The Bylaws of
The Constitution of the
Student Government Association
of Ramapo College of New Jersey
Revised 21 July 2018

I. Organization
   A. The name of the organization shall be Student Government Association of
      Ramapo College of New Jersey (SGA).

II. Election Procedures
   A. To be determined by the Election Committee.

III. Election Committees
   A. Shall serve to ensure that election participants abide by rules and
      regulations agreed upon by committee members and enforced by
      committee chairperson.
   B. 2019 Fall Elections Committee shall be organized by the Senate President
      and the Secretary of Public Relations
   C. 2019 Spring Election Committee shall be chaired by two members
      appointed by the President and the Secretary of Public Relations
   D. Interim Elections are determined by legislation and may occur without a
      Committee
   E. Meeting times shall be determined by the committee

IV. Meetings
   A. General/Organizational
      1. The General (Organizational) Meetings of SGA shall take place
         weekly, on Wednesdays at 1:00PM.
      2. All members of the Senate, Executive Board and Cabinet shall
         have a designated seat at each meeting.
      3. All meetings shall be open to the public, unless otherwise
         announced.
      4. An open meeting may become closed with a motion by an elected
         or appointed member and a second by a senator followed by a
         vote.
      5. All meetings shall be facilitated by the Senate President and follow
         Robert’s Rules of Order.
      6. Any items for the agenda shall be sent to the Secretary before the
meetings.
7. The Secretary is responsible for assembling the agenda and bringing it to General Meetings.
8. The agenda of the General Meetings shall include as follows: I. Roll Call; II. Approval of Minutes; III. Presidential Report; IV. Senate Report; V. Reports of Committees; VI. New Business; VII. Open Forum; VIII. Adjournment.
9. Roll Call is issued by the Secretary.
10. Minutes shall be kept by the Secretary and emailed to the entire organization.
11. The Secretary of Delegate Affairs will take attendance for (all) delegates.

B. Executive Board
1. The Executive Board shall meet bi-weekly, on Monday nights immediately following the 9:45PM Senate meetings.
2. Emergency Executive Board meetings may be called by the President as necessary in accordance with the following provisions:
   1. The President shall send notice via email to all E-board members if the meeting is to take place no sooner than twelve (12) hours after email is sent;
   2. The President must notify all E-board members via telephone if meeting is to take place within twelve (12) hours of notification.
3. Meetings shall be informal, with speaking order determined by recognition of the President.
4. Meetings shall be open, unless otherwise noted.
5. Decisions made during E-Board meetings shall be included within the President’s Announcements or sent out via email.

C. Senate
1. The Senate shall meet every Monday night at promptly at 9:45PM in ASB 522.
2. Emergency Senate meetings may be called by the Senate President as necessary in accordance with the following provisions:
   1. The Senate President shall send notice via email to all Senators if the meeting is to take place no sooner than twelve (12) hours before email is sent;
   2. The Senate President must notify all Senators via telephone if a meeting is to take place within twelve (12) hours of
notification.
3. All Senate meetings shall be open to the public unless otherwise noted.
4. Meetings shall be formal, with speaking order determined by recognition of the Senate President.
5. The Senate Secretary shall keep minutes and distribute them to the entire organization via email.
6. All Senate Liaison reports shall be submitted in a timely manner, no later than the deadline provided by Senate President.
7. When conducting liaison meetings, Senators shall come to the meeting prepared with agenda items and questions from the student body to ask the liaison directors.
8. Senate Liaison reports must be read at each General Meeting.
9. Vacant Liaison positions may be delegated to other members of the SGA at the Senate President’s discretion.
10. For the Senators elected in the Fall, their training shall occur prior to the first Senate meeting after their Inauguration.

D. Cabinet
1. The Cabinet shall meet bi-weekly, on Tuesdays promptly at 4:30PM in the SGA Office.
2. Emergency Cabinet meetings may be called by the President as necessary in accordance with the following provisions:
   1. The President shall send notice via email to all cabinet members if the meeting is to take place no sooner than twelve (12) hours after email is sent;
   2. The President must notify all cabinet members via telephone if meeting is to take place within twelve (12) hours of notification.
3. Meetings shall be informal, with speaking order determined by recognition of the President.
4. Meetings shall be open, unless otherwise noted.
5. The Secretary shall keep roll call and minutes and distribute them to the entire organization via email.

V. Committees
A. Academic Affairs
1. Shall serve to address concerns regarding academic quality, programming, advisement, and support.
2. Shall meet Mondays at 8:30PM.
3. Shall be chaired by Secretary of Academic Affairs, Thalia Holst.
4. Important administrative contacts include Provost Stefan Becker (sbecker@ramapo.edu) and the Assistant Vice President for Student Success, Joseph Connell (jconnell@ramapo.edu).

B. Public Relations
1. Shall serve to communicate with the college regarding specific events, initiatives and issues regarding SGA.
2. Shall meet Mondays at 4:15PM.
3. Shall be chaired by Secretary of Public Relations, Amauris Peralta-Munoz.
4. Important administrative contacts include Director of the Center for Student Involvement, Rick Brown (rbrown2@ramapo.edu) and Associate Director of the Center for Student Involvement, Eddie Seavers (eseavers@ramapo.edu).

C. CA$H
1. Shall serve to raise awareness regarding New Jersey state funding to Ramapo College and its reflection on tuition increases; to engage, motivate, and mobilize students to create change at the college and state level to address this issue.
2. Shall also work with the New Jersey Student Association to better advocate for New Jersey Public College students.
3. Shall meet Tuesdays at 3:30PM.
4. Shall be co-chaired by Student Trustee, Karen Aguirre and Alternate Student Trustee, Vacant.
5. Important administrative contacts include Dean of Students, Melissa Van Der Wall (mvanderw@ramapo.edu).

D. Constitutional Review Committee
1. Shall serve to address concerns regarding review of a new club’s constitution, rechartering of established clubs, and SGA Constitution concerns.
2. Shall meet Wednesday’s at 3:30PM as extension of allocations.
3. Shall be chaired by Vice President, Sabrina Santamaria.
4. Important administrative contacts include Director of the Center for Student Involvement, Rick Brown (rbrown2@ramapo.edu) and Financial and Technological Advisor for Clubs and Organizations, Eric Montgomery (emontgom@ramapo.edu).
E. Programming Committee
1. Shall serve to plan, develop and execute events relating to SGA tradition and co-sponsorships with other clubs or organizations.
2. Shall meet Wednesdays at 3:00PM.
3. Shall be chaired by Secretary of Programming, Khiabet Cordero.
4. Important administrative contacts include Associate Director of the Center for Student Involvement, Eddie Seavers (eseavers@ramapo.edu) and Financial and Technological Advisor for Clubs and Organizations, Eric Montgomery (emontgom@ramapo.edu)

F. Philanthropy Committee
1. Shall serve to raise awareness about the importance of philanthropy within Ramapo’s campus; to emphasize that special campus projects and renovations are because of donations; to engage and motivate students to attend philanthropy events on campus such as the Run With Color
2. Shall meet Wednesdays at 12:00PM
3. Shall be co-chaired by The Student Governors, Jen Noctor and Ryan Greff

G. Commuter Affairs
1. Shall serve to address the concerns of, plan events for, and advocate for the commuter population at Ramapo.
2. Shall meet Thursdays at 12:00PM
3. Shall be chaired by the Secretary of Commuter Affairs, Zachary Finklestein.
4. Important administrative contacts include Coordinator of Commuter Affairs, Mike MacStudy (mmacstud@ramapo.edu).

H. Diversity and Inclusion Committee
1. Shall serve to address the concerns of, plan events for, and advocate for diversity at Ramapo.
2. Shall meet Wednesday at 6:00PM.
3. Shall be chaired by the Secretary of Diversity and Inclusion, Stephanie Steiner-Otoo.
4. Important administrative contacts include Assistant Director for Equity and Diversity Programs, Tamika Quick (aquick@ramapo.edu).
I. **Sustainability Committee**
   1. Shall serve to address the concerns of, plan events for, and advocate for sustainability at Ramapo.
   2. Shall meet Thursdays at 1:00PM
   3. Shall be chaired by the Secretary of Sustainability Harrison Weiss.
   4. Important administrative contacts include Chair of Campus Sustainability Committee, Professor Ashwani Vasishth (vasishth@ramapo.edu).

VI. **Miscellaneous**
   A. **Office Hours**
      1. An Office hour shall be defined as:
         1. An hour spent keeping the office open to the public and serving students in an SGA-related manner.
         2. An hour of SGA related work outside of the office approved by the Secretary, such as tabling or attending campus events
      2. Senators are required to hold 2 office hours per week
      3. Executive Board and Cabinet members are required to hold 3 office hours per week
      4. Delegates are required to serve 1 office hour per week.
      5. Office hours are from 11AM-9PM Monday through Friday.
      6. Office hours shall be coordinated by the Secretary.

   B. **Members**
      1. A Member shall be defined as:
         1. Any elected or appointed position.
         2. Delegates.
         3. All Ramapo students are considered constituent members of the SGA.
      2. No member can officially serve in more than one position in the SGA at a given time.

   C. **Organization**
      1. The Organization shall be defined as all positions in SGA.

   D. **Advisors**
      1. Rick Brown, Director for the Center for Student Involvement x7593
(rbrown2@ramapo.edu).
2. Beth Ricca, Director of the Cahill Career Development Center x7445 (bricca@ramapo.edu)
3. Jack Nesmith, Coordinator For Civic Engagement & Student Leadership Programs x7223 (jnesmith@ramapo.edu)

E. Check Requisition Policy
1. All Check Requisitions must go to the Treasurer.
2. All monetary expenditures from the following budgets over the amount of zero (0) dollars shall be brought to and approved by the Secretary then cleared by the Treasurer:
   1. Office Supplies
3. All monetary expenditures from the following budgets over the amount of two-hundred and fifty (250) dollars shall be brought to and approved by the Senate vote at an Organizational meeting then cleared by the Treasurer:
   1. Conferences and Training
   2. Co-Sponsorships
   3. Raised Revenue
4. All monetary expenditures from the following budgets do not require a vote by the Senate, however, still need to be cleared by Treasurer:
   1. Academic Affairs
   2. Commuter Affairs
   3. Contingency
   4. Delegate Affairs
   5. Elections
   6. Founder’s Day
   7. Fraternity and Sorority Life
   8. Freshman Leadership Conference
   9. Inauguration Activities
   10. Oktoberfest
   11. Programming
   12. Public Relations
   13. Student Governor
   14. Student Trustee
5. In the event that expenditure needs to be approved before the next Organizational meeting, an emergency Senate meeting shall be called. In the event that an emergency meeting cannot be established or quorum cannot be obtained, the expenditure can be
approved upon the consensus of the SGA President, SGA Vice President, and the Senate President. All members of the SGA must be informed of this decision.

6. The annual fiscal budget shall be presented by the Treasurer and approved by the Senate through a simple majority vote.

F. Student Organizations
   1. Umbrella Organizations are any organization representing a collective group of other organizations, including SGA, the Black Student Union, Greek Councils, and Ramapo Green.

G. Training
   1. Training shall be held prior to each semester during which organizational and individual goals for the semester are to be established.
   2. Attendance at training events is expected of all elected and appointed members of the organization including delegates.
   3. The SGA should receive training as a whole as well as separate Senate and Cabinet training sessions at the beginning of each semester.
   4. It is the responsibility of the Senate President, once elected, to train their Senate Vice President and all Senate members.
   5. It is the responsibility of the President to train their Executive Board and Cabinet.

H. The Inaugural and Club/Organization Awards Banquet
   1. The Inaugural and Club/Organization Awards Banquet shall be planned by the President, Vice President, Secretary of Programming, and the Programming Committee.
   2. The graduating members of the current Student Government Association and any graduating students who have served at least one full term in the organization are granted stoles for graduation that shall display a position of choice held by these members.
   3. Student Government Association Awards shall be: The Senate Award to be determined by the Senate; the President's Award to be determined by the Executive Board; and the Red Ribbon Award to determined by the entire organization.
      1. Description of the Awards:
         (1) Senate Award- Given to a faculty/staff member who has worked tirelessly to help the Senate in furthering
their mission in bettering the Ramapo Community.

(2) President’s Award: Given to a faculty/staff member who has worked tirelessly to help the Student Government Association in fulfilling its mission of advocating for Students.

(3) Red Ribbon Award: Given to a faculty/staff member who has gone above and beyond to aid the Student Government Association and the student body to better their relationship with the faculty/staff.

I. Audits

1. The Treasurer shall set up an appointment with the staff of Student Activities Revenue Management (SARM) to obtain print outs of year-to-date status’ of all SGA accounts.

2. A meeting of this sort shall take place during Winter Training, during the last week of the administration, and when the Treasurer needs to reconcile discrepancies.

3. The Treasurer shall compare year-to-date activity from SARM with internal SGA records.

4. All accounts shall be reconciled and documented.

J. Attendance

1. All elected and appointed members are expected to be at all Organizational Meetings with the exception of extenuating academic/personal circumstances so long as the appropriate people are notified.

2. Any members must email the President, Senate President, and Secretary 24 hours in advance of the general meeting if they will not be able to attend or it will automatically be counted as an unexcused absence, emergency situations will be taken into consideration.

3. All Executive Board members are expected to be at all Executive Board meetings with the exception of extenuating academic/personal circumstances so long as the appropriate people are notified.

4. All Senators are expected to be at all Senate meetings with the exception of extenuating academic/personal circumstances and notifying the appropriate people in advance of the meeting.
   1. Commuter students may leave Senate at 11PM.

5. Senators must inform the Senate President and Senate Secretary
in advance of the meeting if they will not be able to attend or it will automatically be counted as an unexcused absence.

6. All Cabinet members are expected to be at all Cabinet meetings with the exception of extenuating academic/personal circumstances so long as the appropriate people are notified.

7. All Cabinet members must email the President and Secretary 24 hours in advance of the Cabinet meeting if they will not be able to attend or it will automatically be counted as an unexcused absence.

8. Any member with 2 unexcused absences or recurring tardiness shall meet with the Executive Board during an E-board meeting.

9. All members are required to be a member of one of the committees within SGA.

K. Office Conduct
   1. Shall be determined and enforced by the Secretary on an annual basis with the consent of the majority of the Senate.

L. Misrepresentation of SGA
   1. Any SGA member that publicly uses the term “on behalf of the SGA” without a two-thirds Senate approval vote prior to using the phrase shall be subject to disciplinary action.
   2. The SGA President may use the term “on behalf of the SGA” for ceremonial purposes.
   3. The SGA may not engage in directly partisan activities, such as but not exclusively limited to, endorsing a political party.
      1. An individual's or organization's comments, actions, or stances may be endorsed or condemned so long as there is no reference to political affiliation.

M. Disciplinary Action
   1. The SGA President can propose disciplinary action for a SGA elected or non-elected member to the Senate when they see fit.
   2. The proposed disciplinary action needs to be approved by two SGA advisors with such approval being stated at a General Meeting.
   3. The proposed disciplinary action can consist of temporary suspension or fulfillment of an additional task that will improve the organization.
   4. The proposed disciplinary action will be presented to the Senate with an explanation of the incident that led to said proposed
disciplinary action, an opportunity for the accused SGA member to speak, and an open forum period for all SGA members.

5. Disciplinary action hearings must have Senate present; Cabinet members may be present at all hearings.

6. Both Senate and Cabinet have the option to voice their opinions during a hearing, but only the Senate can vote on the outcome of the hearing.

7. A formal email must be sent to the subject of the disciplinary hearing at least one week prior to the hearing outlining why the hearing is occurring.

8. Anyone can approach the SGA President and Vice President with means for a disciplinary action hearing regarding any SGA member. Before making the executive decision to have a disciplinary action hearing, the SGA President must bring up the allegations to the executive board to make a decision on continuing with the hearing.

9. The Senate can choose to bring about no disciplinary action as a result of the hearing.

10. An advisor must be present during a disciplinary action hearing. The advisor’s role for a hearing is to make sure the hearing is maintaining Robert’s Rules of Order in a professional manner, and to voice their opinion.

11. During the hearing, the subject is able to explain their case before the Senate and Cabinet.

12. Both Senate and Cabinet are able to ask questions to the subject for clarification of the case.

13. The SGA President will present the possible outcomes of the disciplinary action hearing to be voted on by the Senate. One of the outcomes can be that no disciplinary action is decided on.

14. The disciplinary action must pass a two-thirds vote to be final.

15. The SGA President can veto the vote and have the case revisited once if they see fit. All further hearings against the member in question must be for new unrelated circumstances.

16. The Senate can override the SGA President’s veto with a two-thirds vote.

17. Senate quorum at a disciplinary action hearing will be two-thirds of the Senate.

N. Expiration of Documents

1. These Bylaws shall be considered valid until their expiration on

2. Should the SGA operate under these Bylaws past the date of February 12th, 2020, stipends shall not be received and all new monetary expenditures from the following budgets shall be prohibited:
   1. Co-Sponsorships
   2. Raised Revenue
   3. Strategic Goals

3. The Constitution shall not be considered expired under any circumstances.
   1. This clause shall not be interpreted to convey the Constitution as infallible or unamendable.

O. Legislation
1. All legislation passed by the Senate and approved by the President shall remain valid and applicable eternally unless stated in the legislation.
   1. A passed bill can only be repealed by the passing of a repealing bill.

2. All vetoes against legislation must be announced in a timely manner of 1 week following passage by the Senate.

3. The SGA may pass legislation and motions via email so long as a 24 hour voting period is allotted and all members are emailed.

VII. Commissions

A. Purpose
1. Commissions are created through their existence in the Bylaws or passed legislation, charged with addressing a particular subject.

2. Commissions may be charged with managing a particular budget but shall not maintain any authority over the utilization of such budgets.

3. No Commission shall be established in contradiction to or in lieu of any existing Committees.

4. The Senate President shall be responsible for maintaining the effectiveness and productivity of all Commissions.

B. Membership and Duties
1. Commissions are comprised of Commissioners charged with and dedicated to addressing particular subjects.

2. A Commissioner must be a member of the Student Government Association nominated by the Senate President and approved by the Senate through a two-thirds vote.

3. Every Commission shall be responsible for providing 3 reports to the SGA every semester.

4. Commission Reports shall be shared with the SGA during the “Senate Report” at General Meetings.

5. A Commissioner may be recalled from their Commission following a “motion for recall” made and seconded by any member of the SGA receiving a two-thirds vote by the Senate.

6. All commissions are chaired by the Senate President or their designee.

C. Established Commissions

1. The Commission on Raised Revenue is charged with developing, presenting, and carrying out a plan to generate capital for the Raised Revenue Budget once per Semester.

2. The Commission on Legislative History is charged with recording the legislation and posters created by the SGA using the Google sites platform and any other medium deemed appropriate.

3. The Commission on Government Affairs is charged with having an effective knowledge of issues pertaining to college students, maintaining contact with the Governmental Affairs Officer, and regularly communicating and establishing administrative contacts with other Student Government Associations.
   a. Each Commissioner is responsible for attending one meeting held by another SGA per Semester and report on such meeting.