

Student Government Association of New Jersey City University

CONSTITUTION





Gilligan Student Union Building, Room 125
2039 Kennedy Boulevard
Jersey City, New Jersey 07305

Constitution

PREAMBLE

We the Students of New Jersey City University establish the Student Government Association as the representative body tasked with servicing the students. All NJCU students have the right to be represented by the Student Government Association. By preserving student rights and interests, fostering student development, and improving general student well-being we will seek to continuously improve this institution. We establish this Constitution for the Student Government Association at New Jersey City University.

MISSION STATEMENT

The Student Government Association at New Jersey City University strives to develop, uplift, and promote the student body by providing a wide range of services and implementing a platform for innovative experiences. As Student Government, our mission is to focus on inclusion, access, support, community involvement, and student well-being. These five areas are the foundation of all the work that is executed on behalf of NJCU students.

Student Government is a platform which gives all students a voice to make their opinions and concerns known. We provide student clubs and organizations with professional development and leadership workshops and resources. Above all, Student Government works to preserve the rights of students of all cultures, religions, genders, sexual orientations, and socioeconomic backgrounds. We strive to treat every student on our campus with equity and respect and are committed to the advancement of all students

ARTICLE I: NAME

The name of the student organization that represents the student body will be the Student Government Association of New Jersey City University, hereafter referred to as SGA.

ARTICLE II: AUTHORITY TO REPRESENT

SGA is the officially recognized student-led association of New Jersey City University that represents all student and acts as the tool through which students are able to provide input into the policies of the NJCU. The SGA has the authority to represent the students of NJCU through the annual election of the Executive Board Members and Officers.

ARTICLE III: MEMBERSHIP OF THE STUDENT BODY

- A. **Eligibility:** Any registered student, undergraduate or graduate, full-time or part-time, with a minimum credit load of one credit during the semester, who has paid an activity fee to NJCU, is a member of the student body. All members of the student body as defined above will be eligible to vote in student elections.
- B. **Termination of Membership:**
 - 1. Any member who withdraws or is dismissed from the University shall immediately cease to be a member of the student body and lose the benefits of SGA.
 - 2. Any student found to be in violation of the student code of conduct may cease to be a member of the Student Government, dependent upon the sanction levied by the sanctioning body.

ARTICLE IV: PURPOSE

- 1. To provide an effective democratic governing system whereby the members of the student body may openly express themselves on policies and procedures pertaining to the functions of the University
- 2. To review policies and procedures of the University and to recommend legislation pertaining to the student body
- 3. To charter, fund, and assist in the coordination of the activities of student clubs and organizations
- 4. To maintain and promote student participation and accountability in all phases of university life through:
 - a. Regular free elections
 - b. Regular SGA Student Council meetings
 - c. Regular attendance and participation in university functions pertaining to the student body
 - d. Regular co-curricular programming

ARTICLE V: NON-DISCRIMINATION CLAUSE

The SGA does not discriminate on the basis of age, sex, race, religion, disability, sexual orientation, ethnicity and/or cultural beliefs.

ARTICLE VI: STRUCTURE & POWERS

Section 1: Structures

The SGA of NJCU shall be composed of 6 major components:

1. The Executive Board, *elected by the student body*
 - i. Student Government President
 - ii. Student Government Executive Vice President
 - iii. Student Government Vice President of Finance and Administration
 - iv. Student Government Vice President of Internal Affairs
 - v. Student Government Vice President of Marketing and Public Relations
2. Officers, *elected by the student body, reporting directly to the SGA Executive Vice President*
 - i. Student Organization Officer
 - ii. Class Officers
 1. Freshmen Class President
 2. Freshmen Class Vice President
 3. Freshmen Class Treasurer
 4. Freshmen Class Secretary
 5. Sophomore Class President
 6. Sophomore Class Vice President
 7. Sophomore Class Treasurer
 8. Sophomore Class Secretary
 9. Junior Class President
 10. Junior Class Vice President
 11. Junior Class Treasurer
 12. Junior Class Secretary
 13. Senior Class President
 14. Senior Class Vice President
 15. Senior Class Treasurer
 16. Senior Class Secretary
3. The Judicial Branch, *appointed by the sitting Executive Board (?)*
 - i. Student Government Chief of Justice
 1. Associate Justice #1
 2. Associate Justice #2
 3. Associate Justice #3
 4. Associate Justice #4
4. The Student Council, *representatives invited by the SGA Executive Board*
5. Student Clubs and Organizations
6. Student Activities Board (SAB), *elected by the student body, reporting to the Executive Board*
 - i. Student Activities Board President
 - ii. Student Activities Vice President
 - iii. Student Activities Treasurer
 - iv. Student Activities Secretary

Section 2: Powers

The Executive Board

The Executive Board shall consist of the President, Executive Vice-President, Vice-President of Finance and Administration, Vice-President of Internal Affairs and Vice-President of Marketing and Public Relations. If the Student Council is unable to meet or, is not in session, the Executive Board will assume responsibility for decision-making regarding student issues or initiatives

The powers of the Executive Board members shall be as follows:

A. THE PRESIDENT SHALL:

- a. Preside over all Executive Board and SGA Student Council meetings
- b. In association with the Vice-President of Internal Affairs, review Student Council meeting agendas
- c. Implement and enforce legislation from and to the Student Council
- d. Be the official representative of the SGA and the student body at University functions and meetings
- e. With the approval of Council, appoint:
 - i. Ad-hoc committees
 - ii. Student representative(s) to council committees
 - iii. Student representative(s) to University-wide committees
 1. All senate committees, excluding senate executive committee
 2. Appoint 8 senators at large
 3. Appoint a senate chair, who should also be a senator at large
- f. Provide reports of University-wide Committees, Board of Trustees, and University Senate meeting minutes to the Student Council when received from appointed student representatives
 - i. Be responsible for receiving and maintaining reports from student representatives on the Board of Trustees, University-wide Committees and University Senate meetings
- g. Chair the Board of Trustees Selection Committee
- h. Serve as ex-officio member of all Council committees (do we need this?)
- i. Provide counsel to the Judicial Brand to ensure that all rules and regulations of the SGA Constitution are adhered to by the SGA council and executive board members.
- j. Serve as the official student liaison between the University administration and the SGA Executive Board
- k. Shall not exceed two terms (two years)

B. THE EXECUTIVE VICE-PRESIDENT SHALL

- a. Assume responsibilities of the SGA President in their absence
- b. Co-Chair a Constitutional Revision Committee once per academic year to review the constitution

- c. Maintain copies of the SGA Constitution and By-Laws and have them available upon request
- d. On behalf of the Executive Board, propose and submit all legislation and/or modifications to the Student Council
- e. Be responsible for overseeing the Student Organization Officer (SOO)
 - i. Review Student Organization Committee meeting minutes
 - ii. Review all clubs and organizations contact information, constitution, and general paperwork
 - iii. Assist and advice SOO when necessary
 - iv. Report SOO's work with the clubs and organizations to the Executive Board
- f. Be responsible for overseeing the Class Officers
 - i. Conduct class officer training at the beginning of the fall semester
 - ii. Schedule, approve, and oversee their office hours and office responsibilities
- g. Be responsible for overseeing all processes to send students to conferences, including creating and collecting applications
- h. Be responsible for proposing SGA funded grants to the Executive Board and SGA administrative representative
 - i. Responsible for creating and overseeing application process for grants
- i. Be a voting member of the Finance Committee
- j. Shall attend and participate in university functions, meetings and activities pertaining to the student body

C. THE VICE-PRESIDENT OF FINANCE AND ADMINISTRATION SHALL:

- a. Be responsible for the review of financial accounts of the Student Government
- b. Prepare annual budget for clubs and organization
- c. Present the annual Student Government budget and financial report to the student council for approval
- d. Serve as chair of the Finance Committee
 - i. Preside at all meetings of the Finance Committee
 - ii. Appoint committee member
- e. Audit the financial records of each club and organization funded by Student Government
- f. Review and formulate financial policies concerning clubs and organizations for presentation to the Student council with the assistance of the finance committee
- g. Conduct meetings and trainings for all funded clubs and organizations officers to review Student Government policies and procedures involving Student Government finances
- h. Hold monthly meetings with budgeting officer in the Controller's office
- i. Shall attend and participate in university functions, meetings, and activities pertaining to the student body.

D. THE VICE-PRESIDENT OF INTERNAL AFFAIRS SHALL:

- a. Serve as a liaison between the SGA Executive Board, the general undergraduate and graduate student body, and all university departments.
- b. Preside at all meetings of the Internal Affairs Committee
 - i. Enforce all aspects of the Internal Affairs Committee By-Laws
- c. Shall coordinate 1 public forum per semester addressing student concerns with pertinent university student service departments
 - i. internal affairs elect shall preside along with Vice President of internal affair at last public forum
- d. Document and distribute all meeting agendas for the Executive Board and the SGA Student Council
- e. Responsible for submitting office stationary orders to the Executive Board for approval
- f. Keep minutes of all meetings of the Executive Board and the SGA Student Council
 - i. Responsible for transcription and maintenance and distribution of said minutes
- g. Shall be responsible for inviting council attendees from departments as agreed upon by the Executive Board
- h. Shall schedule council dates and committee meetings
- i. Shall schedule food orders for council and committee meetings
- j. Shall be responsible for setting up Student Council
- k. Shall attend and participate in university functions, meetings and activities pertaining to the student body

E. THE VICE-PRESIDENT OF PUBLIC RELATIONS AND MARKETING SHALL:

- a. Update and manage the SGA web-site, youtube channel, and all social media accounts
- b. Respond to all electronic inquiries
- c. Preside at all meetings of the Marketing Committee
- d. Enforce all aspects of the Marketing Committee by-laws
- e. Publicize all SGA programming, activities, and meetings
- f. Consolidate with and reach out to other departments to advertise events, activities, and opportunities that they provide
- g. Manage Student Government Association digital kiosks and televisions
- h. Provide a marketing campaigns for each semester to be presented and voted upon by the executive board prior to first day of the semester
- i. Be responsible for the promotion, advertisement, distribution, news release, public announcements and information services pertaining to the University, SGA and its subsidiaries.

- j. Meet with the university Marketing Department a minimum of twice per semester
- k. Plan and execute events or programs that pertain to publicity or marketing of Student Government including at least two 'meet the executive board' events
 - i. one with students and the other with administration
- l. Discard social media content from a minimum of one year before the current term
- m. Design and purchase all marketing materials and merchandise
- n. Create monthly reports of social media activity
- o. Assist clubs and organizations with marketing initiatives and purchase of merchandise
- p. Work with Vice President of Internal Affairs on Focus Groups and social media polls for data
- q. Shall attend and participate in university functions pertaining to the student body

The powers of the Officers shall be as follows:

- A. THE STUDENT ORGANIZATION OFFICER SHALL
 - a. Report directly to the SGA Executive Vice President
 - b. Serve as a liaison between SGA recognized and probationary clubs/organizations and the Executive Board
 - c. Be responsible for training all new and continuing club/organization eboard members
 - d. Responsible for holding individual monthly meetings with at least one representative from each recognized and probationary clubs/organization
 - e. Hold seven office hours a week in designated student club/organization space
 - f. Hold four Club Interest Meetings within September and October of the Fall semester
 - g. Hold two Club Interest Meeting within January and February of the Spring Semester
 - h. Chair the Student Organization Committee and hold four meetings each semester
 - i. Update clubs and organizations on important dates, events, rules and regulations, and paper work
 - i. Attend all council meetings, trainings, and Student Government KLI's
 - j. Maintain record of student club/organization eboard database
 - k. Maintain records of active and inactive clubs and organizations
 - l. Maintain record of club activities
 - m. Be a voting member of the Finance Committee

The powers of the Judicial Branch shall be as follows:

- A. THE CHIEF OF JUSTICE SHALL
 - a. Be appointed by Executive Board

- b. Serve as the Chair for all meetings and functions of the Judicial Branch and appoint and oversee four associate justices
- c. Sit on Student Council
- d. Receive minutes of SGA Executive Board Meeting
- e. Be a voting member of the Judicial Branch
- f. Be responsible for writing the official decisions or assigning to another justice the writing of official decisions for any cases brought forward to the Court.
- g. Be the spokesperson of the Judicial Branch and be responsible for correspondence and notification for all actions of the Judicial Branch.
- h. Work with their designee to organize and schedule all trainings necessary for the effective functioning of the Judicial Branch.
- i. Sit on the Student Government Association Constitutional Review Committee.

Section 3: The Student Council

A. MEMBERSHIP

The Student Council shall be composed of:

- i. Members of the Executive Board of the SGA, who will serve in their respective positions as officers of the Student Council in the order stated in Section I and run all Student Council meetings
- ii. The SOO, representing all SGA probationary and recognized clubs and organizations
- iii. ASCEND
- iv. TLC
- v. OSP
- vi. Residence Life
- vii. Greek Life
- viii. Athletics
- ix. SOAR
- x. College of Arts of Sciences
- xi. College of Professional Studies
- xii. School of Business
- xiii. College of Education

B. POWERS & RESPONSIBILITIES

The Student Council shall have the following powers and responsibilities:

- i. Express itself formally on any matter concerning the welfare of the University and its various components and communicate its recommendations to the appropriate authorities
- ii. Review the Finance Committee budget allocations and approve or reject its allocations
- iii. Upon recommendation of the SOO, approve or reject club /organization for probationary status on council recognitions
- iv. Serve as a channel of communication and cooperation between faculty students, alumni, administration, and the Board of Trustees
- v. Unseat officials, according to Article XI. Impeachment

- a. Three (3) absences by the designated and/or elected club/organization representative on council from any SGA student council or required committee meetings shall constitute disciplinary actions. These actions may include removal of the recognized organization from the SGA body, to be determined by the Chief of Justice.

Section 4: Standing Committees

There shall be five standing Committees under SGA. The following Committees shall maintain By-Laws, which shall be in accordance with and subservient to the SGA Constitution, to govern programming. They are as follows:

1. President's Committee, *chaired by the SGA President*
2. Finance Committee, *chaired by the SGA Vice President of Finance and Administration*
3. Internal Affairs Committee, *chaired by the SGA Vice President of Internal Affairs*
4. Marketing Committee, *chaired by the SGA Vice President of Marketing and Public Relations*
5. Student Organization Committee, *chaired by the SOO under the supervision of the SGA Executive Vice President*

UNIVERSITY-WIDE COMMITTEES

1. At any time during the academic year, the SGA Executive Board may appoint students to university-wide committees. All appointments will be made by the President and approved by the Executive Board. Appointed students will be required to submit a written and verbal report to the President when meetings occur.
2. One Class officer of each class is required to attend all University Senate meetings and report information to the SGA President.

BOARD OF TRUSTEES REPRESENTATIVES

1. Both the voting and non-voting members appointed by the SGA President to represent the student body at the NJCU Board of Trustees meetings are required to provide a written and verbal report to the President two (2) times per semester.
2. The Non-Voting member student of who is appointed must serve two (2) terms as a member of SGA Council and the Board of Trustees. The student's first term will consist of non-voting alternate status. The student is also required to sit on SGA Council and will have voting powers. The appointed student will assume *voting* member responsibilities during their second term.
3. The voting member must attend all scheduled Board of Trustee meetings as provided by the Office of the President of the University. The representative is expected to vote on behalf and in the best interest of the student body in all business with exceptions as stated in New Jersey Law Chapter 136 of the Public Laws of 1986. The voting member must report back to SGA Council about all related issues by attending at least two executive board meetings and two council meetings a semester.
4. Vacancies for non-voting or voting members will be appointed by the Student Government Association in conjunction with the Board of Trustees and the Office of the Dean of Students. Should a position be vacated, the aforementioned parties reserve the right to appoint at will,

regardless of the period of time the vacancy occurs. In situations deemed appropriate, a sitting elected officer of the SGA Executive Board will assume the vacated Board of Trustees student position.

Article VII. ACADEMIC QUALIFICATIONS

EXECUTIVE BOARD MEMBERS

- A. Grade Point Average: All Executive Board members must hold a cumulative grade point average of 2.85 GPA or higher the semester prior to running for election, as well as during their term.
- B. Credits Earned: All students must have earned a total of at least thirty credits at NJCU to be eligible for running for any Executive Board position.

OFFICERS

- C. The Student Organization Officer and the Class Officers hold a cumulative grade point average of 2.85 GPA or higher the semester prior to running for election, as well as during their term.
- A. Class Officers must have earned the number of credits pertaining to their class.

JUDICIAL BRANCH

- A. Grade Point Average: All Executive Board members must hold a cumulative grade point average of 2.85 GPA or higher the semester prior to running for election, as well as during their term.
- B. Credits Earned: All students must have earned a total of at least thirty credits at NJCU to be eligible for running for any Executive Board position.

STUDENT COUNCIL REPRESENTATIVES

Student Council representatives have a cumulative GPA 2.5 or higher to represent their constituents at council meetings.

STUDENT CLUBS AND ORGANIZATIONS EBOARD MEMBERS

- A. Grade Point Average: All student clubs and organization Eboard members must hold a cumulative grade point average of 2.50 GPA or higher the semester prior to running for election, as well as during their term.
- B. Credits Earned: All students must have earned a total of at least fifteen credits at NJCU to be eligible for running for any Executive Board position.

BOARD OF TRUSTEES REPRESENTATIVES

- A. Both voting and non-voting Board of Trustees representatives must have a cumulative grade point average of 2.85 to be considered for appointment.
- B. Both voting and non-voting Board of Trustees representatives must have at least two (2) semesters of prior extracurricular participation

Article VII. MEETINGS

A. STUDENT COUNCIL MEETINGS

1. Regular meetings shall be conducted at least bi-weekly during the academic year (September-May) and are to be scheduled and publicized campus-wide
2. Special meetings may be called by:
 - a. The President of SGA
 - b. The Executive Board of SGA
 - c. A petition containing the signatures of 2% of the SGA (student body)
 - d. A petition containing the signatures of 2/3 of the membership of the Student Council

B. EXECUTIVE BOARD MEETINGS

Executive Committee Board Meetings shall be conducted weekly and no official business shall be conducted without quorum.

C. QUORUM

Fifty percent (50%) plus one (1) of all voting members shall constitute quorum and no official business shall be conducted without quorum

- a. Club representatives can select club member to attend Council with non-voting status in their absence

A. RULES OF ORDER

The rules contained in Robert's Rules of Order, newly revised 11th edition, shall govern the SGA except in cases where superseded by this constitution

Article VIII. ELECTIONS

All SGA elections shall be held in accordance with the By-Laws

Article IX. TERM OF OFFICE

SGA officers and Student Council representatives shall serve from the first day following the end of the spring semester through the last day of the next spring semester. The late elected or appointed officers shall serve from the first day after ratification of the Freshman Elections until the last day of the spring semester

Article X. COMPENSATION

There shall be compensation provided for certain student leaders as delineated in the Elections and Credentials Committee By-Laws and the New Jersey City University Tuition Compensation Policy

Article XI. IMPEACHMENT

SGA Officers and/or Student Council representatives shall be impeached in accordance with the By-Laws of Judicial Branch

Article XII. ADVISOR

The SGA will have an advisor who shall be a full time NJCU staff member. The Advisor shall:

1. Be knowledgeable of the SGA Constitution and By-Laws
2. Make recommendations to the Executive Board and Student Council
3. Serve as a liaison between of the Finance Board and Administration
4. Have a voice, but not a vote on SGA matters

5. Serve as a member of the Tuition Compensation Committee and assist in the Evaluation of the Executive Board

Article XIII. AMENDMENT PROCEDURES

A. Proposals

An amendment to the SGA Constitution may be proposed by:

1. A petition presented by a 2/3 majority of Student Council members
2. A petition presented by a 2/3 majority of the SGA recognized clubs and organization, as defined by the E.C.C. By-Laws
3. A petition presented by 2% of the SGA (student body)

B. Adoption

An amendment to the constitution shall be adopted by a 2/3 majority vote cast on the amendment during an SGA election. The Judicial Branch shall conduct an annual review of the existing constitution and any proposed amendments.

The Judicial Branch shall vote on any proposed changes and present the results to the Student Council for final vote to approve placing said amendments on the next Student Government election ballot.

Article XIV. RATIFICATION

This document shall become the official Constitution of the SGA, superseding all previously effective constitutions, and shall take effect immediately upon ratification by a 2/3 majority vote of the Student Council and a fifty one percent (51%) majority of student body votes cast during the SGA elections. All SGA standing committees are to be in accordance with and subservient to this constitution

Revised: March 2008, March 2013, March 2015, January 2019

Ratified: April 2008, April 2013, April 2015, April 2019

PRESIDENTIAL COMMITTEE BY-LAWS



By-Laws of
Student
Government
Association
of
New Jersey
City
University

A. PURPOSE OF THESE BY-LAWS:

The following guidelines are designed to help this committee understand the policies and procedures accordance with Student Government Constitution.

B. PURPOSE OF THE COMMITTEE:

1. The purpose of this committee is to ensure that all presidents of each class/club/organization are planning events accordingly.
2. To enhance ways of involving and communicating with the student body around campus.

C. MEMBERSHIP:

The members of the Presidential Committee shall be:

1. Chairperson: The Student Government President
2. Freshman Class President, Sophomore Class President, Junior Class President, Senior Class President
3. Presidents of Class IIA, IIB, IIIB clubs/organizations

D. TERMINIATION OF MEMBERSHIP:

1. Any member of the committee who withdraws from the University shall immediately cease to be a member of the Presidential Committee
2. Any elected member of the committee shall immediately cease to be a member of the Presidential Committee if they are removed from the elected office
3. Three (3) unexcused absences shall constitute dismissal of any member

E. MEETINGS:

1. Regular Meeting- The chairperson shall schedule monthly meeting
2. Special Meeting- The chairperson at their discretion may call special meetings to address issues needing in immediate response.
3. Quorum- Fifty percent plus one (50%+ 1) of the memberships shall constitute quorum. Quorum shall be assumed unless quorum is specifically called for

F. TERMS OF OFFICE:

Voting members shall hold their position on this committee for the academic year (September – May)

ELECTIONS & CREDENTIALS COMMITTEE BY-LAWS

A. PURPOSE OF THESE BY-LAWS:

The following guidelines are to be strictly enforced in the daily operations of the Student Government Association (hereafter referred to as SGA). More so, these by-laws will aid members of SGA in understanding the policies and procedures which govern the establishment of all recognized clubs and organizations. This includes the constitution, by-laws, campaigns and elections. These by-laws are in accordance with and subservient to the SGA Constitution

B. PURPOSE OF THE COMMITTEE:

The purpose of the Elections and Credentials Committee shall be:

1. To assist students in organizing clubs and organizations in seeking SGA recognition
2. To review and approve new and existing SGA clubs and organizations
3. To conduct and oversee all SGA general elections
4. To conduct and oversee all SGA club and organization elections
5. To provide information, create and clarify policies and procedures and provide answers to questions concerning the total operation of clubs and organizations on the New Jersey City University campus.
6. To review all investigations involving impeachment.
7. To make changes to all by-laws that governs the executive board committees
8. To review and ratify club constitutions.

C. MEMBERSHIP:

The members of the Elections and Credentials Committee shall be:

1. Chairperson: Chief Justice
2. Members: Associate Justices
3. Two (2) unbiased members of executive boards of recognized clubs and organizations

D. TERMINATION OF MEMBERSHIP:

1. Any member of the committee who withdraws from the University shall immediately cease to be a member of the Elections and Credentials Committee
2. Any elected member of the committee shall immediately cease to be a member of the Elections and Credentials Committee if they are removed from the elected office
3. Three (3) unexcused absences shall constitute dismissal of any member

E. MEETINGS:

1. Regular Meeting- The chairperson shall schedule meetings every other week. Each member of the committee will be appointed by the chairperson to record all meeting minutes and they will be sent to all vice presidents and the chairperson of ECC
2. Special Meeting- The chairperson at their discretion may call special meetings to address issues needing in immediate response.
3. Quorum- Fifty percent plus one (50%+ 1) of the memberships shall constitute quorum. Quorum shall be assumed unless quorum is specifically called for

F. VOTING:

1. Members may cast a vote only when present
2. The chairperson shall cast a vote in the event of a tie
3. No proxy votes can be used

G. POLICIES & PROCEDURES FOR CLUBS & ORGANIZATIONS:

Article I. RECOGNITION

To become a recognized student organization, the organization must:

1. Refer to probationary program
2. Meetings
 - i. Meet twice a month except September, December, January, and May

- ii. Submit minutes within two weeks of documented meeting
- 3. The Elections and Credentials Committee shall review those documents submitted, especially the purpose statement of the organization and, if they are in order, recommend probationary status of the organization to Student Council
- 4. After a reading and affirmative vote by the Student Council, the club will be considered an official probationary under Student Government club/organizations

Article II. CLASSIFICATION

All SGA clubs and organizations shall be placed into one of the following categories:

1. Class IA (Executive Board/Media Organizations)
2. Class IB (Class Officers)
3. Class IIA (Ethnic Organization)
4. Class IIB (Professional Societies)
5. Class IIIA (Greek Organizations)
6. Class IIIB (Religious/Cultural Belief Organizations)

Organizations cannot switch categories once recognized nor may they combine or operate under other affiliations.

Article III. FUNDING

Only Class IA, IB, IIA, and IIB clubs and organizations will be eligible for funding from SGA. In order to be eligible for a budget, a club or organization must be recognized for a period of one (1) semester. All eligible clubs and organizations seeking a budget must follow the guidelines set forth by the Finance Committee and the SGA Finance Committee By-Laws.

Article IV. REINSTATEMENT OF DEFUNCT CLUBS/ORGANIZATIONS

Any club or an organization, which has not functioned according to SOO standards for a period of one (1) semester, must follow the recognition procedures of a new club/organization as defined in Article I. Recognition.

Article V. STANDARDS FOR MAINTAINING ACTIVE STATUS

1. In order to maintain active club status and be recognized by the SOO and Student Council, all Class IA, IB, IIA, IIB, IIIB organizations must maintain a minimum of ten (10) active members. In the event that an organization CANNOT maintain the minimum number of active members, but still wishes to remain active, that organization must seek the approval of the SOO and Student Council.
2. All organizations are required to have general membership meetings at least twice per month during all full NJCU scholastic calendar months of the fall and spring semesters. During September, December, January, and May, all organizations are required to have general membership meetings at least one time.
3. All organizations are required to submit typed minutes for each general membership meeting to the SOO. within two (2) weeks of the documented meeting.
4. All clubs/organizations are required to send one elected officer and/or non- voting member

5. to represent their organization at the Student Council meeting.
6. Arrival to SGA Council meetings ten (10) minutes late, qualifies for immediate absence unless otherwise noted or excused in advance to the Vice President of Internal Affairs at least (2) hours prior to a SGA council meeting.
7. All organizations are required to send a minimum of one elected officer to the SOO club clinic each semester. The clinic will outline all policies and procedures that organizations are responsible for throughout the semester, failure to attend will result in punitive action.
8. All clubs/organizations are required to submit a meeting schedule at the beginning of each semester. Any organization with 3 infractions according to the demerit program during any given semester will automatically lose their voting rights on council.
9. All organizations are required to follow all regulations set forth by the SOO, the Student Government Association, and the NJCU Code of Conduct. Violations could result in punitive action by the Judicial Branch and the Student Government Association. Such actions could declare an organization inactive, defunct, or revoking the organization's charter from the Student Government Association.

Article VI. ELECTIONS

All elections are held under the supervision of the Judicial Branch, unless otherwise approved by the Judicial Branch. Any unsupervised club/organization elections without the SOO or SGA Executive Board will be considered invalid.

A. CLUB ELECTIONS

1. Each club or organization must elect its officers for the upcoming academic year a week after SGA spring elections. Any club or organization, which fails to meet the election deadline of the end of March, will not be eligible for a budget during the upcoming academic year and/or must follow the recognition procedures of a new club/organization as defined in Article I. Recognition.
2. All qualified candidates must be duly registered students of New Jersey City University with a cumulative average of 2.50 for a period of at least one (1) semester not including Summer I & Summer II.

B. STUDENT GOVERNMENT ELECTIONS

1. Campaign Regulations
 - i. All eligible candidates must attend the mandatory election clinic to run in elections.
 - ii. The Judicial Branch will set the date that candidates may start campaigning.
 - iii. Campaign materials in the Student Union Building must not exceed 12 inches by 18 inches in size.
 - iv. Posting of campaign materials within the Gilligan Student Union Building (GSUB) must be stamped and approved by the SGA and/or Office of Campus Life.
 - v. Students must comply with all campus posting procedures.
 - vi. No campaign material may obstruct or damage university property.
 - vii. No candidate may deface, destroy, or remove another candidate's campaign materials. Any candidate found to be doing so may be subject to having their candidacy rejected.
 - viii. All candidates are responsible for removing their own individual campaign materials before the designated deadline.
 - ix. Campaigning and/or display of materials are not allowed inside the Student Union Building after 5:00 PM of the last school day before the elections begin.

- x. Any unauthorized campaign materials shall be removed at the discretion of the SGA Executive Board.
- xi. Failure to adhere to campaign regulations may disqualify a candidate from office.
- xii. No candidate may post or place any campaign materials on any computer terminal in the GSUB.
- xiii. Candidates may not be sponsored by any departments or email students.
- xiv. Candidates may use personal social network (emails, Facebook, twitter etc)
- xv. No candidate may use the name (The Student Government Association) to create their ballots.
- xvi. Candidates are prohibited from solicitation of votes within 100 feet of Gilligan Student Union Building entrances and within the building on the day of elections.

2. Voting Procedures

- i. A student who wishes to vote must be an enrolled NJCU student at the time of the elections. Students must present their current Gothic ID at the polls before being allowed to vote. **NON-NJCU STUDENTS ARE NOT ALLOWED TO VOTE FOR ANY CANDIDATE.**
- ii. All voting shall be conducted anonymously
- iii. There shall be no absentee ballots

3. Election Results

- i. Votes will be counted on the last day of elections immediately following the closing of the polls. At least two (2) members of the Judicial Branch and the SGA advisor or staff member from the Center of Leadership and Engagement must be present during the counting of the votes.
- ii. Election results will be available to all candidates by 12 noon, the day after votes have been counted.
- iii. Election results will be posted clearly on the SGA bulletin board located in the SGA Social Space in the Student Union Building the day after elections by 12 noon.
- iv. Only members of the Judicial Branch and approved poll workers will be allowed to be at the counting of the votes. All candidates may be present during the counting, must maintain a suitable distance for the votes to be counted without any distractions.
- v. All Candidates must receive a MINIMUM of fifty (50) votes to inherit desired position.

4. Appeals

- i. All appeals must be submitted to the Judicial Branch. no later than forty-eight (48) hours after the election results are posted and confirmed.
- ii. The Judicial Branch. shall send written notification to all involved parties of the date, time, and place of the appeals meeting within seven (7) business days after the appeal has been filed.
- iii. Members of the Judicial Branch shall hold a meeting within five (5) business days after an appeal.
- iv. An investigation by the Judicial Branch may take no more than seven (7) business days.
- v. Results of the Judicial Branch findings must be presented to the Student Council members.
- vi. Findings of the investigation must be approved/disapproved by a 2/3 majority of the Student Council.

- vii. Appeals of the Student Council decision must be presented to the Director of the Center for Leadership and Engagement within two (2) days of the Student Council decision.
- viii. The Director of the Center for Leadership and Engagement will review said decision and hold an appeal hearing within seven (7) business days.

Article VII. COMPENSATION

The following positions will receive compensation from SGA. Each recipient must adhere to the policies and procedures set by New Jersey City University, Division of the Student Affairs and Employment Agreement:

- 1. PRESIDENT
- 2. EXEC. VICE-PRESIDENT
- 3. VP OF FINANCE & ADMINISTRATION
- 4. VP OF INTERNAL AFFAIRS
- 5. VP OF PUBLIC INFORMATION
- 6. VP OF STUDENT ACTIVITIES
- 7. GOTHIC TIMES EDITOR
- 8. GOTHIC TIMES CO-MANAGING EDITOR
- 9. STUDENT ORGANIZATION OFFICER
- 10. PRESIDENT OF STUDENT ACTIVITIES BOARD
- 11. SAB VP OF PROGRAMMING
- 12. SAB VP OF FINANCE
- 13. SAB VP OF MEDIA AND MARKETING
- 14. SAB VP OF CORRESPONDENCE

Article VIII. TERM OF OFFICE

A. REMOVAL FROM OFFICE

- 1. Basis for removal
 - a. Any officer or representative who withdraws from the University shall immediately cease to hold office.
 - b. Three (3) unexcused absences from required committee meetings, council meetings, and executive board meetings shall constitute dismissal from office.
 - c. Negligence to perform assigned duties stated in the constitution and bylaws.
- 2. Removal procedures:
 - a. Any charges based on the above may be brought against any officer or representative of the SGA. The charges will be submitted to the Chief Justice and shall adjudicated by the Judicial Branch.
 - b. In cases of impeachment regarding SGA officers, the initial complaint must be lodged with the Chief Justice who will investigate the complaint with the committee and make recommendations.
 - i. The Chief Justice shall notify the individual(s) recommended for impeachment by certified mail and/or personal delivery. Said letter shall inform the individual(s) of the charges, Judicial Branch recommendations,

- and the person to contact in case of appeal
 - ii. A copy of said letter should be sent to the SGA Advisor
 - iii. The individual under investigation shall retain his/her duties during this period
 - iv. Persons under investigation must present their case to the Judicial Branch; on-compliance of accused persons shall constitute an immediate vote by council.
 - v. The Student Council will vote upon the recommendations of the Judicial Branch and retain or unseat the individual based on 2/3 majority vote of the Student Council
 - vi. In the event that an individual is unseated, he/she shall vacate his/her office immediately upon conclusion of the vote
 - vii. An officer who is removed from his/her position shall be ineligible to run for any position for one (1) full academic year
3. In cases of appeal, the individual must lodge a complaint within five (5) business days of receiving the Judicial Branch recommendations and vote of Student Council to the Center of Leadership and Engagement, Office of the Vice President of Student Affairs with copies to the SGA Advisor.

B. ELECTORAL SUCCESSION

The order of succession for Executive officers shall be as follows:

1. PRESIDENT
2. EXECUTIVE VICE PRESIDENT
3. VP OF FINANCE & ADMINISTRATION
4. VP OF INTERNAL AFFAIRS
5. VP OF PUBLIC INFORMATION
6. VP OF STUDENT ACTIVITIES

Should the Senior Class President move up, the Senior Class Vice-President shall have the option of moving up to the position of Senior Class President. The order of succession for all class officers shall have the Vice-President succeed to the President if he/she so desires. In the event of a vacancy before the Fall Semester, the runner-up on ballot for the position will have the opportunity to assume that position if he/she desires in writing. If the vacancy occurs after the Fall semester is in session, the SGA Executive Board shall nominate a NJCU student that meets all the criteria and requirements for that position including the required GPA, NJCU credits, resume and short statement, which will be accepted by the Student Council.

Drafted: January 1984

Revised: April 9, 1984, July 2003, February 2004, February 2005, June 2009, May 2013, April 2016, January 2019

Amended: 1985, 1988, 1990, 1991, 1997, 2000, 2001, 2003, 2004, 2005, 2013, 2016, 2019

FINANCE COMMITTEE BY-LAWS

A. PURPOSE OF THESE BY-LAWS

The following guidelines are designated to assist club treasurers and advisors understand the Policies and Procedures of governing the use of the Student Activity Funds.

Finance Clinics will be held each semester to provide information, to clarify Policies and Procedures, to provide answers to questions.

B. PURPOSE OF THE COMMITTEE

1. To collaborate with the Student Organization Officer, in order to create a sustainable point system for organizations, that may be used to determine their financial situation
2. To Review and Present a request for organizations to be awarded additional funding & be included in their annual budget.

C. MEMBERSHIP

The membership of the Finance Committee shall be:

1. Chairperson- Vice-President of Finance & administration of the Student Government Association (SGA) as per the SGA Constitution.
2. Vice-Chairperson- Vice-President of Finance & Administration will appoint a Vice-Chairperson.
3. Permanent Members: The four class treasurers elected, according to the SGA Constitution.
4. All Treasurers of SGA funded Organizations shall be members of the Finance Committee.

D. TERMINATION OF MEMBERSHIP

1. Any member of the committee who withdraws from the University shall immediately cease to be a member of the Finance Committee.
2. Any elected member of the committee shall immediately cease to be a member of the Finance Committee if he/she is removed from his/her elected office.
3. Three (3) unexcused absences shall constitute for immediate dismissal.
4. Any recognized position for SGA may fill in for an absent treasurer at the Finance Committee meetings with advance approval from the Vice-President of Finance & Administration. Note: Fill in will only be approved on a case by case basis.

E. MEETINGS:

1. Regular Meetings: There shall be bi-weekly meetings schedule by the chairperson.
2. Special Meetings: The chairperson at his/her discretion may call special meetings.
3. Quorum: At least Five (5) Finance members shall constitute quorum to conduct any official business

F. VOTES:

A vote may be cast when a recognized E-board member is present. The chairperson shall cast a vote in the event of a tie. Note: Proxy votes will be limited which will be determined by the chairperson.

Revised: April 9, 1984, July 2003, February 2004, February 2005, June 2009, May 2013, October 2015, April 2016

Amended: 1985, 1988, 1990, 1991, 1997, 2000, 2001, 2003, 2004, 2005, 2013, 2015,2016

INTERNAL AFFAIRS COMMITTEE BY-LAWS

A. PURPOSE OF THESE BY-LAWS:

The following guidelines are designed to help this committee understand the policies and procedures accordance with Student Government Constitution. The Internal Affairs Committee will discuss campus-wide issues affecting the student body and attempt to propose solutions to these issues.

B. PURPOSE OF THE COMMITTEE:

1. The purpose of this committee is to publicize and discuss campus-wide issues that affect the social and academic life of students at NJCU
2. To enhance ways of involving and communicating with the student body about University and/or community issues that affect the student body
3. To receive and evaluate reports from the Board of Trustees, University Senate, and University-wide representatives

C. MEMBERSHIP:

- A. The members of the Internal Affairs Committee shall be:
1. Chairperson- The Vice-President of Internal Affairs of SGA, as per the SGA Constitution
 2. Vice-Chairperson-: A member of the Judicial Branch as per the SGA Constitution
 3. Members- Freshman Class President Sophomore Class President Junior Class President Senior Class President XXIV
 4. Vice -Presidents of Class IIA,IIB, IIIA,IIIB clubs/organizations
 5. Duly registered students of NJCU approved by council

D. TERMINATION OF MEMBERSHIP

1. Any member of the committee who withdraws from the University shall immediately cease to be a member of the Internal Affairs Committee
2. Any elected member of the committee shall immediately cease to be a member of the Internal Affairs Committee if he/she is removed from his/her elected office
3. Three (3) unexcused absences shall constitute dismissal of any member

G. MEETINGS:

1. Regular meetings- The chairperson shall schedule bi-weekly meetings. A member of the committee will be appointed by the chairperson to record all meeting minutes
2. Special meetings: The chairperson at his/her discretion may call special meetings to address issues needing an immediate response
3. Quorum: Fifty percent plus one (50% + 1) of the memberships shall constitute quorum. Quorum shall be assumed unless quorum is specifically called for

H. Voting:

1. Members may cast a vote only when present
2. The chairperson shall cast a vote in the event of a tie

3. No proxy votes can be used

I. TERM OF OFFICE:

Voting members shall hold their position on this committee for the academic year (September-May)

PUBLIC INFORMATION COMMITTEE BY-LAWS

A. PURPOSE OF THESE BY-LAWS:

The following guidelines are designed to help this committee understand the policies and procedures in accordance with the Student Government Organization Constitution

B. PURPOSE OF THE COMMITTEE:

1. Coordinate with the Vice President of Activities and obtain promotional materials (flyer, etc.) and publicize events to the student body.
2. The Public Information Committee shall be accountable for the promotion, advertisement, distribution, news releases, public announcements and information services of all Student Government events and activities
3. The Public Information Committee shall be responsible for publicizing Student Government Student Council Meetings
4. The Public Information Committee shall be responsible for producing two newsletters per semester which shall serve as the official information organ of the SGA

C. MEMBERSHIP:

The members of the Public Information Committee shall be:

1. Chairperson: The Vice-President of Public Information of SGA, as per the SGA Constitution
2. Vice-Chairperson: The Vice-President of Internal Affairs, as per the SGA Constitution
3. Members: VP of Public Information will appoint their own committee members
4. Due to the amount of work that is required, other members shall be recommended by the SGA Vice President of Public Information to the SGA President and be voted upon by the Student Council and the members shall serve as voting members.

D. TERMINATION OF MEMBERSHIP

1. Any member of the committee who withdraws from the University shall immediately cease to be a member of the Public Information Committee
2. Any elected member of the committee shall immediately cease to be a member of the Public Information Committee if he/she is removed from his/her elected office
3. Three (3) unexcused absences shall constitute dismissal of any member

E. MEETINGS:

4. Regular meetings- The chairperson shall schedule bi-weekly meetings. A member of the committee will be appointed by the chairperson to record all meeting minutes
5. Special meetings: The chairperson at his/her discretion may call special meetings to address issues needing an immediate response
6. Quorum: Fifty percent plus one (50% + 1) of the memberships shall constitute quorum. Quorum shall be assumed unless quorum is specifically called for

F. VOTING

1. Members may cast a vote only when present
2. The chairperson shall cast a vote in the event of a tie
3. No proxy votes can be used

G. TERM OF OFFICE:

Voting members shall hold their position on this committee for the academic year (September-May)

ACTIVITIES COMMITTEE BY-LAWS

A. PURPOSE OF THESE BY-LAWS:

The following by-laws are designed to help the Student Activities Committee and its advisors to understand the procedures and policies governing the use of the Activities funds. These by-laws are in accordance with and subservient to the SGA Constitution

B. PURPOSE OF THE COMMITTEE:

The purpose of the Committee shall be as follows:

- A. To serve as the official programmer of SGA
- B. To provide a series of recreational, cultural, and educational activities to enhance the University experience
- C. To collaborate with all recognized clubs in their use of available funds and activities

C. MEMBERSHIP:

The members of the Activities Committee shall be:

1. Chairperson: The Vice-President of Activities of SGA, as per the SGA Constitution, who will serve as the official programmer of SGA
2. Treasurer: The Vice-President of Finance & Administration, as per the SGA Constitution
3. Members: -There are no club officers that are required to attend this committee, the Vice President of Activities will search for committee members.
4. Two Vice Presidents appointed to the committee that will assist and help articulate events. These VPs will be voted on by the committee
5. The committee shall set-up committees, appointed by the chair, to administer specific events.
6. Due to the amount of work that is required, other members shall be recommended by

the SGA Vice President of Activities to the SGA President and be voted upon by the Student Council and the members shall serve as voting members.

D. TERMINATION OF MEMBERSHIP

1. Any member of the committee who withdraws from the University shall immediately cease to be a member of the Public Information Committee
2. Any elected member of the committee shall immediately cease to be a member of the Public Information Committee if he/she is removed from his/her elected office
3. Three (3) unexcused absences shall constitute dismissal of any member

H. MEETINGS:

1. Regular meetings- The chairperson shall schedule bi-weekly meetings. A member of the committee will be appointed by the chairperson to record all meeting minutes
2. Special meetings: The chairperson at his/her discretion may call special meetings to address issues needing an immediate response
3. Quorum: Fifty percent plus one (50% + 1) of the memberships shall constitute quorum. Quorum shall be assumed unless quorum is specifically called for

I. VOTING

1. Members may cast a vote only when present
2. The chairperson shall cast a vote in the event of a tie
3. No proxy votes can be used

J. TERM OF OFFICE:

Voting members shall hold their position on this committee for the academic year (September-May)

K. PROCEDURES FOR PROGRAMS:

1. Contracts
 - i. The chairperson or a member designated by the chairperson may negotiate contracts with any party for a specific program.
 - ii. The committee must approve all programs or activities.
 - iii. All programs or activities must have a budget line prior to signing the contract.
 - iv. Once the committee approves the terms of the contract, the SGA Advisor and Executive Board must be informed prior to signing the contract.
2. Contracts may not officially be signed by the Student Government Organization or the SGA Advisor. The Office of Procurement Services Director is the only authorized contract signer on campus.
3. The chairperson must keep a copy of the SGA standard contract or the contract that was reviewed by the SGA Advisor.
4. Funding
 - i. Funding may be obtained as per the SGA Finance By-Laws
 - ii. The Activity Committee may utilize all income from events to fund additional programming.
5. The SGA Vice-President of Finance & Administration shall serve as the financial officer/treasurer of the Activities Committee.

