



Bylaws

Below are the bylaws of the Student Government Association of Westchester Community College as enacted by the Senate or Executive Board.

A. Club Budget Usage

- a. Clubs should use their given funds per their mission statements.
- b. Clubs should adhere to the budget and purchase polices found in the club policies procedures manual. This manual can be found online at sunywcc.edu/clubs.
- c. Clubs who will not spend their budgets in their entirety should inform the Student Government Treasurer. The monies that a club/organization does not plan to use will be returned to the SGA for the Finance Committee to reallocate as they deem appropriate.
- d. No club recognized by the Student Government Association shall receive more than \$10,000 for their initial budget allocation. Clubs may request additional funds in the fall semester after initial allocations have been made by the Finance Committee. WARY Radio and the Alpha Iota Omicron Chapter of the Phi Theta Kappa Honors Society shall be exempt from this rule. The Alpha Iota Omicron Chapter of the Phi Theta Kappa Honors Society and WARY shall receive no less than \$20,000 so long as they maintain their status as a five-star chapter.

Approved by Senate on March 18, 2013

Last amended by Senate on December 4, 2014

B. Surplus Money Bylaws

- a. It shall be at the discretion of the Executive Board as to how to allocate the remaining funds left over from clubs at the end of the fiscal year.

Approved by Senate on December 12, 2013

C. Club Requirements & Status

- a. Club Requirements
 - i. In order to maintain their recognition in the Student Government Association, clubs must:
 1. Register the club with the Department of Student Involvement
 2. Have at least three (3) club officers, to include a: President, Vice President, and Student Administrator (would assume both treasury and secretarial roles). One person in a club cannot hold two officer positions in the same club at one time.

3. Submit a list of officer names and emails to the Student Involvement Department each semester, or when there is an officer change.
4. Attend and at least two (2) club council events and officer training session.
5. Have an updated copy of the club constitution on file with the Student Involvement Department. These files must be digital.
6. Meet at least twice per month.
7. Host at least one on-campus (at any campus) event a semester that is open to the entire student body.
8. Have membership open to any student that wants to join, with the exception of the honor societies, which may require students to have a specific GPA.

b. Club Status

- i. At the end of each semester, the SGA Vice President shall determine if clubs have completed their requirements. The SGA Vice President will use this data to recommend the status of each club for the next semester. The recommendations of the SGA Vice President must be presented to and approved by the Senate.
- ii. Clubs will be assigned one of the below statuses with the SGA:
 1. Active:
 - a. Definition: The club has completed all club requirements.
 - b. Outcome: (1) The club has all rights and privileges of an SGA club.
 2. Probation:
 - a. Definition: Club is missing one or more club requirements.
 - b. Outcome: (1) The club is on formal warning that they have not completed all the club requirements; (2) the club has all rights and privileges of an SGA club.
 - c. How to Change Status: Clubs must meet all club requirements by the end of the semester in which they are placed on probation. If a club does not meet all the requirements by the last day of the academic semester in which they are on probation, the club may become inactive (if they are missing two or more requirements), be placed on probation for another semester, and/or receive sanctions from the SGA Senate.
 3. Inactive:
 - a. Definition: Club failed to meet all club requirements after probationary period.
 - b. Outcome: (1) The club loses all rights and privileges of an SGA club; (2) All funding will be returned to the SGA Finance Committee.

- c. How to Change Status: Inactive clubs can regain active or probationary status by following the guidelines for creating a new club as outlined by the Department of Student Involvement in conjunction with the SGA

Approved by Senate on December 12, 2013

Last amended by Senate on May 4, 2017

D. Standards and Ethics of Westchester Community College Clubs

- a. All clubs, officers, and members must follow the student code of conduct.

Approved by the SGA Senate on December 12, 2013

E. Finance Committee Conduct and Procedures

Members of the Finance Committee:

- a. Shall present evidence-based conclusions, concerns and opinions regarding financial matters presented to the committee.
- b. Shall treat fellow members of the committee and the Student Government Association with civility and respect.
- c. Shall come to all committee meetings prepared with notes, questions, and/or comments.
- d. Shall be prohibited from deliberating, discussing or voting on issues pertaining to clubs, which he or she is associated with.

Approved by the SGA Senate on October 10, 2013

F. Elections Policies & Procedures

1. Date of Elections

- a. Executive Board: Elections for the SGA Executive Board shall occur during the first full week of April.
- b. Senator: Elections for SGA Senator shall take place after the fall Involvement Fair.

2. Eligibility of Candidates for Elective Office

- a. Candidates for office must meet the following criteria:

- i. Senators:

- a. Must be in good judicial and academic standing at the College.
 - b. Have paid the student activity fee.

- ii.

- Executive Board:

- a. Must be in good judicial and academic standing at the College.
 - b. Be enrolled in six (6) or more credits for the semester you are a candidate **AND** be enrolled in at least six (6) or more credits for the fall of your term.

- c. Have paid the student activity fee.
- d. Have and maintain a minimum grade point average (GPA) of 2.5*

*Candidates in their first academic semester will still be eligible to run for Office, but will be required to have a 2.5 GPA upon completion of their first semester.

- b. A candidate may run for only one office at a time.

3. Nominations

- a. Candidates will be required to submit the Candidate Nomination Form.
- b. Forms will need submitted to the Department of Student Involvement by the stated deadline. There will be no exceptions to this rule.
- c. The Director of Student Involvement will be responsible to certify and notify each student who meets the necessary criteria that they are official candidates to hold office.

4. Campaign Rules & Regulations

- a. Candidates may only have current Westchester Community College students campaign on their behalf. Family members of candidates, and non-WCC students are prohibited from campaigning.
- b. Campaign posters/ flyers may only be placed on campus bulletin boards except those with a special purpose. Candidates may not post on glass, directly onto walls, on doors, outdoors, etc. All posters **MUST** be approved by Student Involvement before it is posted.
- c. All campaign materials may not put the opposing candidates in a negative light and may not be vulgar in any way.
- d. Candidates are also prohibited from campaigning in computer labs, this includes hanging flyers or discussing the election in these areas.
- e. Candidates may not disrupt any classes, on-campus events or activities when campaigning, unless approved by the Professor or event organizer.
- f. All campaign materials must be removed before the voting polls close. This includes all posters, fliers, and other printed materials.
- g. **Any information or data relevant to elections, obtained by a candidate through a school resource must be shared with the other candidates.**
- h. **Elections should be encouraged to be more of a school wide effort with engagement with faculty and staff.**

5. Campaign Violations

- a. Any student may submit a written letter of complaint if they feel a candidate has violated the campaign practices. All complaints must be submitted in writing to the Department of Student Involvement.
- b. The SGA Executive Board will be responsible for hearing any allegations of unethical campaign practices with advisement from the Director of Student Involvement. The SGA Executive Board may issue sanctions to candidates up to and including removal from the election. Executive Board members who are candidates in the election may not vote or enter into debate on these matters.
- c. Failure to adhere to any rules or regulations of campaigning may result in sanctions being issued to a candidate which may include disqualification from the election as determined by the SGA Executive Board.
- d. Any candidate who feels he/she did not receive a fair hearing may request, in writing, for an appeal. Requests for appeals should be sent to the Director of Student Involvement.

6. Voting Procedures

- a. Elections will be held on *MyWCC*.
- b. Officers shall be elected by a plurality of total votes cast.
- c. Candidates are prohibited from watching another student cast a vote.
- d. Candidates may encourage students to vote for them, but they may not ask other students to use a candidate's personal computer to cast a vote for them.
- e. In the event of a tie of an election, runoffs are within the jurisdiction of the SGA Secretary after consultation from the Director of Student Involvement.

7. After Elections Procedure

- a. **The Secretary and Director of Public Relations shall keep a record of what election practices worked and what others failed, in order to provide guidance to the next Secretary through the elections process and to continuously improve student turnout and engagement in SGA elections.**

*Approved by Senate on October 10, 2013
Last amended by Executive Board on April 30, 2020*

G. Officer Attendance

- a. *Executive Board.* Executive Board Members may not miss more than three (3) meetings of Executive Board due to an unexcused absence.
- b. *Senate.* Senators may not miss more than two (2) Senate meetings due to an unexcused absence.
- c. *Finance Committee.* Finance Committee members may not miss more than one (1) meeting of the Finance Committee due to an unexcused absence.
- d. Individuals who arrive late to two or more meetings will be given a late on their record. Being late is defined as arriving to a meeting after it has been called to order.
- e. It is the responsibility of the Chair of each of the mentioned committees to determine if an absence is excused or unexcused. The Chair is also responsible for enforcing these guidelines and notifying the SGA President if and when a member violates the attendance policy for possible sanctioning, including removal.

Approved by Senate on December 12, 2013

H. Special Elections for Student Government Senators

- a. Special Elections for Senators will take place if and only if the Senate falls below the minimum requirement for representatives.
 - a. Rules for special elections of Senators are that each voting member of the Senate will cast one vote for each open seat. Any student may submit their name to represent the student body in a special election.

Approved by Executive Board on January 8, 2014

I. Student Government Funded Initiatives

- a. College sponsored programs funded by the Student Government Association cannot use funds to pay advisors. Individuals running college sponsored programs funded by Student Government Association shall not receive stipends for their services.

Approved by Executive Board on September 24, 2015