the meeting may vote only in the event of a tie. The Secretary shall keep the records

of the Judicial Board and assure the timely transmission of correspondence to and from the Judicial Board.

## ***PARLIAMENTARY PROCEDURE***

### **A. ORDER OF BUSINESS**

#### **1. CALL TO ORDER**

The President says, "The meeting will please come to order."

#### **2. ROLL CALL**

Members say "present" as their names are called.

#### **3. MINUTES**

Vote on approval of previous meeting's minutes.

#### **4. OFFICER'S REPORT**

President, Vice President, ICC Chairperson and Treasurer report at this time.

#### **5. COMMITTEE REPORT**

First come reports from "standing" or permanent committees; then "Ad Hoc", or special committees.

#### **6. SPECIAL ORDERS**

Important business previously designated for consideration at this meeting.

#### **7. OLD BUSINESS**

Business left over from previous meetings.

#### **8. NEW BUSINESS**

Introduction of new topics.

#### **9. OPEN FLOOR**

Informing the assembly of other subjects and events.

## 10. ADJOURNMENT

The meeting ends by a vote, or by general consent.

### B. MAKING A MOTION

#### 1. OBTAIN THE FLOOR

- a) Wait until the last speaker is finished.
- b) Raise your hand to be recognized.

#### 2. MAKE YOUR MOTION

- a) Speak clearly and concisely.
- b) State your motion affirmatively.
- c) Avoid personalities and stay on the subject.

#### 3. WAIT FOR A SECOND

- a) Another member will say, "I second the motion."
- b) Or the President will call for a second.
- c) If there is no second, your motion will not be considered.

#### 4. PRESIDENT STATES YOUR MOTION

- a) The President says, "It is moved and seconded that we..."
- b) After this happens, debate or voting can occur.
- c) If debate occurs, a time limit will be set by the Parliamentarian.

#### 5. EXPAND ON YOUR MOTION

- a) Mover is allowed to speak first.

#### 6. VOTING ON THE MOTION

- a) The President asks, "Is there any further discussion?"
- b) If there is no more discussion, a vote is taken.

### C. QUESTIONS RELATING TO MOTIONS

#### 1. IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time.



2. DO I NEED A SECOND?

Usually yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only ONE person.

3. MAY IT BE AMENDED?

Some motions may be altered by striking out, inserting or both at once. Amendments must relate to subject as presented in the main motion.

4. MAY IT BE RECONSIDERED?

Some motions may be re-debated and re-voted to give members a chance to change their minds. The move to reconsider must come from the winning side and cannot be brought up until all other business of that meeting is addressed.

5. IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate of most motions.

6. MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

7. WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need two-thirds vote to be adopted.

D. DEFINITIONS

1. QUORUM

The number of members that must be present for business to be conducted legally. The actual number is a simple majority of the voting members.

2. MOTION

A proposal that the assembly takes a stand or take actions on some issue.

3. TABLE

This motion is used to lie something aside temporarily to take care of a more urgent matter.

4. POSTPONE INDEFINITELY

Allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either “yes” or “no” votes would have undesirable consequences.

5. TIE

Equal number of “yes” or “no” votes, those that abstain hold no weight.

6. PARLIAMENTARIAN

Shall be appointed by the President to maintain order during assemblies of the Senate and Executive Board.

### **Policy of Non-Discrimination**

County College of Morris (CCM) is an equal opportunity and affirmative action institution. CCM does not discriminate in admissions or access to its programs and activities or in employment of individuals on the basis of sex, race, color, national origin, religion, disability, age, marital status, union membership or veteran status.

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