

F.H LaGuardia Community College – Student Government Association

We the members of the SGA (2010-2011) have drafted and hereby entrusted these bylaws to the new student Government that they might use them to continue the proud legacy of the SGA at LaGuardia Community College and preserve unabated, and with unyielding vigilance, the core values of our great institution.

Article I. Rules and Regulations:

Sec 1.1- Quorum – A majority (50%+1) of the Student Government shall constitute a quorum to do business.

Sec 1.2- Attendance at meetings is mandatory for every Governor.

Sec 1.3 – The time and place of regular meetings shall be announced at the preceding meeting, by email, or scheduled at the beginning of each semester. {Winter and summer sessions included} and will be strictly adhered to.

Sec 1.4 – The President of student Government will call and convene all Emergency meetings. A minimum of 48 hours' notice must be given by the president to the other members of SGA in order to exercise said authority; this provision shall not exceed a maximum of three (3) consecutive weekly meetings.

Sec. 1.5 – Requests for an excused absence must be submitted in writing to the SGA president for review and approval within 48 hours of the meeting [**Except in cases of emergency whereas excusal of the absence may be granted after the fact**]. Should a member of SGA have a grievance and call the status of an absence into question, said member may ask the SGA mentor to verify its legitimacy.

1.6 – The official language of SGA will be English. Therefore, in the interests of transparency all conversations between all parties in attendance of an official meeting shall be held in English. Failure to adhere to this restriction shall be considered an infraction.

Article II. Expenses and Deductions:

Sec. 2.1 – The officers and Governors shall receive a fixed stipend for their term based on meeting attendance per week. The rate of pay for officers will be in accordance to their rank and responsibility. The amount of all Officers and Governors stipends will be proposed and enacted at the last College Association Board of Directors meeting for the following government.

Sec 2.2- All members shall receive the full stipends in case of an excused absence. The President will notify the Parliamentarian and Treasurer for each unexcused absence.

Sec. 2.2 A- \$35.00 will be deducted from the president's and the vice president's stipend for each unexcused absence.

Sec 2.2 B - \$30.00 will be deducted from the Secretary, Treasure, and Parliamentarian's stipe for each unexcused absent.

Sec. 2.2 C – \$25.00 will be deducted from all other Governor's stipends for each unexcused absence.

Sec. 2.2 D- \$15 will be deducted from all the Officer's Governors who failed to provide their Monthly Report on time to the President. The President shall notify the Parliamentarian and Treasurer.

Sec.2.3 – On days where the approval of SGA stipends is on the agenda, the President must give the Stipends priority with respect to their position on said agenda.

Sec. 2.4- These penalties fees will be evaluated by the Student Government every year and ratified if necessary.

Article III. Conduct:

Sec. 3.1 – All Governors must present themselves as professional at all times while in school or at any other place representing the SGA.(ie.Out of State Conferences, Leadership Conferences)

Sec. 3.2- No incense burning is allowed while governor offices are open. Keep in mind that you must follow the College Fire Hazard Rules.

Sec. 3.3- No cursing or inappropriate conduct will be allowed from any Governor while in session. This will count as one infraction toward any Governor. The Mentor with the Parliamentarian will investigate the situation and decide whether \$25.00 shall be deducted if the Governor is found guilty.

Sec. 3.4 – A Governor may leave a session with the permission of the Chair without incurring any penalty by stating “point of personal privilege”. However, unless previously authorized by the Chair, once a session begins, no governor is authorized to leave a session. Violation of this rule will result in one infraction.

Sec.3.4- A During all session of SGA **ONLY the Governors and (with permission of the chair) Mentors** shall occupy the vacant seats away from the government table.

Sec. 4.1 – The Governor of Clubs and Ethnic Affairs (as mandated within the SGA constitution) must attend SAC meetings. Should they be unable to do so they must follow the stated rules for an excusal from an SGA meeting; Failure to do so will considered an “unexcused absence” and a deduction imposed accordingly.

Sec. 4.2 – A physical copy of all official SGA documents should be available at all times and should reside with the Executive Secretary.

Sec. 4.3- All governors and executives must forward copies of their class schedule to both the President and Parliamentarian no later than the 2nd official meeting of SGA. Failure to do so shall be counted as an infraction.

Sec. 4.4- The copies of both the President and Parliamentarian’ s class schedule must be distributed to the other member of SGA no later than 2nd official meeting of SGA. Failure to do so shall be counted as an infraction.

Sec. 4.5- in cases where the vice President must chair a meeting in the absence of the SGA President; the Vice President may not arbitrarily disregard or contradict any order of the President that was made either via email or in open council.

Sec. 4.6- The Parliamentarian is required to bring copies of the following Document to each meeting: 1) The Official SGA Constitution, 2) The Official SGA Bylaws, 3) A copy of Robert's Rules of Order. Said copies may be physical or as a file accessible by a standard LAGCC computer.

Sec. 4.7- the Governor of Political Awareness shall be responsible for the drafting any agreed upon amendment to either the SGA Constitution these Bylaws and must present the revised copy of amended document at the following SGA meeting. **Any omission or addition to said draft that was not agreed upon in council shall be considered an infraction on the part of this governor.**

Sec. 4.8- The President shall be required to inform the SGA on any coming campus events either before or during the meeting that immediately precedes the date of the event.

Sec. 4.9- The Governors of Clubs and Ethnic Affairs acting as the principle liaison between SGA and the SAC is **required to inform the SAC on any pending SGA events or the**

visitation of the Governors of Programs and Events or SGA President to the SAC meeting so that the SAC may be informed by them directly.

Sec. 4.10- All governors are required to submit a monthly report of their actions as a member of SGA during the previous month to both the President of SGA and the Parliamentarian. These reports must contain minimum the following: The members name and title, date, the month the report refers to, the actions taken by the governor, and means of contacting the governors for any follow up questions. Monthly reports must be typed and submitted either physically or via email no later than the first SGA meeting of the current month. Failure to submit a monthly report will result in a deduction. Failure to submit a monthly report on time will be considered an infraction and may be dealt with at the discretion of the president of SGA and the Parliamentarian. The President of SGA is also required to draft a monthly report on the state of SGA and distribute it via email to all government members no later than the first SGA meeting of current month. Following the approval of the monthly reports the president of SGA must “CC” The monthly reports to the Executive Secretary.

Sec. 4.11- the President of SGA is required to periodic College Board Association meetings. In the event that the President is unable to attend the Vice President or the Governor of Political Awareness must attend in their place.

Sec.4.12-The SGA Treasurer must attend College Board Association meeting with the President of SGA.

Sec.4.13-Alternate position of the University Student Senate (U.S.S.) shall remain open for all governors to fill with the exception principle position holder the governor of Political Awareness.

Sec.4.14-The Executive Secretary of SGA will be responsible for at least one bulletin board outside the SGA offices. The Minutes of the previous SGA meeting **MUST** be posted on this bulletin board within one week of the said meeting.

Article V. Infractions and Penalties (Checks and Balances)

Sec.5.1- Both the Parliamentarian and President of SGA reserve the right to declare an infraction against the other members of SGA **(with the approval of the mentors)** and have the authority to impose a penalty accordingly.

Sec. 5.2- Bylaws that do not specifically state that lack of adherence will constitute an infraction are subject to the interpretation of the sitting president or parliamentarian to so declare an infraction having been committed on a case by case basis. In such a case the justification for such a declaration **must be set in writing and distributed to: President, Vice President,**

Parliamentarian and the member accused of the infraction no later than the next SGA meeting. It must also remain a matter of SGA records and may be utilized as a precedent for future student governments.

5.3- **Penalties for infractions may include but are not limited to:** 1) Suspension of SGA printer usage for up to a month. 2) Imposing of fines 3) Forfeiture of one's office key for up to a week.

Sec.5.4- In cases where a member's office key has been forfeited then said member must surrender the keys to their office to an SGA mentor or administrator no later than 3 days after the ruling has been made. Failure to do so may result in impeachment on the grounds that they are significantly derelict in their duty to support and be bound to the actions and decisions of SGA. Following the duration of their forfeiture the key shall be returned to them without further incident.

Sec. 5.5- No member of SGA may receive punishment for the same infraction twice. ("The same infraction" is defined as having been committed the same: day and time, involving the same individuals, and so forth.)

Article VI. Inauguration, Special Events, and Online Voting

Sec. 6.1- the Outgoing President of SGA is required to appoint a committee to plan for an inauguration for the following SGA. The committee must be composed of both sitting governors and governor elects.

Sec. 6.2- The president reserves the right to declare an event a "Special Event" which would require the mandatory presence of all governors under the penalty of an unexcused absence. A governor may be exempt from said event for class obligation and /or medically excused (with appropriate documentation).the President's declaration MUST be made in writing and distributed via email a full two weeks before the week of the event and placed on the Agenda for discussion at the corresponding SGA meeting for the week of the declaration. "**Special Events**" can be anything from but not limited to: CUNY wide events held on campus, Meetings with senior campus administrators, campus events with VIP's in attendance, etc.

Sec.6.3- Online voting is **not** permitted for the following actions: Impeachment, Stipends, Minutes, Monetary Proposals and Nominations. All other actions may be subject to online voting at the discretion of the President.