

Constitution of the Student Government Association C.W. Post Campus of Long Island University

a) PREAMBLE

The students of the C.W. Post Campus of Long Island University, for the purpose of maintaining an effective, representative, and responsible self-governing body, do hereby ordain and establish the Student Government Association. This organization is established to provide a forum for student communication, to help facilitate student participation in campus activities, and to further matters concerning student welfare and interests. The Student Government Association shall work to build a vital and thriving campus community encompassing students, faculty, staff and administration. All of these objectives will be directed toward University consideration through the Student Government Association.

b) ARTICLE I

The name of this organization shall be the Student Government Association of C.W. Post Campus of Long Island University, also known as the SGA herein and throughout the Constitution.

c) ARTICLE II

The purpose of the SGA shall be to represent the student voice and to work toward further cultural, social and political growth of C.W. Post students. The SGA shall work as an advocate for issues concerning campus conditions and policy, and shall work to enhance the learning experience both in and out of the classroom.

d) ARTICLE III

SECTION I-ELIGIBILITY:

A) MEMBERSHIP

- 1) All members of the student body at C.W. Post/LIU, whether they are full-time or part-time, undergraduate, or graduate students, shall become representatives of the SGA upon payment of their required student activity fee.
- 2) No student shall stand for appointment to the senate, who does not have at the time of his/her appointment at least, a 2.5 cumulative GPA. Transfer students, freshmen and readmits will have a single semester grace period. If a Senator's GPA falls below a 2.5 he/she will be on a probationary period based on their circumstances approved by the SGA advisor.
- 3) All students who meet eligibility requirements and go through the SGA

Senator registration process, as mandated by the SGA, shall be granted the full rights and duties of an SGA Senator only upon proper approval by the SGA Executive Board and ultimately, the current members of the SGA Senate.

- 4) At the end of each academic semester, Senators and Executive board members will undergo evaluations. Evaluations will be conducted by the SGA President and/or Vice President along with the SGA advisor.

B) EXECUTIVE BOARD

- 1) The President shall not be permitted to hold presidential office in any other organization or group if elected.
- 2) To be nominated on the Executive Board, the nominee must have been an official SGA Senator at C.W. Post for one full school year, defined as being initiated into the senate by at least the sixth general assembly meeting, in succession to the time of nomination, except for the positions of Secretary and Parliamentarian which require only one semester, unless otherwise excused or granted permission by the SGA Senate for a leave of absence prior to the members' dismissal and within a calendar year of his/her leave.
- 3) All Executive Board members shall have at the time of their nomination a cumulative GPA of at least a 2.5 and maintain that GPA throughout their term. All Executive Board members must be in good judicial standing and remain in good judicial standing for the remainder of their term. Students sanctioned to disciplinary probation, suspension from campus or the Residence Hall community or expulsion from the University will not be considered to be in good judicial standing and must inform the Director of Student Life and Leadership Development upon receipt of the decision letter from the Office of Student Conduct and Community Education or any other official campus hearing officer.
- 4) No member can run for an Executive Board position unless he/she is able to fulfill an entire year's term.
- 5) If an Executive Board position remains vacant after the election, the Executive Board and Senate must vote via secret ballot.

e) ARTICLE IV

a) SECTION I-NUMBER AND METHOD OF ELECTION

A) EXECUTIVE BOARD MEMBERS

- 1) Elections for Executive Board shall take place at least four (4) weeks before the end of the spring semester.
- 2) Election packets for Executive Board shall be made available at least eight (8) weeks before the end of the spring semester.
- 3) All Executive Board positions shall be elected on separate tickets for one year as prescribed by the Elections Committee.
- 4) During the spring semester, the Elections Committee shall supervise the elections for Executive Board.

- 5) In order to be elected the Executive Board shall receive a plurality of votes cast by the student body in the spring elections.
- 6) In the case of a tie between two or more of the candidates, there shall be a run off election one week after the Elections.
- 7) The term of office for Executive Board shall commence at the completion of the spring semester until the closing of the following semester.
- 8) In the event that an elected President and Vice President are unable to complete their term, there shall be a campus wide emergency election within one month of the positions becoming vacant.
- 9) In the event that an Executive Board position, excluding the President and Vice President positions, becomes vacant during a term of office, the Executive Board will nominate an eligible Senator and present the nominee to the senate for a vote via secret ballot.
- 10) In the event that the Parliamentarian is unable to perform his or her job, or if the position is vacant, the Executive Board shall determine how the position will be carried out until the position can be filled.

B) SENATOR

- 1) All eligible students interested in a seat on the Senate must go through the following process to be eligible for possible appointment:
 - a) Eligible students must attend at least one SGA meeting in order to receive a Senator Registration Packet, which contains all necessary information about the joining process.
 - b) Students must meet all requirements stated in the Senator Registration Packet and then return it to the President at their third consecutive SGA meeting.
 - c) On the third consecutive SGA meeting, the prospective Senator must stand before the Senate for a brief questioning session by the Senate.
- 2) A majority vote by the Senate in favor of the appointment will result in approval of appointment.
- 3) Once students are officially approved by the Senate for appointment, they are granted full voting rights and duties of an official SGA Senator at the following meeting.

SECTION II-DUTIES OF OFFICERS

RESPONSIBILITIES OF STUDENT LEADERS

- 1) All student leaders are required to meet the standards of student leadership as specified by the Division of Student Affairs and the Office of Student Life and Leadership Development.

SECTION III-DUTIES OF CAMPUS ORGANIZATIONS

A) CLUBS/ORGANIZATIONS

- 1) In order to receive funding from the SGA, all recognized and constituted

campus clubs, organizations, and publications must be in good standing with the Office of Student Life and Leadership Development, and must meet the requirements set in this Constitution and the guidelines of the SGA Budget and Appropriations Committee.

- a. All recognized and constituted campus clubs, organizations, and publications must have at least one member attend weekly SGA meetings as either a Senator or representative of the General Assembly.
- b. In the event that any organization acquires three (3) absences, during a semester the SGA Treasurer shall have the power to impose a temporary suspension on the organizations' privileges. Any such suspension will be in effect until the club/organization attends three (3) consecutive SGA meetings. At the third consecutive meeting the club/organization shall present themselves before the SGA senate for questioning.
- c. If an organization does not meet all requirements set by the SGA, the SGA reserves the right to take further action as set in the Budget and Appropriations Committee Guidelines.
- d. The same requirements will apply to any Greek bodies who receive SGA funding. Each individual body will have the same requirements of any other organization that receives SGA funding.
- e. All clubs and organizations that receive SGA funding must have at least five (5) active members in order to be considered as a club with an active budget. If a club falls below five (5) active members, its budget will be frozen until its membership reaches five (5) or above once again.
- f. A student can only represent one (1) club/organization at the SGA meeting.

B) GENERAL ASSEMBLY

- 1) The General Assembly shall consist of all students who pay the required student activity fee, making all students representatives of the SGA and the student body.
- 2) It is the responsibility of SGA representatives to stand for the interests of the students of C.W. Post and to address campus issues, facilitate involvement and work to build a vital and thriving campus community.

C) SENATE

- 1) Officers of the Senate shall serve as the planning and evaluating organ of the SGA. They shall work within the appropriate committees as well as with the Executive Board to coordinate and execute Senate business.
- 2) It is the responsibility of the Senate to stand for the interests of the students of C.W. Post, address campus issues, facilitate involvement and work to build a vital and thriving campus community encompassing students, faculty, staff and

administration.

3) The Senate shall approve appointments made by the Executive Board by a majority vote.

4) The Senate shall approve allocation of funds from the SGA budget to other organizations and projects for the purpose of campus and student advancement.

5) Senators must serve in appointed committees as well as subcommittees to which they have been assigned.

6) Each Senator is required to serve at least three office hours a week.

i. Office hours can be defined as carrying out delegated responsibilities, including but not limited to meeting with committees and/or subcommittees, working in the Senators Office, sitting at outreach tables, promoting events, attending co sponsored events with the approval of the Executive Officer and meeting with administration. This includes planning events and developing ideas for the advancement of campus morale.

ii. Negligence of any of the above stated responsibilities is grounds for possible impeachment.

7) In the event that any Senator acquires three (3) absences during a semester, the SGA Executive Officer shall have the power to impose a temporary suspension on the Senator's privileges. Any such suspension will be in effect until the Senator is addressed at an SGA Senator meeting. The Executive Officer shall judge the validity of the temporary suspension and decide to either end or continue it until the matter in question is rectified.

D) EXECUTIVE BOARD

1) The Executive Board shall include the President, Vice President, Executive Officer, Secretary, Treasurer, and Parliamentarian.

2) All Executive Board members are required to have one year of experience, defined as being initiated into the Senate by at least the sixth general assembly meeting as SGA Senators at C.W. Post at the time of their nomination, excluding the Secretary and Parliamentarian. The Secretary and Parliamentarian are required to have one semester of experience as SGA Senator at C.W. Post at the time of their nomination.

3) It shall be the responsibility of the Executive Board to work to improve operations and increase the effectiveness of the SGA and all members as necessary.

4) The Executive Board shall work closely with members of the SGA as necessary to assist in the performance of duties.

5) The Executive Board shall meet bi-weekly to discuss and formulate business.

6) All Executive Board members reserve the right to call emergency meetings of the Executive Board as necessary, as long as all Executive Board members are properly informed.

7) With the consent of the Executive Board, an Executive Board member reserves the right to appoint an assistant as necessary. The person appointed must

be a member of the senate; they will keep their voting rights and remain in their appointed committee.

- g. All Executive Board members can only have two excused absences. Inability to meet requirements is grounds for impeachment.
- h. The President, Vice President and Parliamentarian do not have the right to vote. The Secretary, Treasurer and Executive Officer have the right to vote. The Treasurer does not have the right to vote in matters of Budget and Appropriations.
- i. The Standing Committees of the SGA shall be determined by the Executive Board at the beginning and throughout each academic year.

E) PRESIDENT

- 1) The President shall be the official representative of the SGA and the students.
- 2) The President shall preside over all Executive Board meetings.
- 3) The President shall have veto power during all general meetings and Senator's meetings.
- 4) The President shall be an ex-officio member of all student-coordinating bodies, but however, will not have the right to vote on matters before such bodies.
- 5) The President shall have the power to convene the Executive Board, preside over its meetings, prepare its agenda, and direct its activities.
- 6) The President must have constant contact with administration to discuss campus issues and discuss possible changes throughout the semester.
- 7) The President must address the student body at least once a semester.
- 8) The President must have a meeting with the heads of other student organizations at least once a semester.
- 9) The President must demand reports on the progress of the organization from all members, which will be presented at weekly meetings during committee reports.
- 10) The President must work with all SGA members to discuss all issues and ideas, and to plan and direct the agenda of the SGA.
- 11) The President shall have two scheduled office hours per week so that they are more available to the student body.

F) VICE PRESIDENT

- 1) In the absence of the President, the Vice President shall preside over Executive Board meetings.
- 2) The Vice President shall break tie votes in the Senate.
- 3) In the event that the office of the President becomes vacant because of removal, resignation, or inability to serve, then the Vice President shall assume the office with all rights and responsibilities of that office until a new President is elected.

4) The Vice President shall work with the President and the rest of the Executive Board to plan and move forward on the agenda of the SGA and Senate Committees.

5) The Vice President shall attend meetings with or without the President to represent the SGA and the opinions of the students of C.W. Post, and to help improve the campus community.

6) The Vice President shall oversee all matters regarding public relations and shall delegate assignments regarding public relations to the SGA Senate & E-Board accordingly. This includes, but is not limited to: recruitment, fliers, Pioneer Newspaper articles, tabling, banners and pamphlets.

7) The Vice President shall have two scheduled office hours per week so that they are more available to the student body.

G) EXECUTIVE OFFICER

1) The Executive Officer shall work with the Executive Board and Senate Committees to discuss the agenda of each committee and help plan courses of action with Committee chairpersons.

2) The Executive Officer shall coordinate and attend committee meetings with the President as per request by the Committee chairperson.

3) The Executive Officer shall report and discuss the progress of the standing committees to the Executive Board on a regular basis.

4) The Executive Officer shall serve as the head of the Impeachment Committee.

5) The Executive Officer shall oversee the efforts of standing committee members.

6) The Executive Officer shall enforce the attendance policy.

7) The Executive Officer shall coordinate a monthly mandatory Committee meeting involving all SGA members.

H) TREASURER

1) The Treasurer shall serve to safeguard the assets of the SGA.

2) At the beginning of the fall semester, the Treasurer should attend a meeting with the Provost about budget.

3) The Treasurer shall work directly with the Director of Student Life and Leadership Development regarding all financial and contractual matters.

4) The Treasurer shall sit as acting chair of the Budget and Appropriations Committee and hold meetings at least once every week.

5) The Treasurer shall attend SGA meetings to give a report and financial advice.

6) The Treasurer shall prepare the SGA Budget with the assistance of the Associate Director of Student Life and Leadership Development during the Spring Semester B&A meetings.

7) During monetary situations the Treasurer cannot have a vote.

8) The Treasurer shall hold a meeting of the treasurers of all constituted organizations at least once a semester.

9) The Treasurer shall establish and revise procedures dealing with the financial

operations and controls of the SGA and constituted organizations.

10) If in the opinion of the SGA Treasurer and the Office of Student Life and Leadership Development that any statutes and/or policies of the SGA Constitution are being violated in any way, the Treasurer shall prohibit the use of funds by any SGA constituted organization for a period of three weeks.

- j. The Treasurer shall have the power to disapprove the releases of any amount of funds, due to any reasons which the SGA Constitution, statutes and/or policies may not cover but still remain as a C.W. Post Campus of Long Island University violation. Any disapproval is to be explained to and recognized by the Director of Student Life and Leadership Development. A resolution to the issue at hand is to occur within two calendar weeks from the date of disapproval.
- k. In the event that any organization acquired three (3) absences, during a semester, the SGA Treasurer shall have the power to impose a temporary suspension on the organization's privileges. Any such suspension will be in effect until the club/organization attends three (3) consecutive SGA meetings. At the time the club/organization shall present themselves before the SGA senate.
- l. The Treasurer reserves the right to hold all co-sponsorship agreements to the initial agreed upon content. Any changes that occur to the agreement by any organization will make the original agreement null and void unless approved by the Treasurer prior to the beginning of said event.
- m. The Treasurer shall acquire an extensive technical knowledge of the Constitution, statutes and policies of the SGA.
- n. The Treasurer reserves the right to dismiss and remove the SGA Assistant Treasurer from any and all duties.
- o. The Treasurer shall review all requests of SGA for supporting funds from any student club, organization, or publication. The Treasurer shall give a recommendation to the SGA prior to voting and establish adequate procedures of the accounting for these funds.

I) SECRETARY

- 1) The Secretary shall keep minutes of general meetings and Executive Board meetings; promptly communicate bills passed by the Senate to the President, and carry out other secretarial duties as appointed.
- 2) The Secretary shall maintain the SGA Constitution.
- 3) The Secretary shall be responsible for handing out Senator packets, as necessary, for the prospective Senators during the general assembly.
- 4) The Secretary shall keep an up to date contact list.

J) PARLIAMENTARIAN

- 1) The Parliamentarian shall advise the Senate on procedure, and maintain order

- within general and Senator's meetings.
- 2) The Parliamentarian shall preside over all general and Senator's meetings by implementing Robert's Rules of Order.
 - 3) The Parliamentarian shall explain the Robert's Rules of Order to all SGA members.

ARTICLE V

SECTION I-STANDING COMMITTEES

- A) The Executive Board shall appoint Senators to committees.
- B) The Standing Committees of the SGA shall be determined by the President and Executive Board .
- C) The Chairperson(s) of each committee shall be appointed by the Executive Board.
- D) The Chairperson(s) of each committee shall delegate responsibilities to fellow committee members, facilitate communication between committee members and move forward the agenda of their committee.
- E) Committees must report their progress at every General meeting.
- F) Committee meetings must take place at least once a week.

SECTION II- ELECTION COMMITTEE

- A) The chairperson of this committee shall have at least one semester as a Senator and not seek an Executive Board position and neither hold nor seek any other office in SGA. The Chairperson of this committee may also be an graduation senior SGA member. The SGA Advisor shall nominate the chairperson.
- B) The Election Committee shall be composed of the Chairperson, a member of a campus media and/or any other necessary positions. The chairperson shall appoint the members of this committee with Senate approval.
- C) Rules must be adopted at the first meeting of each newly constituted committee.
- D) The Chairperson shall be responsible for informing each committee member of the official rules.
- E) The Chairperson shall be responsible for making sure that an accurate Elections Packet specifies all rules and procedures pertaining to the SGA Elections during the spring semester.
- F) The Chairperson must present to the Senate a report consisting of dates pertinent to elections, places that they shall be held, and number of signatures required on the petitions.
- G) The Elections Committee shall be responsible for informing students on the elections in an effective manner.
- H) The Elections Committee shall plan debates between candidates for all SGA elections.
- I) The Elections Committee shall determine the specific time, manner and place of all SGA elections and will follow all other elections guidelines set forth in this Constitution.
- J) A petition for recall of an elected official shall specify the name and office in question, and shall be signed by members of the student body of that office equal to 15%

of the total votes cast in the previous election for the individual and his or her opponent within two weeks of the election.

K) A petition for recall shall be presented to the SGA Advisor within two weeks of submission to the Elections Committee, but no sooner than one week after submission. SGA Advisor will determine further action.

SECTION III-BUDGET AND APPROPRIATIONS COMMITTEE

Refer to the guidelines of the Budget and Appropriations Committee.

SECTION IV-FOOD COMMITTEE

The Food Committee shall meet at least once a month with the Director of Dining Services to discuss student concerns and report back to the student body. The committee should also serve as a voice for student concerns regarding food.

SECTION VI-CAMPUS QUALITY AND SECURITY COMMITTEE

The Campus Quality and Security Committee shall meet at least once a month with the Directors of both Facilities and Public Safety. The committee should also serve as a voice for student concerns regarding campus quality and security.

SECTION VII-DIVERSITY COMMITTEE

The Diversity Committee shall encourage diversity around campus, reach out to the student body, create at least one event per semester, and meet with the International Student Services office at least once per semester. The committee should also serve as a voice for student concerns regarding diversity.

SECTION VIII-ACADEMIC COMMITTEE

The Academic Committee shall address student issues regarding academia and work with the respective academic departments. The committee shall also meet once a month with the Director of Academic Counseling. The committee should also serve as a voice for student concerns regarding academics. The Academic Committee shall be the liaison between Graduate/Doctoral Clubs and the SGA.

ARTICLE VI

SECTION I-REGULAR MEETINGS

Regular meetings shall be run in accordance with Parliamentary Procedure.

SECTION II-SPECIAL MEETINGS

The President may call special emergency meetings. These meetings will convene within 48 hours and will be run in accordance with Parliamentary Procedure or however determined at the start of the meeting. All Executive Board members reserve the right to call emergency meetings of the Executive Board as necessary, as long as all Executive Board members are properly informed.

SECTION III-PARLIAMENTARY PROCEDURE

- A) SGA Meetings, in the conduct of business, shall be governed by Parliamentary rules and usage, in the current edition of Robert's Rules of Order.
- B) All SGA Senators and the Executive Board can make motions at weekly SGA meetings.

SECTION IV-QUOROM

A quorum of the voting SGA members shall consist of fifty percent of SGA Senate plus one (50%+1). No voting shall take place without quorum of the Senate.

ARTICLE VII

SECTION I-PROCEDURE FOR AMENDMENT

- A) An amendment must be presented during general meetings in the form of a typed report with accurate date and time of presentation at the top of the page, the section of the constitution to be amended, and the proposed amendment.
- B) Any proposed amendment requires at least two sponsors who are either SGA Executive Board members or Senators, with names printed, signed and dated on the proposal.
- C) There must be enough copies for all SGA Senators at the time of presentation.
- D) Proposed amendments can be presented during reports, depending on the circumstances or in new business and must be discussed during new business and old business if necessary.
- E) Approval of a proposed amendment requires a motion, a second to that motion, and a majority vote of 2/3 of the senate.
- F) Once an amendment is approved by 2/3 senate majority vote, the approved changes will take effect as stated in the amendment.
- G) Never shall anyone other than the duly elected members of the Student Government Association have the authority to amend the Constitution of the Student Government Association.
- H) During the yearly constitutional review, amendments can be made to the constitution without the formal amendment procedure as stated above. All amendments are effective immediately unless stated otherwise.

SECTION II-VOTING

- A) The voting for Senators will take place in the SGA Senators meeting after a prospective Senator fulfills all requirements.
- B) All approvals for new clubs/organizations will take place at the SGA Senators meeting after all requirements are filled by the club/organization. A report will be presented during old business about the voting results, if the club/organization was approved or denied.
- C) All B&A request will be approved Treasurer during the Treasurer's at the SGA Senators meeting. A report will be given by the SGA report about the outcome of a B&A request and why the funds were approved and/or denied. Clubs are encouraged to attend the next B&A meeting to discuss their B&A requests outcome.
- D) Status changes of any club/organization may be presented by the SGA Treasurer during the SGA Treasurer's Report. The reasons and consequences of the change will be presented and the requirements to return a club to normal club status will be given and questions by the club will be allowed during new business.
- E) If a club/organization is seeking co-sponsorship with SGA, the club/organization must present a detailed proposal and the completed co-sponsorship form. to the SGA at the SGA general meetings. SGA senate will discuss and vote at the next SGA Senators meeting, and a detailed report will be given at the following SGA general meeting
- F) All general issues will be presented and discussed at the SGA general meeting. Discussion will take place at the SGA Senators meeting after issue has been presented. A report will be presented during old business and votes will take place during the general meeting.

SECTION III-CONSTITUTIONAL REVIEW

Constitutional review shall take place at least once a year.

SECTION IV-REMOVAL OF OFFICERS

- A) The Senate shall have the power to create a Bill of Impeachment against any officer of the Executive Board or Senate.
- B) The Executive Officer shall preside over the proceedings for Impeachment.
- C) Proceedings shall take place five business days after receipt by the Executive Officer of a petition of 1/3 of the Senate, or 15% of those voting in the last Election.
- D) The Bill shall state and define charges.
- E) The Executive Officer shall head the Impeachment Committee consisting of the Parliamentarian. If the Executive Officer or the Parliamentarian is being impeached, he or she shall be replaced by the Vice President.
- F) An individual who is impeached shall be subject to removal of office held in SGA and is prohibited from holding any future office in the SGA.

SECTION V-CHARTERS

All student run subject interest clubs and all related organizations must be recognized by the granting of a charter by the SGA to receive a budget line. The club/organization must meet all Student Life and Leadership Development guidelines as well.

ARTICLE VIII

The attendance policy shall be established for SGA by the Executive Board and Senate.

ARTICLE IX

A practical transitional system will be followed to allow for Newly Elected Executive Board positions to be properly trained by their predecessors. The formation of this transition will be a primary goal of the SGA until an official system is put into place by the SGA and ultimately approved by the Senate. The newly elected President shall hold meetings with the newly elected Executive Board the spring semester after they are elected.

Article X

Section I – Graduate/Doctoral Club Guidelines and Requirements

- A) Graduate/Doctoral Clubs are required to attend at least one (1) SGA General Assembly meeting a month, where they will submit a hard copy report informing the SGA of what they have done in the past month, what they are currently working on, and what they will be doing later in the semester.
- B) Graduate/Doctoral Clubs and the Academic Committee of the SGA have the right to request a meeting with the other party to discuss club business and to address any questions and concerns that either party may have.
- C) The SGA is required to give all Graduate/Doctoral Clubs a copy of these Guidelines and Requirements. The SGA in return require that at the start of each academic year, that the SGA be given a list containing the names and contact information of the Graduate/Doctoral Club's Executive Board as well as the club's meeting time and location.