

The College of the Florida Keys

Student Government Association

Constitution

Preamble

The students of The College of the Florida Keys, in order to establish governing bodies that will assist the administration and the students in facilitating students like affairs, do hereby establish this constitution. All rights and privileges extended to the students shall be recognized by the administration of the college.

Article I

Name, Purpose, and

Membership

Section 1: The Student Government Association (SGA) shall be an organization vested by the students of The College of the Florida Keys. SGA is the official voice of the student body.

Section 2: The purpose of the SGA shall be to unify clubs on campus and in the context of a nurturing environment, promote cultural and social events beneficial to the student populous. Its duties shall also include coordinating student activities, promoting an intellectual interest in all phase of the college life, increasing the sense of individual responsibility among the student body, and encouraging cooperation between the students and the administration. The SGA shall act as a liaison through which student issues, thoughts, and concerns are conveyed to the administration, faculty, and staff.

A strong sense of awareness is pertinent to student life; SGA is responsible for keeping students abreast of pressing issues that affect the institution, community, fostering leadership and citizenship skills in their fellow students.

Moreover, SGA is a prominent entity of the college and its existence is significant to the welfare of the students. The SGA will uphold the ideals of the college, which includes, stimulating free expressions of liberty, equality, and justice.

Section 3: The CFK SGA is comprised of Executive and Legislative Branches.

Section 4: All currently enrolled CFK students with a cumulative college GPA of 2.5 or higher are eligible to become Senator of SGA, therefore given the right to vote on matters brought before the SGA.

Section 5: Each chartered campus club will select a member to serve as a Representative to the SGA. Club Representatives will act as liaisons between their clubs and the SGA. Representatives will present a club report at each monthly meeting.

Section 6: All CFK registered students may participate in SGA sponsored events.

Section 7: All students participating in SGA at CFK shall be subject to this constitution and the student body statutes.

Article II

Executive Branch

Section 1: All executive powers of the student body will be vested in the five executive officers: President, Vice President, Treasure, Secretary, and Parliamentarian/Sargent at Arms. Said officers shall hold office for the duration of one academic year, from the beginning of the first summer term, until the end of the following spring term. Members of Executive Branch will not hold office of president for any other club due to conflict of interest.

President

1. Serve as the chief representative of the student body.
2. Administer and enforce this constitution and all ruling made by the SGA.
3. Appoint, with the approval of the SGA Advisor, any and all student representatives to SGA committees.
4. Appoint individuals to serve on ad hoc committees or committees not specifically provided for in this constitution but which the SGA Executive Board authorizes.
5. Delegate, guide, and supervise each member of the SGA Executive Board in the discharge of the duties and powers.
6. Request written/oral reports from any member of the Executive Branch.
7. Call and preside over Executive Board meetings.
8. Call emergency meetings of the SGA Branch (Legislative or Executive). For instance, if a situation arises that needs the approval prior to regularly scheduled SGA meetings.
9. Make appointments when vacancies occur on the Executive board with the approval of all remaining E-board and the SGA advisor.
10. Make recommendations for legislation to Legislature
11. Veto any legislation passed by Legislature, provided that two-thirds of the Executive board is in agreement and such power is exercised within one week of submission.
12. Report orally, or in writing to the advisor, the preceding monthly SGA activities, problems and ending issues.
13. Report, orally and in writing, a State of the Government Address, to Legislature and members of the SGA, once per semester (summer semesters not included – only fall and spring).
14. Participate on college committees, as needed.
15. Resolve student problems through the Student Government Legislature.
16. Recruit volunteers and assist with planning of activities for student events.
17. Adhere to other duties assigned by the SGA Advisor.
18. Take and up-hold the oath of office.

Vice President

1. Assume the duties and powers of the President in his/her absence.
2. Assume Presidency upon resignation or removal of the President from office.
3. Classify all students enacted Legislature and to maintain the official record of the By-laws of the SGA.
4. Participate on college committees, as needed.
5. Resolve student problems through the Student Government Legislature.
6. Recruit volunteers and assist with planning activities for student events.
7. Adhere to other duties assigned by the SGA Advisor.
8. Take and up-hold the oath of office.

Secretary

1. Record and post the minutes of all meetings of the Executive Board and SGA within one (1) week of each meeting.
2. Record and post all activities sponsored by the SGA.
3. Maintain the official records of all departments and committees, as needed.
4. Participate on college committees, as needed.
5. Resolve student problems through the Student Government Legislature.
6. Recruit volunteers and assist with planning of activities for student events.
7. Adhere to other duties assigned by the SGA Advisor.
8. Take and up-hold the oath of office.

Treasurer

1. Serve as the financial officer for SGA with the assistance of the SGA Advisor.
2. Prepare all written monthly financial reports for distribution to the SGA.
3. Aid the development of the SGA budget.
4. Must plan at least one fundraiser each semester
5. Participate on college committees, as needed.
6. Resolve student problems through the Student Government Legislature.
7. Recruit volunteers and assist with planning activities for student events.
8. Adhere to other duties assigned by the SGA Advisor.
9. Take and up-hold the oath of office.

Parliamentarian/Sergeant at Arms

1. Serve as Parliamentary authority and keep order at meetings.
2. Assist the President in altering the constitution whenever necessary.
3. Must know the Robert Rules of Order.
4. Participate on college committees, as needed.
5. Resolve student problems through the Student Government Legislature.
6. Recruit volunteers and assist with planning activities for student events.
7. Adhere to other duties assigned by the SGA Advisor.
8. Take and up-hold the oath of office
9. The Parliamentarian may also use a 3-minute time limit for comment and input from inside and outside members.

Section C: Officer/Travel Ratio

While holding office in SGA all officers must meet the officer/travel ratio.

- 7 scheduled FJCCSGA travel events=officer must attend 6 of the events
- 6 scheduled FJCCSGA travel events=officer must attend 5 of the events
- 5 scheduled FJCCSGA travel events=officer must attend 4 of the events
- 4 scheduled FJCCSGA travel events=officer must attend 3 of the events
- 3 scheduled FJCCSGA travel events=officer must attend 2 of the events
- 2 scheduled FJCCSGA travel events=officer must attend 1 of the events
- 1 scheduled FJCCSGA travel events=officer must attend 0 of the events

Section 3:

The Executive Board shall serve as the central executive agency of the student body. It shall be composed of the five executive officers. The Board shall have the following duties and powers:

1. Approve all policies of each of the respective positions prior to their enactment.
2. Establish a variety of committees on an as needed basis, including ad hoc committees for certain events/activities. Standing committees can include fundraising, community service, events, elections, and budget. It is recommended a faculty or staff member serve on each committee.
3. Authorize disbursements of SGA funds not originally provided for in the budget, with the approval of the Advisor, and in accordance to the guidelines stated in the Student Activities Handbook

Section 1: All legislative powers of the student body shall be vested in the SGA Legislature.

Section 2: Students who belong to the SGA Legislative branch shall be divided into three chambers (Members, Representatives and Senators).

Section 3: Members of the CFK Student Government Association are all currently enrolled students who attend SGA meetings but are not permitted to vote.

Section 4: Senators of the CFK Student Government Association are all currently students enrolled in at least 6 credit hours, with a minimum cumulative college GPA of 2.5, who have been inducted and are active in SGA meetings and activities. Senators include Event Coordinators as well as Marketing and Social Media Officers.

Section 5: After a member has been inducted as a Senator or Representative, he/she is required to attend 50% of the scheduled meetings.

SENATOR

1. Act as a voting member of the Student Government Association
2. Attend a minimum of 50% of scheduled meetings
3. Participate on college committees, as needed
4. Resolve student problems through the Student Government Legislature.
5. Recruit volunteers and assist with planning activities for student events.
6. Adhere to other duties assigned by the SGA Advisor.
7. Take and up-hold the oath of office.

Section 7: Only Senators and Representatives will be permitted to vote, except if he/she is on probation, then it is not permitted.

Section 8: The duties and powers of the Legislature shall be to:

1. Enact all necessary legislation and prepare for executing the power vested in the student body constitution.
2. Request reports or explanations of any action taken by an officer of the SGA.
3. Approve by a majority vote of the legislature, all affiliations between CFK's SGA and any other university, regional, national SGA, or like body.
4. Override, by two-thirds vote, a Presidential Veto of any legislation.
5. Override, by two-thirds vote, any existing legislation.
6. Enact impeachment proceedings against any officer of the executive board; a two-thirds vote is required to impeach (see Article XI).
7. Uphold and update by-laws.

Section 9: The Legislature is encouraged to assist in planning and organizing CFK Student Activities events with the assistance of the Student Activities Director. Senators and Representative are required to attend annual Fall Kick-off and Spring Fling events.

Section 10: All internal disciplinary meetings involving any SGA Executive Board member and Senator or Representative in regards to SGA affairs must be open to at least one Executive Board member.

Section 11: The Legislature shall pass no laws that are deemed as violation against school's policies but shall pass legislation in accordance to the policies rules and ethics of the college.

Section 12: The Legislature (by majority vote) shall approve all functions and events sponsored by the Student Government Association.

Section 13: The Legislature has the right to appeal any decisions made by SGA Advisor and any member of the Administrative staff. Refer to the by-laws for appeal process.

Article V
and Duties of Advisor

Roles

Section 1: Roles of Advisor

1. Shall encourage student's involvement in campus life.
2. Shall promote academic achievement among students.
3. Shall encourage student involvement on institutional committees, and in campus clubs.
4. Shall encourage active student involvement in the creation of programs designed to support the student body's needs.
5. Shall encourage students to establish political action programs.

Section 2: Duties of Advisor

1. Shall attend all on/off campus events represented by SGA.
2. Shall accompany students or arrange for an alternative advisor to all Conferences, Conventions and Retreats.
3. Shall maintain an active role in the state and national Student Government Association (FJCCSGA).
4. Shall prepare the yearly SGA budget.
5. Provide guidance to all Branches of SGA.

Article VI

Meetings

Section 1: The SGA shall hold bi-weekly meetings. Additional meetings may be called if deemed necessary.

Section 2: Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised edition, unless otherwise requested.

Section 3: Meetings shall be held in a location and at a time congruent with two-thirds or more vote of Legislature and the approval of facilities.

Section 4: During the Summer Semester (May-August) and Vacation period when SGA is out-of-session, SGA Senators and Representatives are not expected attend meetings. When regular meetings resume (September-April), SGA Senators and Representatives are expected to follow through with the attendance policy.

Section 5: Faculty and Staff of CFK are permitted to attend monthly SGA meetings as guests.

Section 6: ATTENDANCE

1. After three unexcused absences per semester, a Senator or Representative shall be put on probationary status.
2. All requests for excused absences shall be submitted to the President and approved prior to the SGA meeting.
3. Probationary status is regulated and established by the Executive Board.

Section 7: All notices of meetings shall be posted in an area designated by the respective branch at least a week prior to such meetings.

Section 8: All meetings must begin with the Pledge of Allegiance.

Article VII

Election and Appointments

Section 1: The Student Government Advisor shall appoint an Election Review Committee. The responsibilities of this committee include reviewing applications, interviewing candidates, and making appointments to officer positions. The Election Review Committee shall be established by March 1st of each academic year.

Section 2: Newly elected SGA officers will be inducted in April (see Article II).

Section 3: Students who wish to run for Student Government officer positions must be currently enrolled and maintain a minimum of six (6) semester hours. They must have a cumulative grade point average of 2.5 or higher. The GPA will be checked at the midterm and at the end of the term. All candidates for SGA President must be current active member of SGA.

Article VIII

Amending Procedures

Section 1: This constitution can be only amended by a two-thirds majority of the SGA.

Section 2: Any member of SGA may propose an amendment by submitting a written resolution to the Executive Board.

Section 3: The SGA Advisor must approve all Amendments or changes to the SGA Constitution.

Article IX

Ratification

This constitution shall be ratified by two-thirds vote of the Legislature, at three-year intervals or when significant modification is warranted.

Article X

Installation of Officers

Section 1: All individuals, upon assuming an appointed position, shall be sworn into office by the SGA Advisor or SGA President with the following oath:

“I, (state your name), do hereby solemnly swear, that I will faithfully execute the office of (name of office), act in the best interest of the Student Body, of The College of the Florida Keys to the best of my abilities.”

Article XI

Removal of Officers

Section 1: All officers can be removed from office by two-thirds vote of the Legislature and the Executive Board, with the approval of the SGA Advisor.

Section 2: The SGA Advisor shall preside over all impeachment proceedings.

Section 3: All officers and members of The College of the Florida Keys SGA are expected to act in a lawful manner and with high moral standards of behavior at all times. Student leaders are expected to hold themselves to a higher standard of behavior.

Section 5: In the event an elected officer or member of the Student Government Association is convicted of a violation of criminal law or is found civilly liable for an act of moral turpitude, that person must: report said situation to the Advisor of the Student Government Association and be removed from office immediately pending completion of an appeal through the court system.

By-laws of The College of the Florida Keys

Student Government Association

Article 1

STUDENT GOVERNEMENT CODIFICARION POLICY

Section 1: CLASSIFICATION OF CODIFICATION

All statutes enacted by the Legislature shall be classified by the following codification policy:

TITLE I (001-100) Student Government Association

TITLE II (101-200) Executive Board

TITLE III (201-300) Legislative Branch

TITLE IV (301-400) Appropriations

TITLE V (401-500) Resolutions

Each chapter may be subdivided by means of decimal arrangement to provide the number of necessary subsections.

All statutes enacted by Legislature and classified by this code shall become the By-laws of the Student Government Association, and shall remain in effect unless removed by an act of Legislature or subsequent legislation by Legislature.

It shall be the duty of the Vice President to classify all statutes enacted by the Legislature and to maintain the official record of the By-laws of the SGA.

Section 2: LEGISLATIVE CODING SYSTEM

202.1 All legislation introduced in Legislature shall be numbered in accordance with this coding system.

202.2 All legislation shall be labeled "Legislative Bill" and numbered in sequence beginning with the number (200). The year shall precede the number of the bill.

202.3 All legislation shall be numbered by the Vice President according to its sequence of presentation.

202.4 Upon completion of each session the Vice President shall compile a listing of all proposed bills, indicating their disposition.

Article 2

PROCEDURES FOR TRMOVAL FROM OFFUCE OF ELECTED APPOINTED SGA OFFICERS

Section 1: In the event that an officer of The College of the Florida keys SGA is removed from office due to circumstances described in Article XI of these procedures, a temporary successor will be appointed to the office, following the procedures for the particular position as stated in the Constitution of this college's SGA.

Section 2: In the event that an officer who was removed from office wins an appeal, the person will be reinstated in his/her position providing that there is time remaining on his/her original term of office.

Article 3

PROCEDURES FOR APPEALING DECISIONS MADE BY THE ADVISOR AND/OR ANY MEMBER OF THE ADMINISTRATIVE STAFF

Section 1: The actions and decisions of the SGA Advisor and any member of the Administrative staff regarding the SGA shall be subject to an appeal by the Student Government Association of The College of the Florida Keys.

Section 2: Legislature must present a written appeal to the supervisory position following the chain of command no later than thirty (30) days following the decision made by the SGA Advisor and any member of the Administrative Staff.

Section 3: The chain of command in ascending order is as follows:

- Student Government President
- Student Activities Director/SGA Advisor
- Associate Dean of Enrollment
- Vice President of Advancement
- President