

THE CONSTITUTION
OF THE STUDENT GOVERNMENT
ASSOCIATION
OF THE NEW YORK INSTITUTE OF
TECHNOLOGY
New York City CAMPUS
Last amended: DECEMBER 2020

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PREAMBLE

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“To successfully increase the number of engaged students and student leaders who aspire to leave a legacy to facilitate New York Tech pride and serve to empower the student body through academics and co-curricular involvement.”

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION
OF THE NEW YORK INSTITUTE OF TECHNOLOGY
NEW YORK CITY CAMPUS

Is hereby Ratified this the Twelfth Day of September in the Year of Two Thousand and Thirteen,
and enacted the twentieth of September in the Year of Two Thousand and Thirteen.

Last amended: December 2020

PREAMBLE

The name of this organization shall be: The Student Government Association of the New York Institute of Technology, New York City campus, otherwise known as the SGA. The purpose of the Student Government Association shall be to respond to and resolve, to the best of its ability, those issues or concerns that are expressed by members of the currently enrolled undergraduate student body. The Student Government Association, through its elected representatives, shall be the New York Tech student organization recognized by Administration as having the responsibility to act on all matters that promote the general welfare of the student body. The New York City campus will elect its governing body and shall abide by the constitution of the SGA of New York Tech NYC Campus. The Student Government Association's primary function shall be to assist in the establishment and maintenance of conditions leading to high scholastic standards, achievement, and enriched co-curricular activities.

Authority with the SGA is vested in two (2) distinct, interactive branches of government: The Executive Board, and the Legislative Senate.

In representing the student body, the powers of the SGA include, but are not limited to:

- Acting as a liaison between the student body and the college administration
- Responding to and resolving the issues and concerns expressed by the student body
- Assisting in the establishment and maintenance of conditions conducive to high academic achievement and an enriched extracurricular environment.

The SGA shall adhere to policies and procedures as set forth by the administration of NEW YORK TECH and with laws set forth by Federal, State and local governments.

ARTICLE I. MEMBERSHIP

Section 1 Membership of this association shall include all currently enrolled full-time students elected by the student body of the New York Institute of Technology.

Section 2 All members of the SGA are entitled to a vote in any election or referendum posed by the student body.

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ARTICLE II. EXECUTIVE BOARD

There shall be an Executive Board of the Student Government Association consisting of five (5) elected positions as follows: President, Executive Vice President of Judicial and Compliance, Director of Marketing and Public Affairs, Treasurer and Chief of Staff. Executive Board officers shall serve without a vote in the Senate.

The Executive Board shall handle the day-to-day operations of the SGA. The Executive Board shall have the authority to create a standing set of by-laws that will apply to each administration, under the supervision of the Executive Vice President of Judicial and Compliance via the function of the Judicial and Compliance Committee (see ARTICLE VII SECTION 5).

No member of the Executive Board may in addition hold a Senate position or an executive board position within a SGA recognized, established club or organization. No one person may hold more than one position on the Executive Board at the same time.

- Section 1
- a. Members of the Executive Board must have achieved and maintain a 2.60 cumulative grade point average, be enrolled as a full-time undergraduate student, and be free from academic or disciplinary sanctions.
 - b. It is recommended that they have participated in the senate prior and must still have a minimum of 24 credits remaining until graduation as defined by NEW YORK TECH, in order to be eligible for and to hold office.
 - c. Elected Executive Board members may serve a one-year term before requiring re-election.
 - d. The Executive Board will be responsible for certifying that student clubs and organizations requesting recognition adhere to criteria established by the Senate.
 - e. The Executive Board may call for special and general elections to fill vacancies in the Executive Board, if necessary.
 - f. The Executive Board may create and dissolve committees and create by-laws (via the mechanism outlined in preamble to ARTICLE II and ARTICLE VII SECTION 5) that pertain to Executive operating procedures.
 - g. Every Executive Board Member is required to attend all trainings, orientations, open houses and other campus wide events so determined by the Office of Student Engagement and Office of Student Life.

Section 2 Executive Duties

- a. The President will:
 - 1. Act as the chief executive officer representing the Student Government Association and the student body; acting as liaison between those parties and the Administration.

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2. Preside over the executive board meetings.
3. Represent the Student Government Association in meetings with any individual, group of individuals, or corporations wherein agreements are discussed. The President shall have the authority to make or dissolve agreements with individuals or corporations only after a senate meeting in which the majority of members are in attendance is held in which an examination of all available facts is conducted and a majority vote in support of granting authority is rendered.
4. Have authority to call a special meeting of the Executive Board and/or Senate provided that notice of such meeting is provided to all Senate members at least twenty-four (24) hours in advance of the time schedules for the meeting.
5. Receive members and officials of the New York Institute of Technology.
6. With a majority vote of the Senate, shall have the authority to create committees and appoint a chairperson to each.
7. Present to the Senate any information available on the state of the Student Government Association whenever possible and may make recommendations to the Senate on matters judged to be necessary and expedient.
9. Have authority to make a pro-tempore appointment to fill any vacant SGA Executive Board position with the approval of a majority of voting Senate members at a Senate meeting, where at least two-thirds (2/3) majority of the Senate is in attendance. The appointee cannot serve longer than 30 days unless officially elected.
10. Be the Student Government Association officer responsible for daily business operations.
11. Serve as the New York City Student Government Association representative on the NEW YORK TECH Academic Senate and participate as a voting member to represent the student body in its deliberations throughout their term.
12. Meet at least once per week with the Associate Director of Student Engagement or their designee and once per month with the Dean of Campus Life to voice student concerns and issues.
13. Have the authority to call an open forum twice per semester to inform the students of current campus related issues and to receive student input and questions.
14. Have the authority to request a report from any member of the SGA Executive Board. The request must be made at least one (1) week in advance of its designated due date. The report is to be typed and signed by all parties involved.
15. Present a speech detailing the state, condition, and affairs, of the Student Government Association at least once a semester.
16. Have the authority to chair as a nonvoting member their own committee.
17. Meet with all club presidents at least once a semester.

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18. Have the ability to veto any Senate vote, however it is subject to a two-thirds (2/3) Senate vote to be overridden.
- b. The Executive Vice President of Judicial & Compliance will:
1. Perform the duties of and serve as acting President should it become necessary to maintain the normal operations of the Student Government Association.
 2. Preside over the Senate to represent the Student Government Association with all recognized organizations, committees, and constituents at weekly SGA meetings.
 3. Serve as an advocate for all student organizations with the Student Government Association and Senate and shall be responsible for communicating regularly with the leadership of all student organizations on matters related to SGA policies and procedures affecting recognition, operations and activities.
 4. Ensure that all student club and organization recognition files are maintained including verification that all constitutions and club membership records are valid and adheres to Student Government Association regulations for student organizations.
 5. Chair as a nonvoting member for the Judicial and Compliance Committee.
 6. Be responsible for updating the constitution and bylaws bi-annually in the month of November.
 7. Have authority to propose annual updates to the Student Government Association Constitution and Bylaws as necessary.
 8. Assist interest groups in establishing new student organizations.
 9. Be Responsible for distributing the current constitution and bylaws to the Senate at the beginning of each academic semester. In addition, reiterate the bylaws which are enforceable to the senate.
- c. Treasurer will:
1. Be the financial officer of the Student Government Association.
 2. Be co-signature, with the Administration representative, on all Student Government Association checks.
 3. Maintain accurate records and internal controls for all financial transactions.
 4. Whenever possible, prepare financial reports for Senate at the end of each semester.
 5. Have access to all financial records and inventory of SGA recognized student clubs and organizations.
 6. Have the authority to serve as chair of the Budget Committee without voting privileges.
 7. Oversee the safekeeping of all Student Government Association financial documents, articles, and records.
 8. Meet with Student Engagement Advisors to discuss club spending and budget use.

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9. Advise SGA clubs and organizations on complying with financial regulations and other budget related issues.
 10. Provide SGA clubs and organizations the official record of their expenses at the end of each semester.
- d. The Director of Marketing & Public Affairs will:
1. Ensure that a monthly newsletter is created two (2) weeks before the 1st of every month.
 2. Oversee all social media accounts.
 3. Oversee all SGA co-sponsored events management in terms of registration and marketing.
 4. Ensure that events will be posted on social media within a timely manner.
 5. Ensure live media coverage when needed in large events.
 6. Ensure that a monthly calendar is created with ALL clubs and organizations events two (2) weeks prior to the first of the month.
 7. Fulfill those powers and duties delegated by the SGA President.
 8. Have the authority to chair as a non-voting member for the Communications & Marketing Committee.
 9. Create workshops for clubs and organizations on effective programming, marketing, leadership and event planning each semester.
 10. Sit on the Student Executive Council as a representative of Student Government.
- e. The Chief of Staff will:
1. Be the officer charged with responsibility to maintain records and proceedings and be the chief correspondent for the Student Government Association.
 2. Assume responsibility and initiate coordination, recording and distribution of official minutes of all Student Government Association Senate and Executive Board meetings.
 3. Act as the correspondence agent representing the Student Government Association with the media and student clubs and organizations.
 4. Serve as the correspondence liaison between the Student Government Association Executive Board and the student body and administration.
 5. Initiate and maintain accurate Student Government Association membership records including: Senate representative data, Senate meeting attendance and absences, voting records and voting eligibility of representatives.
 6. Create and provide for the presiding officer, at the beginning of each meeting, the orders of business and agenda for that day.
 7. Read all the petitions and correspondence that may be called for by the assembly at Senate meetings.

ARTICLE III. SENATE

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Section 1 Membership

- a. Members of the Senate shall be known as “Senators” and “Alternate Senators”. They are to be elected/instated 1 week prior to the last senate meeting of the academic year or academic semester as necessary for the upcoming year/semester.
- b. The Legislative Branch, the Senate, will be comprised of one (1) Senator from each organization and Senators from the campus at large for the following:
-Senators for RHC (Residence Hall Council); At least one Senate representative per Residence Hall
- c. Every club/organization shall have a Senator present at all regular meetings called by the Student Government Association President.
- d. Every organization having a seat in the Student Senate will meet at weekly Senate Meetings. Failure to attend will result in loss of recognition of the club/organization in the SGA with the right to appeal to the SGA.
- e. Any organization may be removed from the Student Senate roll by a two-thirds (2/3) vote of the Senate or by having missed three (3) senate meetings.

Section 2 Eligibility

- a. Extended Senate members (see Article VII, Section 7, Liaison Committee) must have a minimum GPA of 2.50.
- b. Must be in good standing according to New York Tech NYC policy
- c. Must not be on disciplinary probation with the Office of Student Life at the time the representative takes office.
- d. Must be a participative member of the Student Senate.

Section 3 Powers and Duties

- a. All legislative authorities herein granted shall be vested in a Legislative Branch, known as the Senate.
- b. To maintain eligibility, they must be a participative member of any Executive Branch appointments.
- c. May be an active member of a standing committee.
- d. Standing committees must establish their own meeting times and submit these times to the Student Government Association President for approval.
- e. Enact all legislation necessary and proper to promote the general welfare of the Student Body.
- f. Approve budgets by a simple majority vote.
- g. Override a presidential veto by a two-thirds (2/3) vote of the Student Senators present.
- h. Try all impeachments and suspend or remove any elected or appointed officials from office by a three-fourths (3/4) majority vote for malfeasance in office.
- i. All members of the Legislative Branch shall have the authority to

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- propose legislation.
- j. Create and dissolve committees.
- k. Each Standing Committee shall elect from within its members a chair who shall preside over all standing committee meetings.
- l. Each Senator shall be granted one vote.
- m. The Legislative Branch shall establish its by-laws by approval of the two-thirds (2/3) majority vote.
- n. Act as custodian with the New York Tech administration representative over all monies in the Student Government Association treasury.
- o. Provide for the establishment of financial policies and procedures that govern approval of budgets, allocations and expenditure of monies from the treasury.
- p. Determine the rules of its proceedings.
- q. Approve or deny senatorial proceedings other than those mentioned by a two-thirds (2/3) vote.

Section 4 Lateness

- a. Being late to the weekly senate meeting twice is equivalent to an absence and three unexcused absences results in an automatic deactivation of the specific club or organization.

Section 5 Deactivation

- a. Clubs and organizations can appeal deactivation.
- b. A letter of appeal must be submitted to the SGA Judicial Committee. The letter must be typed and signed by all members of the club's Executive Board.
- c. Upon approval by the judicial committee, the club or organization seeking an appeal can then present to the senate.
- d. The club or organization in question will be re-admitted into the senate pending a three-fourth (3/4) majority vote.

Section 6 Attire

- a. Senators are expected to wear business-casual attire at all Senate meetings.

ARTICLE IV. ELECTIONS

The Student Government Association will maintain an organized and structured election system to facilitate the annual election of association members to its ranks under the direction of the Office of Student Engagement.

- Section 1
- a. An Elections Committee, made up of a minimum of one current Executive Board Member, a Senator, or a general member, and a staff member will be formed by the first week in March of each spring semester. The committee will be voted on by the senate for approval.

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The staff member must be an employee of the Office of Student Engagement.

- i) In the absence of an elections committee, the Judicial and Compliance Committee will assume the responsibility, duties, and functions of the elections committee.
- b. The Elections Committee and administration representative shall verify candidate eligibility, election campaigns, debates, promotions, voting process and ensure the integrity of voting results.
- c. Elections will be held no later than the third week in April. In cases of a run-off, run-off elections shall be held no later than the fourth week in April.
- d. Candidates for the Student Government Association will obtain and submit election packages that will require individuals to declare candidacy to the Elections Committee in order to be considered eligible for election.

Section 2

- a. Executive Board candidates must receive a majority of votes cast by currently enrolled students to become elected to office.
- b. Write-in candidates may run for office if they meet candidate qualifications needed at the time the elections are called.

ARTICLE V. COLLEGE ADMINISTRATION

The Assistant Director of Student Engagement, or a designee will advise on behalf of the New York Institute of Technology Administration.

Section 2 Executive Duties

- a. The designee:
 - 1. Must encourage and facilitate maximum student participation in the Student Government Association and must ensure responsiveness and representation to its constituencies
 - 2. Will assist the SGA primarily by providing advice and counsel as the representative of the administration.
 - 3. Will also take steps to oversee that acceptable business practices and procedures are followed, be the primary signature for the college on all Student Government Association expenditures, and ensure that provisions of this Constitution are carried out.
- d. Has the right to review SGA Financial accounts at any time and may formally request re-examination of how monies are being allocated.
- e. Has the right to take full charge of the SGA in a declared state of emergency, which will be determined by a petition from (two-thirds) $\frac{2}{3}$ majority of the Senate, to ensure the proper day-to-day operational standards for the betterment of all chartered clubs/organizations and students' needs.
- f. Has the right to override and amend the constitution at any time,

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provided they receive a two-thirds (2/3) majority vote in favor of the change from the Senate.

ARTICLE VI. ORGANIZATION MEETING RULES

- Section 1
- a. Student Government Association and Senate meetings shall be conducted in an orderly manner using one's common sense, etiquette, and the latest edition of Robert's Rules of Order primary guide.
 - b. The Executive Vice President of Judicial and Compliance shall be the presiding officer of the Senate and shall vote in its deliberations only in the case of a tie.
 - c. In the absence of the Executive Vice President of Judicial and Compliance, the President shall be the presiding officer pro-tempore.
 - d. In the absence of both the Executive Vice President of Judicial and Compliance, and the President, the Director of Marketing and Public Affairs will assume the role of presiding officer pro-tempore.
 - e. In the absence of both the Executive Vice President of Judicial and Compliance, the president, and the Director of Marketing and Public Affairs the Treasurer will assume the role of presiding officer pro-tempore.
 - f. In the absence of the above officers, the Senate shall elect from its membership, a presiding officer pro-tempore by a majority vote of Senate members present.
 - g. Meetings of the Senate shall be open to any member of the Student Government Association and campus community. Such members may recommend for consideration of the Senate, and any such measures judged necessary by the Senate must be provided ample amount of time on the floor to allow for proper presentation and discussion of such measures fully.

ARTICLE VII. STANDING COMMITTEES

There shall be Standing Committees of the Student Government Association whose purpose it shall be to act for the association and continue in existence to further the interests and general welfare of the student body.

- Section 1
- a. Membership on Standing Committees shall be open to any interested member of the student body of New York Tech.
 - b. Each committee will be chaired by the corresponding executive board member.
 - c. Standing Committees shall conduct business deliberations according to Robert's Rules of Order and report to the Student Senate through the Chairperson at regularly scheduled meetings to inform the legislature of action taken, recommended or information obtained.
 - d. The Senate can establish additional standing committees it deems

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necessary to carry out the general operations and functions of the Senate in representation of the Student Body. Structure and powers of standing committees shall be delineated in the SGA By-Laws.

- e. Applications for committee positions will open up during elections for interested people to apply.
- f. The senate will vote on the new committee members when necessary.

Section 2 Budget Committee

There shall be a Standing Committee known as Budget Committee that will evaluate all budget requests before they can be brought before the Senate for consideration.

- a. The Treasurer will chair all Budget Committee meetings without voting privileges, except in the case where a vote is required to break a tie.
- b. There shall be additionally a minimum of three (3) members that will make up the budget committee.
- c. Any Senator/Executive Board member who is a member of a club, organization, or committee or who may have a bias related to a budget being considered by the Budget Committee cannot vote on any of those considerations and must abstain. The vote to abstain shall not constitute a “no” vote.
- d. The Budget Committee shall be convened weekly at a time and day selected and marketed the semester prior, and shall provide budget related recommendations.

Section 3 Elections Committee

- a. See ARTICLE IV. ELECTIONS

Section 4 Communications & Marketing Committee

The Director of Marketing and Public Affairs will chair the Communications Committee meetings without voting privileges, except in the case where a vote is required to break a tie.

- a. This committee should meet as frequently as deemed necessary by the Director of Marketing and Public Affairs. The goal of this committee should be to improve or revolutionize the way advertising has been done at NEW YORK TECH before.
- b. Their purpose should be to renew current advertising techniques, broaden SGA community patronage publicity and also develop creative ways to relay information to the student body.

Section 5 Judicial and Compliance Committee

This committee shall be a standing committee of the Senate, whose chair is the Executive Vice President of Judicial and Compliance. There shall be at a minimum three (3) Senators or general body members who make up this committee, appointed by the Executive Vice President of Judicial and

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Compliance and approved by a majority vote of the Student Senate. In the event that the Executive Vice President cannot appoint the minimum required candidates for JCC due to a lack of volunteers, it becomes the Senate's responsibility to appoint the required members from among the Senate body. The Senate should prefer to appoint Alternate Senators for this role if possible. However, in the event that this is not suitable or possible, they may appoint any member from among the Senate body. Once these candidates are appointed, the Executive Vice President will then present the candidates again for final approval by the Senate with a majority vote.

- a. This committee should review the objectives and purposes of all campus organizations recognized or seeking recognition by the Student Senate.
- b. This committee should evaluate the purposes and objectives of the above-mentioned organizations to determine whether they are beneficial, advantageous, and necessary to the NEW YORK TECH campus community.
- c. This committee should investigate whether campus organizations are conforming to their stated objectives.
- d. This committee should investigate matters of ethics, which may need special consideration.
- e. This committee should issue sanctions and oversee in the event that SGA policies or procedures are violated.
- f. Sanctions issued by this committee can be defined as penalties up to and including recognition and loss of funding for clubs and organizations
- f. Sanctions issued by this committee can be defined as penalties up to and including recognition and loss of funding for clubs and organizations.
- g. At the beginning of each academic semester, it is the responsibility of the committee to brief the Senate; explaining existing and updated sanctions.
- h. Judicial and Compliance Committee will document decisions made by this committee for the purposes of accountability and precedence.
- i. For members of the Judicial and Compliance Committee, any two unexcused latenesses count as an unexcused absence, and three unexcused absences result in automatic resignation.
- j. Members are subject to impeachment via a formal written petition signed by two-thirds (2/3) of committee members of the Executive Vice President of Judicial and Compliance. The petition must include all reasons for impeachment.
- k. Under the directive of the Executive Vice-President, this committee should conduct a bi-annual review in the month of November to confirm and update if necessary, the Constitution and By-Laws to ensure that they are accurate and relevant to the current operation of the SGA.

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- Section 6 Council of Presidents
- a. Chaired by the President of the SGA.
 - b. Will meet at least once a semester with all Presidents of SGA recognized clubs and organizations.
 - c. Will establish dates, times and location at the first Senate meeting of the semester.

- Section 7 Liaison Committee
- a. The Liaison Committee will be chaired by the Chief of Staff.
 - b. The Liaison Committee will be composed of, at least one (1) representative per academic department. When possible, there should be four (4) representatives for each academic department such that each academic year is represented.
Each academic department will be entrusted with running an internal election to select their representatives via popular vote by their respective student bodies. In the event that an academic department either a) cannot produce a candidate or b) neglects to run an election, SGA and the JCC will run an election in their stead.
 - c. The Liaison committee must host monthly meetings pertaining to represented departments and bi-monthly meetings with the entire committee.
 - d. The Liaison Committee will attend Senate meetings wielding full voting privileges. The committee's purpose at Senate will be to ascertain the concerns of their constituents and represent them accordingly.
 - e. If a member of the Liaison Committee fails to attend to their responsibilities, they will be given a warning, before being brought up for dereliction of their duties to the Judicial and Compliance Committee. In the event that the member is found in dereliction of their duty by JCC, a new interim member of the committee will be appointed by a majority Senate vote. The appointee will serve until they can be replaced through the process (see Article VII, Section 7, subsection b).

ARTICLE VIII. RESIGNATION AND IMPEACHMENT

- Section 1 Resignation
- a. Officials of the Student Government Association reserve unto themselves the right to cease their duties by letter of resignation delivered to the Executive Board at any time during their term of office.

- Section 2 Impeachment
- a. All officials of the Student Government Association are subject to impeachment by a two-thirds (2/3) vote of the Senate membership.
 - b. The Senate may impeach a Senate member for disorderly behavior or incompetence in office. The Senate can initiate impeachment via a written petition and shall have the authority to try all impeachments.
 - c. The grounds for impeachment shall be misfeasance, malfeasance, and

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- nonfeasance.
- d. The grounds for impeachment must be listed on the written petition.
- e. A petition for impeachment must have as signatories two-thirds (2/3) of the Senate in order to initiate the impeachment process.
- f. A chairperson of the impeachment proceedings will be appointed by the Senate via a majority vote and forwarded to the Associate Director of Student Engagement for approval.
- g. The chairperson shall preside without vote over impeachment proceedings.
- h. To convict an individual of any impeachment charge, two-thirds of the members of the Senate must vote in favor of conviction by roll call vote at the impeachment hearing.
- i. Upon conviction, judgment shall not extend beyond removal from office and disqualification from holding any office in an organization recognized by the Student Government Association.

ARTICLE IX. LIMITATION OF POWERS

- Section 1
 - a. Policies and final Budget appropriations adopted by officers and committees of the Executive Branch or Senate shall be subject to review and approval by the Associate Director of Student Engagement or designee.
 - b. No officer, appointed or elected, shall have any authority not specified in this document, the Bylaws of the SGA, or as may be granted to him or her by majority vote of the SGA.

ARTICLE X. AMENDMENTS

- Section 1
 - a. Student Government Association officers or Senators may bring proposals for amendments forth.
 - b. The administration has the right to override and amend the constitution at any time.
 - c. Written proposals may be brought before Student Government Association Senate for consideration upon meeting the requirement of obtaining a minimum of fifty (50) (including signatures from two-thirds (2/3) of the Senate) currently enrolled student signatures on a petition clearly stating the issue to the student body accompanying the proposal.
 - d. The party petitioning for amendment will have the right to present the proposal at a Senate meeting for consideration.
 - e. Upon presentation of the proposal for amendment, the proposal shall become part of the official proceedings and remain as a new business agenda item for the next scheduled Senate meeting.
 - f. The Senate will consider acceptance of the amendment at the meeting following its presentation by voting.
 - g. A two-thirds (2/3) vote of the Senate membership is required for amendment passage.

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- h. In the event the original proposal fails passage by the Senate, the party may amend it for a second consideration.
- i. The amended version requires a three-fourth (3/4) vote of the Senate voting membership for passage.
- j. If the amended proposal fails, it may be brought before the student body for consideration via special ballot vote and approved with a three-fourths (3/4) vote.
- k. The Senate may consider and vote on the proposal for amendment. Approval for amendment requires two-thirds (2/3) vote by the Senate.

ARTICLE XI. BILLS

- Section 1
- a. Bills are defined as legislation passed by two-thirds (2/3) majority of the Senate members present at a Senate Meeting of which a quorum has been established.
 - b. Bills must be brought to the Senate in writing before it is to be considered.
 - c. If a bill is passed, it will exist as standing legislation, but it is not to be entered into this constitution.
 - d. If the proposed bill fails, it may be modified and represented two (2) additional times for consideration. If it still does not pass, it becomes a moot issue.

ARTICLE XII. CLUBS

Each club shall have an Executive Board consisting of five (5) positions as follows: President, Vice President, Treasurer, Secretary, Senator and/or Alternate Senator. The Executive Board shall handle the day-to-day operations of the club. No member shall hold more than one Executive Board position at the same time, exception being if they have permission of both Club Presidents, they may also serve as an Extended Executive board representative of one other club.

- Section 1
- a. All organization members must read and abide by the SGA Student Club and Organization Bylaws, Constitution, and all standing legislation.
 - b. All executive board members must be New York Tech students enrolled at the New York City campus.
 - c. All clubs must have a minimum of ten (10) general body members.
 - d. All Executive Board Members are required to attend all training sessions, orientations, open houses and other campus wide events so determined by the Office of Student Engagement and Office of Student Life.
 - e. All clubs must notify the Vice President of Judicial and Compliance with any changes in the executive board.

Section 2 Executive Duties

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a. The President will:

1. Act as the chief executive officer and represent the club or organization.
2. Preside over the executive board meetings.
3. Represent the club/organization in meetings with any individual, group of individuals, or corporations wherein agreements are discussed. The President shall have the authority to make or dissolve agreements with individuals or corporations after a majority of voting Senate members present at a Senate meeting concur with all available facts having been presented.
4. Have authority to call a special meeting of the Executive Board provided that notice of such meeting is provided to all members at least seventy-two (72) hours in advance.
5. Be the club/organization officer responsible for daily business operations.
6. Meet at least once per semester with the Student Government President or their designee.

b. The Vice President will:

1. Perform the duties of and act as the President should such an action become necessary to maintain the normal operations of the club/organization.
2. Manage the programs put forward by the club/organization.
3. Create workshops for the club/organization on effective programming, marketing, leadership and event planning each semester.
4. Create and manage the event calendar for the club/organization.

c. The Treasurer will:

1. Be the financial officer of the club/organization.
2. Help the Vice President plan for events, and submit the required budgets to the Student Government Association.
3. Make sure the senator is aware of budgets when submitted to the Student Government Association.
4. Facilitate the required purchases for all of the approved budgets with the Student Engagement Advisor.

d. The Secretary will:

1. Be the officer charged with responsibility to maintain records and proceedings for the Club/organization.
2. Assume responsibility and initiate recording and distribution of official minutes of all Executive Board meetings.
3. Act as the correspondence agent representing the club/organization with the media and students.
4. Initiate and maintain accurate membership records for the club/organization.

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5. Create and provide for the presiding officer, at the beginning of each meeting, the orders of business and agenda for that day.
- e. The Senator/Alternate Senator will:
 1. Attend weekly senate meetings, and make sure to dress in the appropriate attire. (See ARTICLE III. SENATE)
 2. Must be present at all regular meetings called by the Student Government Association President, unless a valid excuse is provided ahead of time.
 4. Act as a voting member in the weekly senate meeting.
 5. Make sure to report all senate related updates back to the club/organization's executive board.
 6. The Alternate Senator will act as an alternate to the Senator and will shadow the club senator's responsibilities. The Alternate Senator accepts the roles and responsibilities of the Senator, in the situation that the Senator has to be replaced, or cannot attend a meeting.

Section 2 Resignation

- a. Club executive board members reserve unto themselves the right to cease their duties by letter of resignation delivered to the club's executive board at any time during their term of office.

Section 3 Impeachment

- a. Club executive board members are subject to impeachment by the mechanism outlined in their club constitution.
- b. A written document needs to be submitted to the Vice President of Judicial and Compliance with at least two (2) reasons why that officer was impeached and with at least three (3) executive board members signatures.

Section 4 New Clubs

- a. In order for a club to become recognized under SGA, the interested people will need to find five (5) or six (6) executive board members in addition to ten (10) interested general body members.
- b. The executive board must find a faculty or staff member to be their advisor.
- c. The executive board must fill out the club Recognition/Registration packet and submit it to the Vice President of Judicial and Compliance for review.
- d. Once the packet has been approved, the executive board members must meet up with the Judicial Committee.
- e. Once the Judicial Committee approves the club, the executive board will then present to the senate.
- f. In order for the club to get approved, it must receive a two-third (2/3) vote from the senate.

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ARTICLE XIII: HAZING

- Section 1
- a. Any action or situation involving physical or mental abuse such as harassment; intimidation or hazing (defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position); the forced consumption of liquor, drugs or other liquid or solid substance for the purpose of initiation into or affiliation with any organization; or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person regardless of whether or not the behavior occurs on or off University premises, or University operated property or at University sponsored activities.”
 - b. Any action taken or created, intentionally, whether on or off premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creating of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house, wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with flaw, ritual policy, or the regulations and policies of the educational institution is strictly prohibited.

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