

WAGNER COLLEGE

STUDENT GOVERNMENT ASSOCIATION

SGA Constitution

We, the students of Wagner College on Staten Island, New York, in order to form a more representative, unified and responsible Student Government, to provide close cooperation, communication, and commitment between ourselves and the Board of Trustees, Administration, Faculty and Alumni, and to encourage participation in campus governance and the college community, establish the constitution.

Article I: Introduction

Section 1 – The name of this institution shall be the Wagner College Student Government Association, hereafter referred to as SGA.

Section 2 – The SGA shall represent the student body, which consists of all full-time and part-time undergraduate students who are registered at Wagner College, and shall exercise its authority through the constitution as hereinafter provided.

Section 3 - The governing structure of the SGA shall consist of two distinct areas: Executive and Legislative. No person serving in one of these areas shall exercise any power properly belonging to the other, except as hereinafter expressly directed or permitted.

Section 4 - The SGA shall be the highest ranked organization of the student community, overseeing all other student organizations on campus.

Article II: Meetings

Section 1 – Regular meetings shall consist of a joint session between the Executive Board and the Senate, and adhere to the guidelines outlined by Robert’s Rule of Order. Meetings should be scheduled prior to the start of each semester. The frequency is up to the discretion of the Executive Board, however, it is suggested to alternate every other week.

Section 2 – Club Congress should be hosted a minimum of twice a month, organized by the VP of Communications and the SGA President. Scheduled meetings should be administered to the Club Representatives and any other relevant members prior to the start of each semester. It is suggested that Club Congress be held bi-monthly, on alternating days so that clubs that cannot attend one week, will be able to attend the other. Club Representatives can only represent a maximum of two different clubs.

Section 3 – The Executive Board shall meet once per week at the discretion of all qualified members and the SGA Advisor(s).

Article III: The Executive

Section 1 - Membership of the Executive Board shall consist of the SGA President, Vice President, Vice President for Finance, Vice President for Communications, and Chief of Staff.

1. The SGA President, SGA Vice President, Vice President for Finance, and Vice President for Communications shall be elected in accordance with the rules and bylaws outlined in Article VII and set out by the SGA committee on elections.
2. The Chief of Staff shall be appointed to the Executive Board through an application process. The application should be administered to the Senate first, then to other individuals who are deemed appropriate with consent from the Advisor(s), within or before the first three weeks of the fall semester.
3. The Advisor to the SGA may attend Executive Board meetings for purposes of observing SGA operations. The Executive Board retains the right to hold closed-session meetings as they see fit.

Section 2 – The qualifications of all Executive Board members shall be:

1. To be a full-time undergraduate student.
2. To have a minimum cumulative grade point average of 2.7.
3. To be present for all SGA meetings and all meetings of the Executive Board. Those who cannot be present and make the commitment should not run for the Executive Board. Different circumstances are allowed to be approved or denied at the discretion of the Executive Board and Advisors.
4. To perform all duties and responsibilities as outlined in Article III, Section 4, Subsections 1 through 6.
5. To be in good standing with Wagner College and its relevant departments. Should a board member be found guilty of misconduct detrimental to the SGA name, he/she must vacate the office effective immediately. On conditional basis, the impeached member may be consulted on topic by topic basis, but must be aware they no longer represent the SGA and should not act as such.

Section 3 - The SGA Executive Board shall have such authority and power as is necessary to provide leadership and to execute the policies and programs of the Senate and established campus-wide events, but shall remain subject to the final authority of the Senate, and, except by Presidential Power of Veto, in no way usurps the legislative function of the Senate.

Section 4 – The Executive Officers’ Duties and Responsibilities

1. The duties and responsibilities of the SGA President shall be:
 - a. To call all regular sessions of the SGA as required in Article II, Section 2.

- b. To call all Special Sessions (meetings with any number of representing bodies to discuss urgent matters or matters not formerly addressed in this constitution) as seen fit.
 - c. To co-lead all Club Congress meetings with the VP of Communications.
 - d. To sign or veto legislation. Legislation that is vetoed may be passed over by a two-thirds majority vote in the General Assembly.
 - e. To represent the SGA in an official ceremonial function whenever the need shall arise.
 - f. To be responsible for all actions within the SGA while overseeing the full implementation of the SGA Constitution, bylaws, and legislation.
 - g. To create AdHoc committees by Executive Order as seen fit, subject to the approval of the Senate.
 - h. To serve as an Ex-Officio (non-voting) Member of all Senate Committees.
 - i. To coordinate with the Vice President of Communications to plan and chair a campus-wide Town Hall Meeting at least once per semester to address any and all campus-wide issues that may arise.
 - j. To serve the interest of the Student Body of Wagner College above all else.
2. The duties and responsibilities of the SGA Vice President shall be:
- a. To preside at meetings of the SGA and the Executive Board in the absence of the SGA President.
 - b. To act as the President of the SGA Senate as per Article IV, Section 12.
 - c. To represent the SGA in an official ceremonial function whenever the need shall arise if the President is absent.
 - d. To oversee office transition for resigning members of the Senate and Executive Board as per the impeachment process.
 - i. To bring Senators who have not fulfilled their duties to the attention of the Executive Board for removal from Senate
 - e. To serve the interest of the Study Body of Wagner College above all else.
3. The duties and responsibilities of the Vice-President of Finance shall be:
- a. To serve as the Chairperson of the Student Activity Fee Allocation Committee (SAFAC).

- b. To oversee the SAFAC Budget Allocation Process.
 - c. To make recommendations on all financial matters to SGA and the Executive Board.
 - d. To report to the SGA Senate twice a semester on the overall status of the SGA Budget.
 - e. To have signing power on all checks for SGA accounts.
 - f. To maintain files on all financial affairs of SGA, including a detailed outline including dates and timelines for the budget process for each fiscal year.
 - g. To have the power to suspend a club's budget with a majority vote of the Senate.
 - h. To work with the power to suspend a club's budget with a majority vote for the Senate.
 - i. To work with the Wagner College Business Office to ensure accurate and quality tracking of student organization accounts.
 - j. To serve as the de facto liaison to all parties requesting funding from the SGA.
 - k. To have a working knowledge of the guidelines for expenditures set forth in the SAFAC Handbook.
4. The duties and responsibilities of the Vice-President of Communications shall be:
- a. To keep accurate permanent records (minutes and attendance) of all general SGA meetings and all Executive Board meetings for the use of the SGA.
 - b. To preside at meetings of the General Assembly and the Executive Board in the absence of the SGA President, Vice President, and Vice President for Finance.
 - c. To keep a record of all correspondences generated through SGA.
 - d. To work with the Chief of Staff on facilitating the SGA Community Service requirements.
 - e. To facilitate all communication between the SGA President, Vice President, Student Body and Senior Staff.
 - f. To manage the records of all member organizations as required by SGA bylaws.
 - g. To distribute the minutes of the general SGA meetings no later than the next SGA meeting.
 - h. To serve as the manager of all SGA social media accounts.
 - i. To serve the interest of the Student Body of Wagner College above all else.

5. The duties and responsibilities of the Chief of Staff shall be:
 - a. To ensure that the agenda set by the President, prior to the meeting, is carried out.
 - b. To oversee and coordinate the SGA Executive Branch.
 - c. To facilitate coordination and communication between the SGA President and SGA.
 - d. To work with the VP of Communications on facilitating the SGA Community Service requirements.
 - e. To help organize all external events: SGA Retreat, Executive Board Retreat, Senior Week, etc.
 - f. To ensure that tasks and projects assigned to the Executive Staff are completed efficiently and in a manner that best represents the SGA.
 - g. To work with the SGA President to conduct Executive Staff performance evaluations.
 - h. To complete other duties as assigned by the President.
 - i. To serve the interest of the Student Body of Wagner College above all else.

Article IV: The Legislative

Section 1 – All legislative powers, except as otherwise specifically provided, shall be vested in the General Assembly of the SGA. The General Assembly shall be the one official group that shall identify student opinion and formulate student policies.

Section 2 – The General Assembly consists of three houses: the Executive Board, elected directly by the general population of the college and appointed by their peers; the Senate, made up of elected representatives within the Senate, and the Club Congress, made up of SGA recognized clubs or organizations representatives.

Section 3 – The membership of the Senate shall consist of 15 elected Senate seats to be apportioned as:

1. Topic Senators (the Executive Board reserves the right to assign specific tasks and assignments relevant to the topics; all senators are able to create proposals outside of their specific topics)
 - a. Communications Senator: in charge of making flyers and other publications for SGA related events, sits on the Toilet Times board, assists the VP of Communications in all necessary duties.
 - b. Finance Senator: aids the VP of Finance in organizing and maintaining records, acts as a resource to clubs and individuals with questions and concerns, actively works to understand the financial status of Wagner (i.e. meetings with the Finance office)
 - c. Academic Affairs Senator: advocates for academic issues, works to help educate the student body on registration, classes, and other relevant information, actively meets with the departments pertaining to this topic
 - d. Commuter Relations Senator: efforts are focused on increasing commuter inclusivity on campus, organizes programs for commuters
 - e. Dining Services Senator: acts as the foundation of communicating with dining services, filters complaints, and works with the head of Dining Services to foster proposals and transparency between the student body
 - f. Diversity and Inclusion Senator: acts as a resource for students interested in learning outlets that pertain to diversity and inclusion, works on SGA's efforts in regards to diversity and inclusion (i.e. work with the SGA President on Social Justice Panels/Events)
 - g. Health and Wellness Senator: actively meets with the head of the Health and Wellness Center, communicates the offices offerings to students, oversees SGA's efforts to advocate for improvements related to health and wellness on campus (i.e. Mental Health Awareness events)
 - h. Residential Education Senator: actively meets with the Office of Residential Education, advocates for issues related to residential education and is another liaison between Residential Education and the student body.

- i. Campus Operations and Safety Senator: advocates for campus safety, works with Public Safety and other relevant departments, actively meets with the head of Public Safety
 - j. Sexual Assault Advocacy and Awareness Senator: works to help students understand Title XI, works alongside Executive Board members to organize and facilitate events meant to create awareness
 - k. Sustainability Senator: advocates for sustainability on campus, in charge of a Sustainability Committee (consisting of those in or outside of the Senate) meant to enact projects, proposals, and policies to enrich Wagner's Sustainability
2. Grade Based Senators
- a. Three Freshmen (to be elected by the end of September in the fall term)
 - b. One Senior: designated Senior Senator responsible for chairing with the Chief of Staff on organizing and facilitating Senior Week and the Senior Week Committee.

Section 4 – Membership of the Club Congress shall consist of one representative from every fully-recognized Member Organization of SGA. All Member Organizations must be approved by a two-thirds majority vote of the entire Senate. Member Organizations shall be defined by and shall fulfill the following guidelines:

- 1. Students attending Wagner College are free to form groups based upon common beliefs and interests to express their views through these organizations as permitted by their constitution and the guidelines set in the Student Bill of Rights.
- 2. Organizations desiring to use College facilities and receive funding for their activities and meetings must be recognized by the SGA.
- 3. The General Assembly has the power to grant or suspend recognition to student organizations if it is found they are not following their mission statement outlined in their approved constitution. Members of Club Congress, Senate, or the Executive Board are allowed to raise concerns regarding other organizations. This can then be addressed further in closed-meetings between the Executive Board and SGA Advisors. To become recognized, each proposed Student Organization must file the following information with whatever means the SGA uses:
 - a. a. The name of the organization.
 - b. b. The names of all members, titles of officers, and faculty/staff advisor.

4. A club must have 10 members to petition to be SGA recognized, as well as a constitution.

Section 5 – The qualifications for Student Senators shall be:

1. To be a full-time undergraduate student.
2. To have a minimum cumulative grade point average of 2.7.
3. To not hold a position in any other bodies of the SGA General Assembly unless otherwise permitted.
4. Must attend all Senate meetings. Senators are allowed to miss no more than two meetings per semester. Any absences after two will be reviewed by the Executive Board and Advisors. The Executive Board reserves the right to ask senators who do not meet the qualifications to step away from SGA. The Executive Board also reserves the right to make special accommodations for individual senators depending on individual circumstances (RA, family death, etc.)
5. Must fulfill two office hours per week.

Section 6 – The qualifications for Club Congress Representatives shall be:

1. To be a full-time undergraduate student.
2. To be present for all Club Congress Meetings and Town Halls. Only two absences per Club per semester.
3. To maintain a minimum 2.5 GPA.
4. Cannot represent more than two organizations within a single Club Congress meeting.

Section 7 - In all cases of vacancies in the Student Senate, except where otherwise noted in the Constitution, a new member shall be appointed by the current Senators through an open application process. The Senate will appoint a single Senator Chairman of the search committee of that caucus, as confirmed by a simple majority vote of the Senate. The caucus will accept applications for a period of time to be set by the search committee chairperson. The caucus shall convene to interview the prospective candidates at a time and place of their choosing. After interviewing all applying candidates, the caucus shall vote on the recommendation of a new senator.

Section 8 - The Student Senators will develop, with the Executive Board and the SGA Advisor, and sign a contract outlining their expectations and duties at the beginning of their term. Failure to comply with the duties outlined in the contract will result in immediate removal, unless extreme circumstances mandate otherwise.

Section 9 - An impeachment of a Student Senator or Club President may be initiated under the same rules as the impeachment of Executive Officers, with the provisos given, under Article VI.

Section 10 - The Student Senate shall represent the student body by exercising the power:

1. To identify student attitudes and formulate student positions.
2. To promote the welfare of the student body.
3. To act as a liaison between the student body and the College Administration, facilitating a smoother flow of information between said groups.
4. To establish special committees as are needed to perform its necessary and proper functions.
5. To elect such internal officers it deems necessary and which are not provided for in this constitution.
6. To establish such bylaws and procedures as are necessary for the proper functioning of the Student Senate by two-thirds (2/3) vote of those present and voting.
7. To take all action, which shall be necessary and proper for exercising the foregoing powers, and all other powers vested by this Constitution in the SGA Student Senate.
8. To label derelict Member Organizations inactive when deemed necessary and proper by a simple majority vote.
9. To impeach Executive Officers and its own members as outlined in the Impeachment procedures in Article VII of this Constitution.
10. To override the President's veto by two-thirds (2/3) vote of the Senate present and voting at any meeting of the Senate, but no longer than two Senate meetings after the veto.
11. To serve the interest of the Student Body of Wagner College above all else.

Section 11 - The Club Congress shall represent the student body by exercising the power:

1. To represent the wishes and opinions of the member organizations that they have been selected to represent.
2. To promote the welfare of the member organizations that they represent.
3. To be the primary body to participate in the apportionment of new seats to the Club Congress as to better represent the views and interests of the student body.
4. To elect such internal officers it deems necessary and which are not provided for in this Constitution.

5. To report to their member organizations on the decisions, announcements, and events that SGA have announced.
6. To vote on any issue that may arise, with each representative of the Council having one vote.
7. To override a Senate table by two-thirds (2/3) majority vote.
8. To take all action, which shall be necessary and proper for exercising the foregoing powers, and all other powers vested by this Constitution in the SGA General Assembly.
9. To act as a jury in the case of Impeachment of SGA officers as outlined in the impeachment process (Article VII).
10. To override the President's veto by two-thirds (2/3) vote.
11. To serve the interest of the Student Body of Wagner College above all else.

Section 12 - All meetings of the Student Senate shall be open to the public unless the Student Senate enters into closed sessions by two-thirds (2/3) consent and votes by two-thirds (2/3) majority to clear the galleries. The public must be made aware of meetings that are voted to be closed sessions.

Article V: Financial Guidelines

Section 1 - Any club, organization, or student group interested in receiving funding from the SGA should follow the guidelines and procedures set forth in the Student Activity Fee Allocation Committee Handbook. They must also be registered with SGA prior.

Article VI: Recognition of Student Organizations

Section 1 - SGA must approve each new student organization (academic and social), club, forum, religious or political group, etc. This approval may only occur after the potential new group has submitted its constitution, a list of 10 members (with respective Student ID#s), and the name of their advisor to the SGA President and VP of Communications. This is done through email and a physical copy. Following their approval, they must then upload all listed information to Presence.

Section 2 - Upon approval by the SGA Senate and Executive Board, the new group will be placed on the Club Congress meeting agenda to introduce their group's premise and goals to the General Assembly.

Section 3 – Clubs must abide by the following policies to remain active and recognized each semester:

1. Register their club, and provide all members names and student ID numbers to the means in which the SGA uses. The Vice President of Communications will be in charge of confirming the clubs' status.
2. Clubs must abide to the Civic Engagement requirements depending on their grouping:
 - a. Gold Clubs: must complete a minimum of two civic engagement requirements per semester and must be registered with SGA by the second week of each semester.
 - i. Includes Greek Fraternities/Sororities, relevant Social Clubs, Community Service Based Clubs and other clubs deemed appropriate.
 - b. Silver Clubs: must complete the civic engagement requirements specific to their constitution/organization, must be registered by the second week of each semester.
 - i. Includes Honor Societies, Social Clubs, and other clubs deemed appropriate.
 - c. Bronze Clubs: no community service is required. Rather, a report of their club's involvement/activity is due at the end of each semester to prove a level of activeness credible to receive appropriate funding depending on their status. Clubs must be registered by the second week of each semester.
 - i. Includes Interest Clubs and Academic Organizations, and other clubs deemed appropriate.
3. All clubs reserve the right to appeal to the Executive Board and SGA Advisors on their grouping status. All clubs must be notified of their club status by the beginning of the semester.
4. Attend all Club Congress Meetings and Town Hall Meetings, with only two absences per semester.

Section 4 - Clubs who fail to meet the SGA Requirements within a semester will be put on a probationary status. Under this status, a club will still be able to request spaces on campus; however, the club will lose any funding previously allocated for the upcoming semester. If the club is on probation after the spring semester, the club will not be able to apply for a budget through the SAFAC. If club is on probation after the fall semester and if the SGA allocates

additional funds during the second semester for good standing or new clubs, the club will not be allowed to apply for additional funding. The club will still be expected to register, attend Club Congress meetings, and fulfill their specified community service requirements. By completing the necessary SGA Requirements in the probationary semester, the club will be removed from probationary status and be back in good standing for the upcoming semester. Failure to complete the necessary SGA Requirements during the probationary semester will lead to the club losing its campus recognition and having to re-petition in the upcoming semester to receive SGA Recognition Status again.

Article VII: Elections

Section 1 - SGA Executive Board Elections shall be held no later than 30 days prior to the last day of classes of the spring semester. The President and Vice President candidates will run on a ticket and be elected together. Previous experience as an elected or appointed member of the SGA Senate or on the Executive Board will be required for President and Vice President candidates. All elections and appointments shall be held in a manner to be decided by the bylaws that shall be set by the SGA Election Commission in coordination with the outgoing SGA President.

Section 2 - Senate Elections shall take place no later than two weeks after the Executive Board Elections.

Section 3 - Special Elections shall be held no later than one month after they are called for, at the earliest possible convenience of the President of SGA and the President of the Senate. Freshmen elections should be completed prior to the end of September.

Section 4 - Any and all changes to the election process must be presented before and passed by a two-thirds majority vote of the General Assembly.

Article VIII: Impeachment

Section 1 - All elected and appointed student members of SGA shall be liable to removal from office through the impeachment process. However, the Executive Board and SGA Administrators reserve the right to remove Senators from positions if they have denied their duties or do not fulfill their qualifications.

Section 2 - Any member of the student body eligible to vote in an SGA election shall be empowered to levy charges of impeachment.

Section 3 - Impeachment charges shall consist only of dereliction of duty, gross inefficiency, or malfeasance.

Section 4 - The accused shall be granted all rights of due process including, but not limited to, a fair and speedy trial, the right to counsel, a prepared defense, and the confrontation and presentation of witnesses.

Section 5 - To impeach any elected or appointed Officer, Senator, or Senate-approved position, 10% of the appropriate constituency or a simple majority of the senate must bring a petition to the Senate stating the charges and calling for impeachment. The petition is then given to the SGA President to initiate action. In situations when the SGA President is the accused, the petition shall be presented to the SGA Advisor.

Section 6 - The President or SGA Advisor will inform the accused of the petition and the charges to be brought. Within three Senate meetings after the presentation of the petition of the Committee, the trial shall be put on the General Assembly agenda.

Section 7 - A prosecutor shall be appointed by the SGA President with the advice and consent of the Senate in the interest of the SGA. This prosecutor may not be the accused. The Prosecutor elected may step down if they cannot conscientiously fulfill this duty, and in such case, the President, with the advice and consent of the Senate, shall appoint another prosecutor. The SGA President will act as presiding officer unless accused. In such case, the Vice-President will preside over the meeting. In any case where the President is the accused, and there is a need to appoint a prosecutor, the Vice-President will make an appointment with the advice and consent of the Senate.

Section 8 - Conviction requires a two-thirds majority vote of the Club Congress and Senate (excluding Executive Board) present and voting. Conviction carries with it the automatic penalty of removal from the office and the rights and privileges thereof.

Section 9 - Upon removal from office, the senator position must be filled through an application process open to the general public. The Executive Board votes and approves the applicants into office. In the case that the member impeached from office is in the Executive Board, members of the Executive Board are given the chance to fulfill that position in order of rank (the order of rank is as follows: President, VP, VP of Finance, VP of Communications, Chief of Staff). If no standing Executive Officer wishes to fulfill the position, the appointment/election process is left to the digression of the SGA Advisors. Depending on the state of the SGA and the time of the

year, SGA Advisors are entitled to enact an election in which any Wagner College full-time student who has had a minimum of one year on the SGA at one point in time, is allowed to run. They also reserve the right to appoint whomever they deem fit or move forward with the position vacant. The remaining SGA must ensure that the duties of the vacancy are fulfilled and do not fail the greater good of Wagner College.

Article IX: Amendments

Section 1 - Amendments to the Constitution shall require a favorable vote of at least two-thirds (2/3) of the members of the SGA General Assembly voting in a Constitutional Referendum.

Section 2 - Upon ratification of a Constitutional Amendments, the Amendment shall be incorporated into the SGA Constitution forthright.

Section 3 - Students have the right to understand proposed legislation including but not limited to this Constitution or any new constitution. If there is any confusion, a motion to table a vote on the proposed legislation can be made until the next General SGA Meeting.

Article X: Student Bill of Rights

Preamble: We, the students of Wagner College, pen this document in order to guarantee the rights of the student body at this institution. The following articles fall within the parameters outlined in the Wagner College Student Handbook, as well as set forth expectations of the Wagner Community. The following shall not be denied to any student of Wagner College.

Therefore, the Student Bill of Rights is as follows: Articles

1. Every student has the right to freely propose and pursue ideas, including but not limited to peaceful assembly, petitions, and protests of grievances.
2. The student body shall have the right to participate in an open forum (i.e. Town Hall Meeting) at least once a semester in which any and all issues can be brought to the administration's attention.
3. Every student shall be treated in a respectful manner in any and all communications with college faculty and staff.
4. Students have the right to expect unambiguous and parsimonious processes in regards to all offices of Wagner College.

5. Requests, questions, and trepidations of students shall be addressed within a timely fashion by the concerned and appropriate college faculty and staff.
6. Each student at Wagner College has the right to receive thorough and accurate advising in matters of their educational options.
7. Wagner College shall strive to provide a safe campus and community for all students, especially in regards to housing and campus security.
8. The student body has the right to expect healthy options in the matter of food and nutrition.
9. Students shall not be subject to disciplinary processes in regards to off-campus events that are not sponsored by the College unless their actions relate to the security of the campus community or deface the name of the Institution.
10. Wagner College shall make every effort to provide students with direct access to adequate and up-to-date resource materials for their educational needs, including but not limited to books, periodicals, and technology.
11. All students are granted the right to participate in any club or organization, as well as campus activities, without regard towards ethnicity, creed, ability, age, and/or sexual orientation.
12. Students have the right to organize and serve on the Student Government Association, which will work closely with Wagner College in an effort to assure the included rights will not be overlooked. It must be noted that future situations cannot possibly be foreseen and the above listing of rights is not comprehensive. In addition, it is here chronicled that students must do their part to guarantee their rights are granted during interactions with any and all members of the Wagner College community. Amendments and alterations may be considered and will take effect if approved by a two-thirds majority of the Body of the Student Government Association.

Article XI: Ratification

Section 1 – Ratification of this Constitution shall require a simple majority vote of the members of the General Assembly present and voting at a meeting. The ratified Constitution shall also require the approval of the SGA President and the Wagner College Administration.

Section 2 - Upon the ratification of this Constitution, all other previous Wagner College Student Government Constitutions shall be null and void.