

SUNY Westchester Community College

Student Government Association

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 policies 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. Clubs recognized by the Student Government Association can request up to \$5,000 for their initial budget allocation for each semester. Any requests for more than \$5,000 will not be reviewed by the finance committee, thus no funds will be provided. Clubs may request additional funds through the additional allocation process throughout each semester.
- e. Clubs recognized by the Student Government Association can request up to \$2,500 for each additional allocations. Any requests for more than \$2,500 will not be reviewed by the finance committee, thus no funds will be provided.
- f. If clubs have the funds for an off-campus trip and have not met the requirement of hosting three (3) on-campus events, they are prohibited from using said funds.
- g. Clubs are prohibited to use and ask for funds for the usage of pinning ceremonies and graduation celebrations.
- h. Clubs cannot exceed \$200 on prizes and/or incentives per event, and individual prizes and/or incentives cannot exceed 75% of the current full-time Student Activity fee unless otherwise approved by the Finance Committee.
- i. Clubs cannot exceed these amounts on merchandise per item: \$30 on sweatshirts or jackets, \$20 on t-shirts and other apparel, and \$10 on non-apparel. If any merchandise exceeds this amount, the club can pay the difference with FUF funds or the individual receiving the item can pay the difference.
- j. Requests for meals reserved for club E-Board meetings will not be funded.
- k. Speaker / Presenter / Special guest gifts cannot exceed \$50.
- l. A club must provide quantitative proof on how existing funds will be used if they are submitting an Additional Allocation form.

Approved by Senate on March 18, 2013
Last amended by Senate on April 16, 2026

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. Clubs officers will have a limit of two-years or four semesters of service. Club officers who have reached their term limit can still be a member of a recognized club.
 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 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
- 4. Dissolvement
 - a. Clubs that remain inactive for two consecutive academic semesters shall be subject to dissolvement. Upon dissolvement, the club shall no longer be recognized as an SGA-affiliated organization and must reapply through the new club registration process in order to regain status.
 - b. Extensions to prevent dissolvement may be granted at the discretion of the Department of Student Involvement under extenuating circumstances.

Approved by Senate on December 12, 2013
Last amended by Senate on April 16, 2026

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

- a. Members of the Finance Committee:
 - i. Shall present evidence-based conclusions, concerns and opinions regarding financial matters presented to the committee.
 - ii. Shall treat fellow members of the committee and the Student Government Association with civility and respect.
 - iii. Shall come to all committee meetings prepared with notes, questions, and/or comments.

- iv. Shall be prohibited from deliberating, discussing or voting on issues pertaining to clubs, which he or she is associated with.
- v. Shall adhere to the following procedures when allocating funds to a club.
 - 1. Consider budget requests for an off-campus trip only if the club has hosted or plans to host three (3) on-campus events in the current semester in which they are requesting funds. If the funding request is for the next semester, the committee will make an allocation based on the club's activity during the current semester. The on-campus events must be registered with the Department of Student Involvement and open to any WCC student.
 - 2. Allocate funds for the purchase of food for a club meeting up to three (3) times per semester. This does not include snacks (assorted chips, pretzels, candy, etc.) or water.
 - 3. Allocate funds for "Food and Drink" for an event based on specifications provided by the club, such as an itemized list including quantities and prices of each food item. When it is determined that a club's request lacks sufficient detail, the committee will act accordingly:
 - a. For amounts under \$150, the amount allocated by the committee will equal the amount requested by the club.
 - b. For amounts exceeding \$150, the amount allocated by the committee shall be no more than \$150.

Approved by the SGA Senate on October 10, 2013
Last amended by Senate on April 17, 2025

F. Elections Policies & Procedures

- a. Date of Elections
 - i. Executive Board: Elections for the SGA Executive Board shall occur during the first full week of April.
 - ii. Senator: Elections for SGA Senator shall take place after the fall Involvement Fair.
- b. Eligibility of Candidates for Elective Office
 - i. Candidates for office must meet the following criteria:
 - 1. Senators:
 - a. Must be in good judicial and academic standing at the College.
 - b. Have paid the student activity fee.
 - 2. 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.

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

c. Nominations

- i. Candidates will be required to submit the Candidate Nomination Form.
- ii. Forms will need to be submitted to the Department of Student Involvement by the stated deadline. There will be no exceptions to this rule.
- iii. 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.

d. Campaign Rules & Regulations

- i. 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.
- ii. Social media campaigns must be approved by the Student Government Association.
- iii. 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.
- iv. All campaign materials may not put the opposing candidates in a negative light and may not be vulgar in any way.
- v. Candidates are also prohibited from campaigning in computer labs, this includes hanging flyers or discussing the election in these areas.
- vi. Candidates may not disrupt any classes, on-campus events or activities when campaigning, unless approved by the Professor or event organizer.
- vii. All physical campaign materials must be removed before the voting polls close. This includes all posters, fliers, and other printed materials.
- viii. Any information or data relevant to elections, obtained by a candidate through a school resource must be shared with the other candidates.
- ix. Elections should be encouraged to be more of a school wide effort with engagement with faculty and staff.
- x. Members of the Executive Board and Senators can never directly endorse a candidate.
- xi. Clubs and organizations are prohibited from directly endorsing candidate(s). If a club wishes to share information about candidate(s) on social media, they must notify the SGA to post any campaign-related content.

e. Campaign Violations

- i. 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.
 - ii. 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.
 - iii. 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.
 - iv. Any candidate who feels they 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.
- f. Voting Procedures
 - i. Elections will be held on MyWCC.
 - ii. Officers shall be elected by a plurality of total votes cast.
 - iii. Candidates are prohibited from watching another student cast a vote.
 - iv. not ask other students to use a candidate's personal computer to cast a vote for them.
 - v. 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.
- g. After Elections Procedure
 - i. 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 18th, 2024

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 an unexcused absence on their record. Being late is defined as arriving at 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.
 - i. 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

J. Green Initiatives Bylaw

- a. At the beginning of each academic year, the SGA must determine if they would like to activate the Green Ad Hoc Committee. The Green Ad Hoc Committee is established for environmental initiatives on campus to actively fight climate change and educate the campus at large about environmentalism. The Green Ad Hoc Committee may request up to \$1,000 with approval from the SGA Executive Board to further their efforts. This allocation will stay active as long as the Student Government Association meets the following requirements:
- b. In order to maintain the allocation for the Committee, they must
 - i. Assign at least one (1) member of the Senate to chair a Green Ad Hoc Committee and at least one (1) student at large to serve on the committee.
 - ii. Assign at least one (1) member of the Senate to serve on the Faculty Environmental Committee.
 - iii. Hold an educational panel at least once per semester.
 - iv. Provide semesterly progress reports.
- c. If, by the end of the third senate meeting of the academic year, there is no demonstrated interest by any student in a Green Ad Hoc Committee, the allocation will be immediately reduced by half, in the case that the committee is established afterward.
- d. At the end of each semester, the SGA President shall determine if the requirements have been completed. The SGA President will use this data to recommend the continuity of this allocation.

K. Senator Liaison Positions Bylaw

- a. Serving as a liaison is a mandatory responsibility of all senators. After senators commit to their committees of choice, they must select one of the following positions to serve as a liaison for a division or department at the college
- b. Liaison positions
 - i. No more than one senator can be a liaison for the same position unless indicated below.
 - ii. The liaison positions will be as follows:

Liaison Position	Number of Positions
Academic Affairs	One minimum, five maximum
Diversity, Equity, Inclusion, and Accessibility Including SGA DEIA Committee	One
Enrollment Management Including: Admissions, Financial Aid, Registrar, Onboarding	One
Environmental Sustainability Including SGA Green Committee and Faculty Senate Environmental Committee	One
Faculty-Student Association Including: Bookstore and Dining	One
Facilities	One
Faculty Senate Representatives	Two
Information Technology	One
Security	One
Student Life Including: Athletics, Health Services, Mental Health and Counseling Services, Student Involvement, Student Rights and Responsibilities, Student Support Services	One
Student Success Including: Opportunity Programs, Academic Counseling, Accessibility Services	One

- c. Selection procedure
 - i. Senate liaisons will be selected by the executive board and made to submit their interest in the above areas. Senators will be given the opportunity to explain their choices if they desire to do so.

d. Liaison duties

- i. All senate liaisons must meet with the heads of each department at least once a month. Following these meetings, liaisons shall share relevant issues identified by the Student Government or the department. After their meetings, they will inform the rest of the student government executive board and senate on any updates.
- ii. Serving as a liaison is in addition to a senator's existing committee responsibilities
- iii. Senators must keep their advisor informed of communications with department heads by ensuring they are copied on all emails.

e. Liaison Violations

- i. If a senator fails to fulfill this 'once a month' meeting criteria due to their own actions they shall receive a warning from the Executive Board.
- ii. A repeat offense will result in possible removal.

Approved by Executive Board on September 23, 2025