

PREAMBLE TO THE CONSTITUTION  
of  
STUDENT GOVERNMENT ASSOCIATION OF  
BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY.

*We, the undergraduate students of Bloomfield College of Montclair State University, seek to form a more perfect union, established on a true democratic educational foundation. We seek to protect and defend the rights of all students and the common welfare of this community, to enforce the highest level of ethical conduct and to promote and encourage an activist spirit. We seek engagement in social responsibility, commitment to intellectual and spiritual growth, commitment to personal well-being and positive change for the community accomplished within the framework of the University's mission.*

**ARTICLE I**

SECTION 1. NAME

*This organization shall be known as the Student Government Association of Bloomfield College of Montclair State University, hereafter referred to as "S.G.A."*

SECTION 2. PURPOSE

*The purpose of this organization shall be:*

- 1. S.G.A. will strive to pro-actively participate in the facilitation of communication and cooperation among all constituents of the College Community and to expand the University's mission of preparing students to attain academic, personal, and professional excellence in a multicultural and global society.*
- 2. The S.G.A. will actively engage in educational, social, political, cultural, and recreational activities for the benefit of all Bloomfield College of Montclair State University students.*
- 3. The S.G.A. will provide various multilateral communication avenues to actively interact*

*in a true democratic system, where all students are seen as leaders.*

- 4. The S.G.A. will actively engage in providing effective means for all students to participate in education beyond the classroom learning experiences through diverse campus-wide and intercollegiate activities, which shall assist in each student's growth in all areas of their lives and allow all to work to their full potential.*
- 5. The S.G.A. will provide a democratic educational foundation, a global perspective of our ever changing society and the impact those events have on college students on a local level.*
- 6. The S.G.A. will establish and develop strategic communication venues across all constituency lines including the township of Bloomfield.*

### SECTION 3. MEMBERSHIP

*S.G.A. represents all full-time and part-time students of Bloomfield College of Montclair State University.*

## **ARTICLE II**

### **The Executive Branch**

#### SECTION 1. THE EXECUTIVE OFFICERS

*The executive power shall be vested in the executive officers of the President, Vice-President of Administrative Affairs, Vice-President of Organizational Affairs, Secretary, and Treasurer shall be elected for a term of one year, beginning July of the election and terminating at mid May of the following year.*

#### SECTION 1.2

*President and Executive Treasurer of Student Government cannot hold the same positions in any other part of the Student Government (Clubs and Greek Council e-boards).*

#### SECTION 2. DUTIES

*Attend general body meetings. Absence is excused only on emergency situations and a letter of notice must be provided to the CSLE Office. The Executive E-board shall have the power to:*

- 1. Organize, constitute, and represent all clubs under the S.G.A. , and have general supervision over the body.*
- 2. Investigate the academic status of any individual of a represented club under the Council, as well as request documentation regarding their current academic status..*
- 3. Legislate and supervise the Constitution.*

## SECTION 2.1 PRESIDENT

**The President of the SGA shall:**

- 1. Serve as S.G.A.'s chief executive officer.*
- 2. Call and preside at all meetings for the S.G.A. and selected Executive Committees.*
  - a. If not present he/she can call to appoint another board member in their absence.*
- 3. Cast a vote only when needed to break a tie.*
- 4. Make appointments to any necessary committees so as to carry out the various phases of student activities. The appointments will be made by a majority vote of the S.G.A.*
- 5. Give an oral and written report on the progression of the S.G.A. upon request by the appropriate institutional bodies.*
- 6. Encourage a student-driven media with a direct connection with Bloomfield College of Montclair State University's Public Relations. Also, provide press releases to the student media for S.G.A. weekly updates.*
- 7. Actively engage in a productive partnership with the Chancellor of Bloomfield College of Montclair State University.*
- 8. To work 12 hours per week at S.G.A. activities, including meetings, both inside and outside the S.G.A. office.*

## SECTION 2.2 VICE-PRESIDENT OF ADMINISTRATIVE AFFAIRS

**The Vice President of Administrative Affairs (VPAA) of the SGA shall:**

1. *Assume the duties of the President in the absence of, or at the request of, the President.*
2. *To assume and carry out all special duties that may be assigned to him/her by the S.G.A. President.*
3. *Research and development in all aspects of Leadership, Strategic Planning, Democratic Education, Constitutional Laws, University Student Rights on campus and in student government, pertaining to S.G.A.*
4. *To chair one planning committee for a campus wide event.*
5. *To actively engage in forming productive partnerships with the entire community (i.e. faculty, staff and administrators) and collaborate with faculty to teach about political awareness, and/or areas of familiarity inside the classroom.*
6. *Be the President over the Programming Board and preside over the meetings of the Board.*
7. *Succeed to the presidency should that office become vacant and at such time have the power to nominate a successor subject to the approval of CSLE.*
8. *To work 12 hours per week at S.G.A. activities, including meetings, both inside and outside the S.G.A. office.*

### SECTION 2.3 VICE-PRESIDENT OF ORGANIZATIONAL AFFAIRS

**The Vice President of Organizational Affairs (VPOA) of the SGA shall:**

1. *To assume and carry out all special duties that may be assigned to him/her by the S.G.A President.*
2. *Attend at least one meeting of each club per month.*
3. *Assist VPAA with the Programming Board.*
4. *Submit all necessary information and updates on organizations to the CSLE Office.*
5. *To chair one planning committee for a campus wide event.*
6. *Keep track of data/information and ensure they are up to date with files of all clubs for public records.*
7. *To create monthly workshops for activate clubs on campus for support in completing their requirements.*
8. *To work 12 hours per week at S.G.A. activities, including meetings, both inside and*

*outside the S.G.A. office.*

## SECTION 2.4 TREASURER

**The Treasurer of the SGA shall:**

- 1. To assume and carry out all special duties that may be assigned to him/her by the S.G.A President.*
- 2. To keep accurate records of all transactions of the S.G.A. funds. These records are to be available to all members of the University Community to review at the end of every month.*
- 3. To publish running balances to each student club every month.*
- 4. To actively engage in searching for fundraising ideas and professional venues to financially support events.*
- 5. Assist V.P.A.A with the Programming Board.*
- 6. To chair one planning committee for a campus wide event.*
- 7. To work 12 hours per week at S.G.A. activities, including meetings, both inside and outside the S.G.A. office.*

## SECTION 2.5 SECRETARY

**The Secretary of the SGA shall:**

- 1. To assume and carry out all special duties that may be assigned to him/her by the S.G.A. President.*
- 2. Keep, read, and distribute minutes of all S.G.A. meetings and selected Committee Meetings. Minutes shall be updated and available within 72 hours.*
- 3. Keep track of every S.G.A. executive board meeting minutes and submit those to CSLE for record keeping.*
- 4. Maintain all records and files of the SGA and shall arrange for permanent preservation of its archives.*
- 5. Maintain all records and files of the programming board meetings. The VPAA would assist with ensuring the records get to the secretary.*
- 6. If warranted, the Secretary will have the option to appoint an Assistant Secretary, who will*

*not hold a vote on S.G.A. subject to the approval of CSLE.*

- 7. To work 12 hours per week at S.G.A. activities, including meetings, both inside and outside the S.G.A. office.*

### SECTION 3. THE ADVISOR

**The S.G.A. Advisor shall:**

- 1. To attend all meetings of the S.G.A and all other executive committees.*
- 2. To assist the Executive Officers, ensuring that each one is fulfilling his/her job duties.*
- 3. To assist the S.G.A Executive in finding and utilizing resources.*
- 4. In the event that either the President or any of the Vice-Presidents cannot complete his/her term of office, S.G.A shall follow Article III, Section 1; Vacancy of Office.*

## **ARTICLE III**

### SECTION 1. QUALIFICATIONS TO RUN FOR OFFICE

*All candidates for governing positions must meet the following requirements:*

- 1. Must be a current undergraduate, enrolled student of Bloomfield College of Montclair State University.*
- 2. Must have a cumulative grade point average of at least 2.7.*
- 3. Must be able to serve the office for the full term of one year.*

### SECTION 2. NOMINATIONS

***Nominations:***

1. *A schedule determined by the Center for Student Leadership & Engagement (CSLE) at the beginning of the Spring Semester.*
2. *A nomination form being sent out to the student body.*
3. *All nominations submitted will be reviewed and confirmed by office of CSLE.*

### SECTION 3. ELECTIONS

#### **Elections:**

1. *Elections shall be done virtually and monitored by the office of CSLE.*
2. *Voting dates will be determined by the office of CSLE.*
3. *The winners will be announced at S.G.A.'s annual Spring Formal in April.*

### SECTION 4. VACANCIES, RESIGNATIONS AND SPECIAL ELECTIONS

1. *If a vacancy occurs, or if someone resigns in the office of the President, the Vice President of Administrative Affairs will be the acting President until the vacancy has been filled. Nominations for President shall be held at the meeting in which the vacancy was confirmed. Elections shall take place at the next meeting.*
2. *If a vacancy occurs, or if someone resigns in the office of the Vice President of Administrative Affairs or Vice President of Organizational Affairs a special election shall be held at the meeting in which the vacancy was confirmed. Elections shall take place at the next meeting. In an event that no candidate is nominated for any vacancy of the executive board, the position will be appointed by the majority of the members of S.G.A.*
3. *If a vacancy occurs, or if someone resigns in the office of the Treasurer or Secretary a special election shall be held at the meeting in which the vacancy was confirmed. Elections shall take place at the next meeting. Elections shall take place at the next meeting. In an event that no candidate is nominated for any vacancy of the executive board, the position will be appointed by the majority of the members of S.G.A.*
4. *If a member of the executive board resigns they must submit their resignation letter 48 hours to the executive board and the S.G.A. Advisor prior to a general meeting.*

## **ARTICLE IV**

### SECTION 1. REMOVAL OF OFFICE

1. *If an executive member is not fulfilling their duties.*
2. *Failing to meet one or more of the qualifications outlined for the position.*
3. *The S.G.A. body can recommend removal from office to the Greek Council Advisor or CSLE.*

## **ARTICLE V**

### SECTION 1. EXECUTIVE BOARD MEETINGS

1. *Members of the executive board shall meet bi-weekly. Only Executive Board members shall attend. Meetings shall be in person.*
2. *In the event of an emergency or special circumstances, the President can hold a meeting virtually.*

### SECTION 2. S.G.A. BODY MEETINGS

#### **General Body Meetings**

1. *The S.G.A. shall have six regularly scheduled general meetings each semester. All agenda and minutes shall be available for public records no more than 72 hours after every meeting.*
2. *The S.G.A. shall have six regularly scheduled Eboard meetings each semester. All agenda and minutes shall be submitted to the CSLE office no more than 72 hours after every meeting.*
3. *One representative from each active club must be present at each meeting. One representative from the Greek Council must be present at each meeting.*
4. *The President shall call special meetings of the S.G.A., if a special circumstance dictates such a meeting.*



## SECTION 2.1

### **General Body Meeting Guidelines**

1. *With the exception of the various executive committees' meetings, all are open to the Bloomfield Campus Community.*

## SECTION 3. SPECIAL OR EMERGENCY MEETINGS

1. *A special or emergency meeting is a separate meeting from the general S.G.A meeting held at a time different from the regular meeting schedule and convened to address urgent matters that may arise between regularly scheduled meetings and that require urgent action by the body.*
2. *Special or Emergency meetings may be called at the request of the President or the Advisor/CSLE.*
3. *Notification of these types of meetings must be delivered or submitted within 48 hours of the proposed meeting to the body.*

## SECTION 4. QUORUM

1. *A quorum for all S.G.A. and all executive committee's meetings will be fifty percent (50%).*
2. *General council meetings/special or emergencies must meet quorum requirements in order to conduct business.*

## SECTION 5. ATTENDANCE

1. *Each active club is responsible for having a representative present at all S.G.A meetings.*
2. **Absences** - *An club's representative is permitted:*
  - a. *One (1) excused absences and one (1) unexcused absence during a semester*
  - b. *An excuse letter must be submitted twenty-four hours in advance of the upcoming meeting.*
3. **Tardiness** - *An accumulation of three tardies by any representative will result in an*

*unexcused absence for their club for the following meeting regardless if a representative was there or not.*

*a. Tardies will be given to those who arrive 10 minutes after the President calls the meeting to order.*

*4. For attendance violation see article VIII, section 1.1*

## SECTION 6. ROBERT'S RULES OF ORDER

*The S.G.A shall use the rules contained in the current edition of Robert's Rules of Order Newly Revised in all cases that need formal procedures, where applicable and are not inconsistent with this constitution, bylaws, and any special rules of order the organization may adopt.*

### **ARTICLE VI**

#### SECTION 1. GREEK COUNCIL

*S.G.A. will allow the Greek Council to operate and function on its own under the office of CSLE. S.G.A. will have no authority to allow establishment of a new greek organization/fellowship unless the Greek Council allows it or the Greek Council is obsolete. S.G.A. will allocate ten thousand dollars each academic school year to the Greek Council. If additional funding is needed the Greek Council e-board must submit the request in writing to both S.G.A. and the CSLE Office for evaluation.*

*If there are no active greeks on campus S.G.A. will call for an emergency meeting with the Office of CSLE and Students Affairs to discuss matters further.*

### **ARTICLE VII**

#### **The S.G.A. Executive Committees**

*The following executive committees serve as a means to take a current assessment, plan out, implement, evaluate, and control the strategic and operational goals, objectives, and tasks of the S.G. A. Two types of committees: standing and special and select. Standing committees are*

*permanent committees with specific responsibilities outlined in the rules of each chamber. Special and select committees are created for specific purposes.*

## SECTION 1. STANDING COMMITTEES

### **A. PROGRAMMING BOARD COMMITTEE**

#### **1. The purpose and function:**

- a. *The Programming Board is a programming board consisting of some executive board members and sub-committees of students. This committee is responsible for assisting S.G.A. with the majority of entertainment programming on campus.*

#### **2. Committee Members:**

- a. *The Programming Board Committee shall be made up of the Vice President of Administrative Affairs, Vice President of Organizational Affairs, Executive Financial Advisor, and the S.G.A Advisor and up to ten students from the Bloomfield campus meeting the requirements subjected to CSLE.*
- b. *All students must have a 2.6 or higher cumulative grade point average as certified by the University to be eligible for joining the committee.*

#### **3. Committee Structure, Powers, and Schedule Breakdown:**

- a. *The Student Government VPAA shall chair and be responsible for the agenda.*
- b. *The Committee will form and start meetings after the S.G.A above-mentioned officials are elected for the following academic year after the first S.G.A. meeting.*
- c. *The committee at its first meeting will create a regular schedule of meetings.*
- d. *The meeting minutes must be submitted to the Secretary of the SGA e-board no later than 72 hours after the meeting for file keeping.*

- e. *This committee will discuss potential ideas, events, workshops, vendors, venues, etc. that could benefit being on campus. Members of S.G.A. Board will present the minutes from their Executive meeting to discuss as well.*
- f. *All members will have input in decision making. Each member has only one vote and finalization will be based on a simple majority.*
- g. *If a motion passes it will be brought to the next S.G.A. meeting among the body for discussion.*
- h. *This committee reserves the right to use one veto per semester to void a SGA e-board decision only pertaining to selected events (formal, spring week, welcome week and field trips).*

## SECTION 2. SPECIAL & SELECT COMMITTEES

1. *A special/select committee is a group of people who are appointed to perform a special function that is beyond the authority or capacity of a standing committee.*
2. *The creation of a select committee is typically done through a resolution that outlines its duties, powers, and the procedures for appointing members.*
3. *Select and special committees often have investigative roles, rather than legislative, although some select and special committees have the authority to draft and report legislation.*
4. *A select committee usually expires upon completion of its designated duties; however, it can be renewed if necessary.*

*Examples:*

**CONSTITUTIONAL COMMITTEE**

**JUDICIARY COMMITTEE**

**FINANCE COMMITTEE**

**STRATEGIC ACTION PLANNING COMMITTEE**

## **ARTICLE VIII**

## SECTION 1. VIOLATIONS, RESTRICTIONS, FINES AND SANCTIONS

*All Fines must be paid before the second meeting after the fine was issued. Any fine that has not been paid by the second meeting after the fine was issued will result in 10 points being taken per fine unless stated otherwise.*

1. **Attendance Violation:** *Every club that is in violation of the attendance requirement will be sanctioned as follows:*
  - a. *First Offense – will be a warning*
  - b. *Second Offense – will be fined \$5.00*
  - c. *Third Offense – will be fined \$10.00.*
  - d. *Fourth Offense – will be fined \$20.00*
  - e. *Any offenses beyond the fourth offense will result in automatic inactive status for the following semester.*
2. **Program Violation:** *Any club that did not meet programming requirements during the previous semester:*
  - a. *Must pay a \$25 fine per missed program.*
  - b. *10 points taken off per program requirement not completed.*
3. **Community Service Violation:** *Any club that did not meet community service requirements during the end of the fall or spring semester will have a fine of \$5 per missed hour.*
4. **Meeting Violation** – *Actions deemed disrespectful during a general body meeting, which includes but is not limited to harassment or cursing, will be sanctioned as follows:*
  - a. *First Offense – will be a warning*
  - b. *Second Offense – will be fined \$10.00*
  - c. *Third Offense – will be fined \$20.00.*
  - d. *Any other offense beyond the third offense in the same meeting will result in the president dismissing the representative of the organization from the meeting. The organization will not receive credit for attending the meeting.*
5. **Dress Attire Violation** – *If a club's representative is not dressed in business casual attire, the organization will be fined \$5.00 to be paid by the next meeting.*

## **ARTICLE IX**

## SECTION 1. AUTHORITY OF STUDENT GOVERNMENT

*Student clubs and any or all of its members may be found individually or collectively responsible for any action committed by members of the student club that violate University policy, local, state or federal laws. Facts of an incident may necessitate disciplinary action taken against both a student club and the individual members of that club found to have violated University policy.*

*The rank order of authority of the Bloomfield College of Montclair State University Student Government Association are as follows:*

- A. Federal and State Law.*
- B. Bloomfield College of Montclair State University.*
- C. Center for Student Leadership and Engagement.*
- D. Bloomfield College of Montclair State University Student Government Association Constitution.*
- E. Bloomfield College of Montclair State University Student Government Association Policies and Procedures.*
- F. Student Club & Organization Handbook.*
- G. Robert's Rules of Order, newly revised edition.*

## **ARTICLE X**

### **Amendments**

*Amendments to this Constitution shall be proposed to CSLE and submitted to Student Affairs for review. An Amendment so passed shall take effect during the upcoming spring semester only following its ratification.*

## SECTION 1. READING OF AMENDMENTS

- 1. All proposed amendments to the constitution must be submitted in writing to the office of CSLE for approval 72 hours prior to being introduced and read on the floor of a S.G.A. meeting.*

## SECTION 2. INTRODUCTION PROCEDURE

1. *Any such petition must explicitly state the exact wording of the proposed amendment, a brief explanation as to why the amendment is necessary,*
2. *The petition must be verified to have met these criteria by the President and the Faculty Advisor of the Student Government Association prior to introduction.*
3. *If the majority passes the amendment it will be passed off to the CSLE office and Student Affairs Division for approval.*

## SECTION 3. AMENDMENTS/REVISED

*Constitution Amended Spring of 2015.*

*Constitution Amended April of 2020.*

*Constitution Amended June of 2023.*

*Constitution Amended May of 2024.*