



Student Government Association Constitution And By-Laws

EDITOR'S NOTE:

The following is the Student Government Association Constitution as revised and proposed to the SGA General Council. The revised document will be placed on the ballot in a special election to be held on October 30, 1973. Approval by the student body will mean immediate enactment of the Constitution. Read the document carefully and by all means, cast your vote.

Article I

NAME

The name of the organization shall be the Student Government Association of the William Paterson College.

Article II

PURPOSE

The purpose of the organization is to promote the interests of the College and the welfare of the student body.

Article III

MEMBERSHIP

Every full-time student of the College shall be a member of the Association. Any part-time student may become a member by payment of the full amount of the current student activity fee.

Article IV

ADMINISTRATIVE ORGANIZATION

Section 1 — OFFICERS

The officers of the Association shall be a president, vice-president, and co-treasurers.

Section 2 — EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the officers of the Association, the presidents of all classes, and the past president of the Association.

Section 3 — S.G.A. COUNCIL

The SGA Council shall be composed of the Executive Committee and the representatives of the student body apportioned as currently described in the constitution.

Section 4 — STANDING COMMITTEES

Annually the following standing committees shall be chosen:

A. Constitution

- B. Elections
- C. Finance
- D. Public Relations
- E. Student-Faculty Relations
- F. Orientation

Section 5 — ADVISORSHIP

One advisor shall be designated by the President of the College.

Article V

MEETINGS OF THE ASSOCIATION

Meetings of the Student Government Association shall be called whenever a majority present at the SGA Council so desires.

Article VI

AMENDING THE CONSTITUTION

Section 1 — PROPOSING AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

Amendments to the CONSTITUTION may be proposed in either of the following ways:

a. In a proposal originating within the Executive Committee or the SGA Council, agreed upon by a majority of the SGA Council members present when formal proposal is considered, and filed with the Secretary of the Association.

b. In a proposal originating in a petition, signed by the 10% of the current membership of the Association, and filed with the Secretary.

Section 2 — PUBLICIZING PROPOSED AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Secretary of the Association shall make copies of the proposed amendments to the CONSTITUTION of the Association before a ratification is called for, and shall ascertain that any proposed amendment is publicly posted at least two weeks prior to vote for ratification.

Section 3 RATIFYING AMENDMENTS AND BY-LAWS

a. Any proposed amendment to the Constitution of the Association shall be voted upon within three weeks of its original filing date. The 2/3

affirmative action of the members of the Association voting on the proposed amendment shall constitute ratification.

b. Any proposed amendment to the by-laws to the Constitution of the Association shall be voted upon within three weeks of its original filing date. The majority affirmative action of the members of the Association voting on the proposed amendment shall constitute ratification.

Article VII

OFFICERS OF THE ASSOCIATION

Section I POWERS AND DUTIES

A. The president of the Association shall:

1. be responsible for the general administration of the affairs of the Association.

2. preside over all meetings of the Association, of the SGA Council, and of the SGA Executive Board.

3. appoint all committee chairmen, except as otherwise provided in the description of committees elsewhere in the by-laws.

4. call special meetings of the Association, the SGA Council, and the SGA Executive Board.

B. The vice-president of the Association shall:

1. assume the duties of the president of the Association in his absence.

2. act as president of the freshman class until freshman class officers are elected.

3. becomes an ex-officio member of the Orientation Committee.

C. The co-treasurers of the Association shall:

1. in cooperation with the advisor of the SGA, the business manager of the College, the trustees of the Student Cooperative Association, and the SGA Finance Committee, be responsible for planning the disbursement of the student activity fees.

2. serve as custodians of all funds allotted to the Association itself as a spending-agency, and

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Presidential Viewpoint

By WILLIAM WASHINGTON



Last Wednesday, between the hours of 5 and 9 pm the SGA General Council ripped apart and revised the newly proposed constitution. The revisions were desperately needed, as the constitution was out of date.

Some of the benefits of the constitution are increased representation from all factions of the student body, the availability of the carry-over fund in the beginning of the fall semester in September, a new Orientation Committee, requirements for all organizations receiving funds to be chartered with the Student Government Association, and the clarification of many portions of the constitution. This is the best constitution, in my opinion, to be proposed to the Student Government Association.

October 30, 1973 will be the college-wide referendum. I urge each and every organization and each student-at-large to come out in support of this document.

Changes Outlined

By Raymond Nicastro

The new SGA Constitution will be placed on the ballot in a special election to be held on Oct. 30, 1973. Approval by the student body will mean immediate enactment of the Constitution.

The present Constitution was said to have been greatly outdated and not "truly representative of the student body" according to the SGA president, Mr. Washington claimed that the present Constitution had not been updated since 1960.

Some of the proposals included in his revisions are these. In the area of Finances, there would be an increase in the Excess and Deficiency Fund from the present three per cent to five per cent of the Working Fund. This fund is allocated to be spent during any given year for unanticipated needs. Also proposed is the elimination of the Class system of allocating funds. The old system set up a structure whereby each spending agency is placed into a category based on their particular function. For example the State Beacon fell into the category "Type B" — which consists of "those agencies whose constitutional purpose lies in the area of communications publications

(Beacon, Yearbook, Radio Station, etc.). Type B shall be budgeted for twenty (20) per cent of the Budgeted Fund." Other Fund Types include Type A — fixed account is allocated thirty-two (32) per cent, Type C — athletic competition and Type D — groups whose purposes are special interests such as the Student Art Association and Consumer Awareness Group.

Other changes were made in the elections by-laws, enlarging the Elections Committee from three to five members, providing for the ability of any member of the Association to run for SGA office, regardless of class distinction, and requiring that all officers upon assumption of office be in "good academic standing as specified by the college policy."

Another change was the deletion of the Assembly Committee because it had an allocated budget and should be accountable to the SGA as any other spending agency. They are now functioning as the Activity Programming Board. An Orientation Committee has been proposed to allow more time for preparation for summer Freshman orientation.

Constitution

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authorize all disbursements of all SGA funds.

3. make semi-annual reports to the SGA Council concerning the financial status of all spending agencies.

4. Serve as members of the Board of Trustees of the Student Cooperative Association without voting power.

Section 2 — VACANCIES

A. In the event of a vacancy in the office of the SGA president, the SGA vice-president will automatically assume the office of president.

B. Vacancies, other than for the office of president shall be filled by a majority of the SGA Council members present, considering receipt of recommendations of the Executive Board.

Article VIII

S.G.A. COUNCIL

Section 1 MEMBERSHIP

a. Any member of the Association, regardless of class distinction, may run for SGA offices.

b. Membership in the SGA Council shall be held by:

1. the officers of the SGA
2. the class officers of each class: Freshman, Sophomore, Junior, Senior shall have one vote each in the General Council. Each class is limited to four voting class officers in the General Council.
3. the past president of the SGA
4. the chairmen of all standing committees

5. One representative from the executive committee of each student publication.

6. one representative from the executive committee of each chartered organization.

7. one student from each academic department council shall be elected by the department council as representative to the SGA Council.

8. A member of a class may become a representative on the SGA General Council by submitting a petition containing 50 unduplicated signatures and Social Security numbers from the petitioners class to the Election Committee chairman. The term of office for all representatives shall run for one year; from the end of the last Association meeting of the spring semester, to the end of the last meeting of the following spring semester.

Section 2 — DUAL REPRESENTATION

No person shall have more than one vote on the General Council.

Section 3 POWERS AND DUTIES OF THE SGA COUNCIL

The powers and duties of the SGA Council shall be:

- a. to provide centralized administration of student

affairs in such matters as:

1. chartering student organizations

2. approving an annual Student Activity budget

3. approving all appropriations other than the SGA budget

4. approve all amendments to constitutions of all chartered organizations

5. supervise and hold accountable all organizations and committees that hold profit making activities

b. To function with the administration and faculty in the execution of programs beneficial to the college community, such as:

1. Athletics
2. Cultural Affairs
3. Faculty-Student Relations
4. Public Relations
5. Social Affairs.

c. To anticipate and assess long-range goals of the college community in relation to student needs.

Section 4 — MEETINGS

A. The SGA Council shall meet at least once a month during the college year, to be scheduled and publicized campus wide.

b. The SGA Council shall meet whenever a majority of the members present so desire.

c. Any member of the SGA can call a meeting by petitioning 1/5 of the SGA General Council.

Section 5 — ATTENDANCE

a. Every member of the SGA Council shall attend all meetings of the SGA Council with the exception that the SGA President may excuse a member from a meeting.

b. Two unexcused absences from meetings of the SGA Council in any college year shall be sufficient cause for dismissal under the following procedure: any SGA Council member absent twice without excuse shall be summoned to a hearing by the SGA Executive Committee, after which the Executive Committee may dismiss said member.

Article IX

Governing Rules

The SGA will be governed by the current Robert's Rules of Order whenever it is not in conflict with this Constitution and By-Laws.

BY-LAW 1

S.G.A. EXECUTIVE COMMITTEE

Section 1 — POWERS AND DUTIES

The Executive Committee shall:

a. Facilitate the transaction of business at SGA Council meetings by preparing an agenda for each meeting and providing all data necessary to complete discussion of all problems under consideration in the SGA.

b. Receive all requests for funds and make recommendations to the Finance Committee.

BY-LAW 2

ELECTIONS

Section 1 — ELECTIONS COMMITTEE

a. Membership

1. Chairman appointed by the SGA President with advice and consent of the Executive committee.

2. One delegate elected the previous Elections Committee from its membership at the end of its term of office

3. Five names for membership to the committee should be submitted to the Executive Board for approval by the Elections Committee Chairman.

b. Powers and duties

The Elections Committee shall:

1. In SGA elections and class elections:

a. direct primary and general elections

b. enforce election procedures as described in by-law 2, section 3 Election Procedures

2. In special elections:

a. Validate and conduct election returns and referendums.

Section 2 — OFFICE HOLDING IN S.G.A.

A. Qualifications

1. Any member of the Association, regardless of class distinction, may run for SGA offices.

2. The president, vice-president, and co-treasurers of the Association shall each:

a. have been on campus for at least two semesters.

b. is in good academic standing as set forth by college policy.

B. Assumption of office:

Newly elected SGA officers shall assume the total responsibility of their offices at the conclusion of old business at the final SGA Council meeting of the college year.

Section 3 — ELECTION PROCEDURES

A. Nominations:

1. Nominations for class and SGA officers shall be held at least two weeks prior to the date specified for the primary elections.

2. Nominations may be made at class meetings.

3. Nominations must be submitted in writing to the SGA Secretary at least two weeks prior to the date specified for the primary election.

4. Additional nominations for any office may be made

by the circulation of a petition. To place a name on the ballot such petitions must be:

a. signed by at least five per cent of the members of the Association.

1. for class office elections — 5% of a class must sign the petition.

b. filed with the secretary of the Association at least ten days prior to the day set for the SGA primary election.

b. Primary Election:

1. Primary Election shall be held two weeks prior to the date specified by the Executive Board for the General Election.

2. Primary Election shall be held for officers to which more than two nominations were made.

3. The two candidates receiving a plurality of the votes in the primary shall be awarded positions on the General Election ballot.

4. Reports of the primary elections results shall be filed by the Election Committee to the SGA Secretary at least thirteen days prior to the date specified for the General Election.

c. Date of Election:

The SGA Executive Board shall annually specify a day previous to April 1 as the date for the election of SGA officers and officers of the three upper classes for the ensuing year.

d. Voting:

1. Hours — polls must be open from eight-thirty to five o'clock.

2. Type of ballot — ballots must carry the names of all legally filed candidates; they must provide space for write-in votes.

3. Eligibility — voting shall be limited to those students whose names appear on the official class rosters; names must be checked at the time of voting by representatives appointed by the Elections Committee.

e. Counting and reporting election results:

1. In SGA and Class general elections, the chair-person of the Elections Committee shall be responsible for:

a. the completion of the counting of the ballots within twenty-four hours of the close of the polls.

b. the tabulation of the results in a form to be presented to:

1. the SGA President
2. the President of the College
3. the Dean of Students
4. the SGA secretary

2. Election returns shall be posted campus wide in the form of percentages.

f. Votes necessary for election:

1. A candidate receiving a majority of the votes cast for any SGA or class office shall be declared elected by the chairman of the Elections Committee.

2. In a case where no candidate for an office receives a majority, the Elections Committee shall conduct a run-off election between the two persons receiving the highest number of votes for the office. The person, having attained a plurality of the votes cast in the run-off, shall be declared elected by the chairperson of the Elections Committee.

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Constitution

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a. Write-in votes will not be accepted in the run-off.

3. Absentee ballots will be provided by the Elections Committee three days prior to the elections.

Section 4 RIGHTS OF THE CANDIDATES

Each candidate for offices has the right to:

a. receive his exact numerical election result for the office for which he has been a candidate, upon his own request to the chairman of the Election Committee.

b. Witness a recount requested of the chairman of the Elections Committee before June 1 in the year in which the election has taken place.

BY-LAW 3

STANDING COMMITTEES Section 1 - NAMES OF THE COMMITTEES

The following standing committees are considered essential to the execution of the functions of the SGA:

- a. Constitution
- b. Elections
- c. Finance
- d. Public Relations
- e. Student-Faculty Relations
- f. Orientation

Section 2 - METHOD OF ESTABLISHING THE COMMITTEES

a. The chairman of each of the standing committees, with the exception of the Constitution Committee, shall be appointed annually by the incoming SGA president with the advice and consent of the Executive Committee.

b. Committee members shall be appointed as follows:

1. Constitution - five members (two seniors, two juniors, and one sophomore) appointed by the SGA president with the advice and approval of the Executive Committee; members shall be appointed in all cases to serve for the duration of their college careers and they shall choose their own chairman annually.

2. Elections as described in by-law 2 on ELECTION.

3. Finance as described in by-law 5 on FINANCE.

4. Public Relations - not less than three members, appointed by the committee chairman.

5. Student-Faculty Relations five student members appointed by the SGA president with the advice and approval of the Executive Committee and three faculty members appointed by the President of the College.

6. Orientation to be appointed by the SGA President at the beginning of the spring semester. The committee will consist of at least five members.

Section 3 DUTIES OF THE COMMITTEES

A. Constitution Committee

this committee shall:

1. Review the constitution and by-laws of the SGA annually in an effort to keep the document currently accurate; a report of the annual review shall be submitted to the Executive Committee before May 15.

2. Give a written interpretation of phrases from the constitution and by-laws in the case of any questions referred to the committee concerning meaning; a file of such interpretation shall be maintained within the Constitution Committee to be used in subsequent interpretation.

3. Be available to assist campus organizations in the preparation of constitutions.

b. Elections Committee - see by-law 2 on elections.

c. Finance Committee - see By-law 5 on FINANCES.

d. Public Relations Committee - this committee shall:

1. In the matter of internal public relations within the college - work with the administration toward the maintenance and extension of communications and publicity on the campus; this will include regulation of elections publicity, publicizing all college announcements.

2. In the matter of external public relations outside the campus - serve as a student focus for relaying information to the public press in cooperation with the college Public-Relations Committee.

e. Student-Faculty Relations Committee - this committee shall serve in a consultative capacity for either the SGA or the faculty where areas of their respective jurisdictions are not clearly defined; their duties shall include:

1. Reviewing for either the SGA or the faculty, campus problems whose solution appears to be beyond the immediate province of the group submitting the problem.

2. Reporting a comprehensive statement of opinion to the body submitting the question.

f. Orientation Committee - specifically plan (with the advisor of the freshman class and appropriate administrative officials) for orientation of the September and February freshman in the affairs of the SGA.

BY-LAW 4

CAMPUS ORGANIZATIONS Section 1 - STATUS OF CHARTERED ORGANIZATIONS

Chartered campus organizations shall enjoy all privileges extended by the SGA and the College including:

a. requesting the use of Student Activities funds as a spending-agency.

b. functioning as chartered.

Section 2 - REQUIREMENTS FOR CHARTERING

The process for becoming a chartered organization on the William Paterson College campus requires:

a. Preparation by the organization of a constitution and by-laws.

b. Consultation between the applying group and the SGA Executive Committee concerning the documents referred to in (a)

c. Approval of the constitution and by-laws by 2/3's of the members present in an SGA Council meeting.

d. Acquisition of the approving signature of the College President on a charter issued by the SGA

e. Forwarding of the duly executed charter to the applying organization.

f. Deposit of a copy of the constitution and by-laws and official charter of the organization in the office of the dean of students and in the files of the secretary of the SGA.

Section 3 - CANCELLATION AND RELINQUISHING OF CHARTERS

a. Cancellation
1. Charters are subject to cancellation at any time by action of the SGA Council because of either of the following:

a. Membership has dwindled to a point which makes the aims and purposes of the organization unworkable.

b. Acts of the organization at the time constitute a denial of the purposes of the organization

2. Cancellation of a charter by action of the SGA Council shall require:

a. the filing of charges in the Executive Committee by a group of at least fifteen students, at least five of whom must be members of the SGA Council.

b. presentation of the charges to the offending organization by the Executive Committee at least one week prior to any other formal action.

c. opportunity for the organization to present its full case in an SGA Council meeting.

d. the affirmative vote of 2/3's of the members of the SGA Council present.

3. Notice of the cancellation or relinquishing of a charter must be documented by the SGA president and sent to the President of the organization, and this signed notice must be attached to the copy of the organization's charter in the official files of the dean of students.

b. Relinquishing of Charters
Charters may be voluntarily relinquished by the vote of 3/4's of the members of any campus organization so desiring.

BY-LAW 5 FINANCES

(Since New Jersey state officials act as the collecting agents for the bulk of funds of the Association, local autonomy in this area is limited. On campus, the President of the College has the ultimate responsibility for all financial matters, including those of the SGA and the Student Cooperative Association.)

Section 1 - DESCRIPTION OF FUNDS

a. Working Fund - the working fund of the Association is the total amount of the student activity fees collected semi-annually from each student upon registration.

1. Budgeted Fund - the part of the Estimated working fund that is allocated annually by the Finance Committee for the use of the spending agencies.

2. Excess and Deficiency Fund - that part of the working fund that is allocated annually to be spent during any given year for unanticipated needs. The excess and deficiency fund shall be five per cent of the estimated working fund plus any net student activity fees not estimated but realized.

b. Dedicated Funds - the dedicated funds of the SGA are those campus-wide funds outside the working fund, created with SGA approval for specific purposes and for which individual ledger sheets or individual accounts are set up within the general SGA checking account in order to maintain the current balances of these accounts.

c. Carry-over Fund - shall consist of those unspent monies of the working fund, except those so designated by the Student Cooperative Association, at the end of the fiscal year to be held for one semester to pay any outstanding bills of the previous year. At the start of the fall semester, the balance of the carry-over fund will be available for allocation upon the consent of the General Council.

Section 2 - FINANCE COMMITTEE

a. Membership - Members of the Finance Committee shall be recommended by the SGA Executive Committee and elected by the SGA Council. They shall serve for one year but may be re-elected. Members shall include:

1. Co-treasurers of the SGA, one of whom serves as chairman, to be elected by the members of the Finance Committee, without having a vote except in the case of a tie vote. The Co-treasurer who is not chairman shall have a vote.

2. Immediate past co-treasurers of the SGA, with voting power.

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Constitution

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3. Only one member from each class whom shall be a member of the SGA Council. None of the class representatives shall be members of the Executive Committee nor shall any of the class representatives be members of the same spending agency. The class representatives shall have voting power.

b. Powers and duties — the Finance Committee shall:

1. Make recommendations or take action on all SGA financial matters.

2. Procure from the college business manager before March 1 a statement of the ESTIMATED working fund for the ensuing year, in order to set up a student activities budget.

3. Establish an Excess and Deficiency Fund as required by By-Law 5, section 1 before any other stage in budget preparation.

4. Assume the responsibilities in budget preparation provided in by-law 5, section 3.

5. Throughout the college year make recommendations to the Executive Committee concerning any requests for unanticipated expenditures outside budgeted items. Recommendations for such expenditures, up to the amount available in the Excess and Deficiency fund shall be made to the SGA Council and approved by the SGA Council.

accordance with the policy stated under section 3.e. "Adopting and Publicizing the Final Budget."

6. Co-treasurers would approve the transfer of line items within any

spending-agency's budget up to the amount of \$200.

7. Evaluate and approve requests for the transfer of line items amounting to more than \$200.

c. Consultants

The adviser to the SGA and the treasurers of the Student Cooperative Association shall serve the Finance Committee in a consultant capacity.

Section 3 — STUDENT ACTIVITIES BUDGET

a. BUDGET Workshop

Each February the Finance Committee shall arrange a budget workshop for representatives of all spending agencies, at which time the spending agency representatives shall receive any instructions and materials required for budgeting.

b. Budget preparation — on the basis of workshop instructions each spending agency shall before March 10 compile an itemized budget for submission to the Finance Committee.

c. Budget hearings

1. A series of hearings shall be held by the Finance Committee during the months of March and April to consider the budgets presented by each of the spending agencies.

2. Each budget shall be reviewed by the Finance Committee for recommendation to the SGA Council on the basis of validity of needs; an agency's needs shall be considered in the light of maximum funds available and the needs of reviewed and yet-to-be reviewed organizations.

d. Publicizing the proposed budget

1. The proposed student activities budget, as recommended by the Finance

Committee, shall be posted in a conspicuous public place previous to the SGA Council session called for action on the budget.

2. Individual copies of the proposed budget shall be distributed to the SGA Council members at least forty-eight hours prior to the meeting at which approval is sought.

e. Adopting and publicizing the final budget

1. Adoption of the budget is dependent on SGA Council approval: the vote of three-fifths of those representatives present at a meeting where approval of the budget is under consideration shall constitute such approval.

a. Individual budgets may be appealed to the SGA General Council. Consideration of the appealing organizations shall be in light of maximum funds available.

2. Following Council action, the budget shall then be approved by the College President.

3. Annually the student activities budget in its final form, adopted by the SGA Council and approved by the College President, shall be printed in a spring and a fall issue of the campus publication.

4. The Finance Committee shall recommend the budgets for SGA Council approval before May 1.

Section 4 — THE CO-OP

a. Name and purpose
The co-op will act in the supervisory capacity of the Student Government Association in all fiscal concerns.

b. Trustees of the Co-op
1. The Board of Trustees, having assumed legal liability

for funds of the Co-op, are empowered by the charter "to collect, hold, and disburse all funds belonging to the SGA in accordance with the directions of the Council of the SGA. They shall have the power to appoint such persons as are needed to carry on the work of the corporation."

2. The Board of Trustees, according to the charter consists of six student members and six non-student members.

3. Student members of the Co-op Board of Trustees shall be elected annually for one year terms by the SGA Council at its final spring meeting.

4. Non-student members of the Board of Trustees are appointed annually by the President of the College.

5. The following are recommended annually as ex-officio members of the Co-op Board of Trustees

a. the co-treasurers of the SGA

b. a member of the freshman class selected by the vice-president of the SGA.

c. Nature of the Co-op funds
The funds of the Co-op represent:

1. The accumulation of unused Working Fund balances deposited annually at the close of the college year in the account of the corporation.

2. Income from enterprises in which the Co-op participates

3. Dedicated funds set aside by special groups

4. Working Fund in any given year.

d. Relations between the Co-op and the SGA

1. Fiscal policy

a. As provided by the corporate laws of the Student Co-op, policy concerning the collecting holding, and

disbursing of the Working Fund is determined by trustees of the Cooperative as the corporate by-laws interpreted by the trustees of the Cooperative, proper concerning the disbursing of the Working Fund determined by the Finance Committee and the Council.

b. The disbursement of Funds outside the Working Fund shall be proposed to Board of Trustees of Cooperative by a no less three-fifths majority vote of the SGA Council. The trustees shall then according cooperative procedure approve their disbursement.

c. The College President administers SGA funds through the Cooperative according to Cooperative procedure. If there is lack of agreement between the SGA and the Co-op trustees re-affirmation of the proposal by a vote of no

more than two-thirds of members present of the Council shall constitute request that the action of Co-op trustees be reviewed by the College President.

2. Reporting
Annually at the SGA Council April meeting a comprehensive financial statement of the Working Fund Paterson College Cooperative Association shall be read

to the Council by the trustees of the Co-op.

3. Recommendations
SGA recommendations concerning Co-op procedure and policy shall be approved by the SGA Finance Committee and shall be transmitted to the Co-op Board of Trustees through the chairman of the Finance Committee.

Vote On The New SGA Constitution And By-Laws

This Tuesday Oct. 30

In Raubinger Lobby