

CONSTITUTION

of

The College of New Jersey Student Government

PREAMBLE

We, the undergraduate students of The College of New Jersey, desiring to preserve within The College of New Jersey student rights and an atmosphere of free discussion; to maintain academic freedom, academic responsibility, and the general welfare of the student body; to provide a forum for student views and interests; to improve the social, cultural, and physical welfare of the student body; and to continue in our tradition of responsible self-government with an informed voice that addresses student concerns in an effort to continually improve The College of New Jersey community, do hereby establish this Constitution to create a Student Government of The College of New Jersey.

Article I: Names and Definitions

- 1) The name “Student Government” shall serve as the official name of this body in purpose, membership, structure, procedures, powers, and legislation. Any provisions established by the Bylaws or other forms of legislation or standing rules that directly conflict with the provisions of this clause are invalid.
- 2) The Student Government may be referred to as the “SG” in all documents pertaining to the Student Government, including within this Constitution and the Student Government Bylaws.
- 3) Throughout this Constitution, the term “student body” is defined as all full-time or part-time undergraduate students enrolled at The College of New Jersey.
- 4) Throughout this Constitution, the term “TCNJ” shall be defined as “The College of New Jersey.”
- 5) The General Body may be referred to as “GB” in all documents pertaining to the Student Government, including within this Constitution and the Student Government Bylaws.
- 6) Throughout this Constitution, the term “College Governance” or “Governance” shall refer to the College’s Governance system and include all planning and program councils and committees.
- 7) Throughout this Constitution, the term “Internal Committee” shall refer to any committees created in Article III of this Constitution.
- 8) Throughout this Constitution, the term “coordinating council” shall refer to the committees established in Article VI, Section B of this Constitution.



- 9) Throughout this Constitution, the term “ex-officio” shall refer to members of the Cabinet not elected by the Student Body.
- 10) Throughout this Constitution, the term “school” shall refer to the individual academic schools that make up The College of New Jersey.
- 11) A “TCNJ Student” shall be defined as a full-time or part-time student at TCNJ, including non-matriculated and Pathway students. Those who are identified as a TCNJ staff or faculty member as seen on the Online Directory of TCNJ, who are taking classes at TCNJ are not considered a TCNJ Student in this document.

Article II: Establishment

Section A: Supremacy

- 1) The Student Government shall be the recognized, official representative of the student body. As such, its actions supersede those of all other student organizations.
- 2) This Constitution shall serve as the official document for the purpose, membership, structure, procedures, powers, and legislation of the Student Government of The College of New Jersey.
- 3) All provisions established by the Bylaws or other forms of legislation or standing rules that directly conflict with the provisions of this Constitution shall be deemed null and void.
- 4) Violations of the provisions or the spirit of this Constitution of the Student Government shall be sufficient ground for the accused parties to go through the impeachment and recall process, as outlined in Article VIII.
- 5) Violating the spirit shall be defined as intent to deceive or impede the rights of the Student Government or the student body. Such violations would include, but are not limited to, gross dereliction of duty or abuse of power and/or office.

Section B: Ratification

- 1) This Constitution shall be deemed effective upon ratification by $\frac{3}{4}$ of the voting members of the Student Government present at a General Body meeting.
- 2) Upon such ratification, this Constitution supersedes any previous documents of the Student Government of The College of New Jersey, thereby rendering all prior Constitutions and Bylaws of the Student Government null and void.
- 3) Any legislation enacted that has not gone into effect shall be grandfathered into this Constitution and Bylaws and go into effect on its specified date.

Section C: Membership Requirements

- 1) All full- and part-time undergraduate students at The College of New Jersey may be members of the Student Government.



- 2) To serve as a member of the Cabinet and/or serve as voting member of the Student Government, members must be a full- or part-time undergraduate student paying into the Student Activity Fee (SAF) at The College of New Jersey.
- 3) Except as otherwise provided in this section, Student Government is open and limited to all TCNJ students who meet the criteria of this organization. No student who meets the other criteria of an organization can be denied membership on the basis of a protected class: age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.
 - a. Religious qualifications may be required by organizations whose aims are primarily sectarian.
 - b. Sororities or fraternities that have been traditionally single sex organizations may limit membership to a single sex or gender expression.
 - c. Club Sports teams recognized and advised through the College recreation program may limit membership to a single sex or gender expression provided there is a co-existing team of the same or substantially similar sport for the opposite sex or gender expression.

Article III: Cabinet

Section A: Composition

- 1) The Cabinet of the Student Government comprises: Executive President, Executive Vice President, Vice President for Campus Operations and Relations, Vice President for Advancement, Vice President for Academic Affairs, Vice President for Student Services, Vice President for Governmental Affairs, Vice President for Finance, Vice President for Inclusive Excellence, Speaker of the General Assembly, Student Trustee, and Alternate Student Trustee. Succession to the Presidency follows the aforementioned order. All Cabinet members must serve a minimum of two office hours per week, with the exception of the Executive President and Executive Vice President, who will serve eight and six hours respectively.
- 2) The Student Government Advisor(s) shall serve as an ex-officio member without vote.
- 3) The Chief of Staff and Chief Strategist shall serve as ex-officio members of cabinet.

Section B: Duties of the Executive President



- 1) To be the official spokesperson of the Student Government and to report official recommendations of the SG to the college community.
- 2) To preside over all General Body meetings and Cabinet meetings.
- 3) To share the responsibility for all SG finances and legally incurred debts with the Vice President for Finance.
- 4) To formally call to order all regular SG meetings and Cabinet meetings.
- 5) To coordinate the duties and activities of the SG membership.
- 6) To appoint and remove an SG representative to any function that is not already designated by the SG Constitution, SG Bylaws, or standing rules, or to delegate any appropriate member of the Cabinet to do so.
- 7) To monitor the activities of and pertaining to College Governance and TCNJ policy.
- 8) To report to the SG and recommend certain actions for their consideration to make the goals of the Student Government.
- 9) To create or dissolve ad-hoc committees within the SG and appoint or remove the chair(s) of ad-hoc committees when necessary.
- 10) To represent the Student Government to the College's administration, the Faculty Senate, the Staff Senate, and the community at large, providing for additional or substitute representatives as necessary.
- 11) To appoint SG members to advisory councils, or as liaisons to certain organizations.
- 12) To deliver an annual address to the incoming first-year class during the Convocation ceremony at the opening of the academic year.
- 13) To perform those other duties as recommended by the SG Advisor(s) or through an act of the Student Government.
- 14) To provide accessibility, the Executive President must serve eight (8) office hours allocated throughout a week, in which four (4) hours must be during standard business hours.
- 15) To assist in the implementation of the Student Government Strategic Plan.
- 16) To nominate, with the majority vote of Cabinet, a Chief of Staff who will serve as an advisor to the Cabinet.
- 17) To represent the Student Government to the College President and the Vice President of Student Affairs, and meet regularly with said College President and Vice President of Student Affairs throughout the academic year.
- 18) To serve as one of the Student Government representatives to the Committee on Strategic Planning and Priorities, or to delegate an appropriate member of the Cabinet to serve in their stead.
- 19) To nominate student representatives to sit on official College search committees.
- 20) To invite the President of the College of New Jersey to a Student Government General Body Meeting once per academic semester.



- 21) To work with the Vice President for Advancement to send out a feedback form to the student body regarding the progress of Student Government once per semester and designate a portion of a General Body Meeting to read this feedback.

All powers not expressly delegated to the Executive President, or impliedly flowing as necessary and proper to effectuate these enumerated powers, are hereby reserved to the Student Government, and the entities created by it in the Bylaws or otherwise.

Section C: Duties of the Executive Vice President

- 1) To advocate for and oversee student interests and representation in Shared Governance.
- 2) To serve as the Chief Operations Officer for the SG, and manage the SG Internal Operations Division.
- 3) To fill and monitor the activities and membership of the SG Internal Committees.
- 4) To organize, appoint, and monitor student representation in the College-wide Shared Governance System.
- 5) To assist with the administrative responsibilities of the Executive President.
- 6) To nominate, along with the Executive President, and appoint, with the majority vote of Cabinet, a Chief of Staff who will serve as an advisor to the Cabinet.
- 7) To organize and facilitate the Delegates Program.
- 8) To appoint the Head Delegate.
- 9) To meet bi-weekly with the Head Delegate to discuss events, ideas, and issues with regards to the delegate cohort.
- 10) To oversee the management of the Student Government email, G-Suite account, shared team accounts, cohort G-suite accounts, and private records.
- 11) To oversee the management of the SG GroupMe, Shared Google Drive, Google Calendar, communication platforms, office, storage locker, BookIt account, properties, internal records, and to update said platforms in the case of any changes in membership, and to delegate the Chief of Staff to execute said duties.
- 12) To schedule meetings and events for the Cabinet and organize any necessary materials for this purpose.
- 13) To serve as one (1) of the Student Government representatives to the Committee on Strategic Planning and Priorities, or to delegate an appropriate member of the Cabinet to serve in their stead.
- 14) To serve as one (1) of the Student Government representatives to the Steering Committee, or to delegate an appropriate member of the Cabinet to serve in their stead.
- 15) To serve on the SG Council on Governance as the Steering Committee and Committee on Strategic Planning and Priorities representative.



- 16) To correct grammatical and semantic errors, reduce redundancy errors, update office titles, and rephrase descriptions in the SG Constitution and Bylaws, without impacting the interpretation of such.
- 17) To meet regularly with the SG Cabinet Officers to monitor the progress of committee activities and provide the necessary resources to said Cabinet members.
- 18) To assist in monitoring the progress of the Student Government Strategic Plan.
- 19) To oversee, with the Vice President for Academic Affairs, the appointment of any School Senators, when necessary.
- 20) To provide onboarding and transition meetings to newly appointed Cabinet officers, when necessary.
- 21) To serve on the SG Judiciary Board as outlined in Article IX, Section 1.
- 22) To meet monthly with the Executive President.
- 23) To serve six (6) office hours allocated throughout a week, of which three (3) hours must be during standard business hours.

All powers not expressly delegated to the Executive Vice President, or impliedly flowing as necessary and proper to effectuate these enumerated powers, are hereby reserved to the Student Government, and the entities created by it in the Bylaws or otherwise.

Section D: Duties of the Vice President for Campus Operations and Relations

- 1) To represent, and advocate on behalf of, the student body to the TCNJ Division of Operations on matters pertaining to campus planning, parking services, information technology, and facilities; and to monitor and update the Student Government on all activities and college policies on campus planning, parking services, information technology, and facilities.
- 2) To meet regularly with the Executive Vice President.
- 3) To Chair the Campus Administration Council to help with the execution of these duties.
 - a) To maintain attendance records at Committee meetings, and to report attendance to the Executive Vice President after every Committee meeting.
- 4) To nominate and appoint an Assistant Vice President for Campus and Community Relations to Co-Chair the Campus Administration Council.
- 5) To appoint appropriate liaisons to student organizations that are relevant to the committee's responsibilities.
- 6) To foster a strong relationship between the SG, the TCNJ community, the local community, and prospective students; and to provide community resources to students on and off campus.



- 7) To represent the Student Government to the College Chief Information Officer and Vice President for Information Technology and Campus Safety, and meet regularly with said individual throughout the academic year.
- 8) To represent the Student Government to the College Vice President for Facilities Management, and meet regularly with said individual throughout the academic year.
- 9) To liaise with Campus Police Services and Access Control Services.
- 10) To represent the Student Government to the Office of Student Conduct and Off Campus Services.
- 11) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 12) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 13) To serve two (2) office hours allocated throughout a week.

Section E: Duties of the Vice President for Advancement

- 1) To oversee the distribution and production of all SG communications and marketing platforms and tools.
- 2) To lead internal members and groups, where appropriate, to execute all communication activities and public relations (addresses, marketing, advertising, constituent communication, direct mail, campaigns, initiatives, co-sponsorships, press releases, content for publication, etc.).
- 3) To appoint and oversee the following chair positions: Alumni Engagement Chair, Communications Marketing and Brand Management Chair, and Fundraising Chair.
- 4) To oversee and manage all SG social media accounts and the official SG website, to update such platforms in a consistent and timely manner, and to ensure all messaging is consistent with overall marketing and communication objectives.
- 5) To oversee and coordinate all marketing and promotional materials and coordinate, and to chair the Advancement Committee to assist with the execution of these duties.
 - a) To maintain attendance records at Committee meetings, and to report attendance to the Executive Vice President after every Committee meeting.
- 6) To appoint appropriate liaisons to student organizations that are relevant to the Advancement Committee's responsibilities.
- 7) To maintain the SG brand and logo with assistance from the Communications Marketing and Brand Management Chair, and to ensure any official SG documents and materials are consistent with the SG brand.
- 8) To liaise with the TCNJ Office of Marketing, Communications, and Brand Management.



- 9) To oversee and provide guidance for all fundraising efforts led by the Fundraising Chair, on behalf of the Student Government, and give the fundraising dollars to the Vice President for Finance within one week after the conclusion of the fundraiser.
- 10) To approve Student Government cohorts' fundraising efforts with assistance from the Fundraising Chair.
- 11) To assist Student Government cohorts' fundraising efforts and promotion. with support from the Communications Marketing and Brand Management Chair.
- 12) To develop and execute a marketing effort with assistance from Communications Marketing and Brand Management Chair for Welcome Week, along with the Alternate Student Trustee, that is geared towards outreach to the incoming first-year class.
- 13) To build relationships with campus and local media with assistance from Communications Marketing and Brand Management Chair, follow all media as they may relate to the work of the Student Government, and report regularly to the Cabinet on this media coverage.
- 14) To send out any official SG mail.
- 15) To represent the SG to the Office of Alumni Relations and the Alumni Association, as well as to maintain correspondence with SG Alumni and professional development platforms with the assistance of the Alumni Engagement Chair.
- 16) To meet monthly with the Executive President.
- 17) To meet regularly with the Executive Vice President.
- 18) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 19) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 20) To serve two (2) office hours allocated throughout a week.
- 21) To collaborate with the Executive President to promote a semesterly feedback form to the student body on the progress of Student Government.

Section F: Duties of the Vice President for Academic Affairs

- 1) To represent, and advocate on behalf of, the TCNJ student academic experience to the Division of Academic Affairs and shared governance.
- 2) To monitor and update the Student Government on all policies dealing with academics, advising, and support services.
- 3) To manage the SG Academic Affairs Division.
- 4) To monitor College Academic resources.
- 5) To act as a liaison between students, faculty, and academic departments for interdisciplinary issues.



- 6) To represent the Student Government to the College Provost and Vice President for Academic Affairs, and meet regularly with said individual throughout the academic year.
- 7) To chair the Academic Affairs Council.
 - a) To maintain attendance records at Council meetings, and to report attendance to the Executive Vice President after every Council meeting.
- 8) To serve as one of the Student Government representatives to the Steering Committee; or to notify the Executive Vice President to delegate an appropriate member of the Student Government to serve in their stead.
- 9) To serve as one of the Student Government representatives to the Committee on Academic Programs, or to notify the Executive Vice President to delegate an appropriate member of the Student Government to serve in their stead.
- 10) To serve on the All-College Academic Integrity Board (ACAIB), or to notify the Executive Vice President to send an appropriate member of the Student Government to serve in their absence.
- 11) To attend Faculty Senate meetings, or to notify the Executive Vice President to delegate an appropriate member of the Student Government to serve in their stead.
- 12) To report on the activities of Faculty Unions.
- 13) To monitor, along with the Executive Vice President and Chief of Staff, the progress of TCNJ shared governance issues and charges.
- 14) To serve on the SG Council on Governance as the Committee on Academic Programs and Steering Committee representative.
- 15) To nominate and appoint an Assistant Vice President for Academic Affairs.
- 16) To nominate and appoint an Assistant Vice President for Scholarship and Career.
- 17) To meet regularly with the Assistant Vice President for Academic Affairs and Assistant Vice President for Scholarship and Career throughout the academic year, as well as conduct semesterly officer evaluations for said individuals.
- 18) To coordinate, with the Assistant Vice President for Academic Affairs, the appointment of Head Senators within Student Government.
- 19) To provide Student Government input at Dean's Council meetings and to report on the activities of the Council.
- 20) To meet with the Executive President as agreed upon.
- 21) To meet with the Executive Vice President as agreed upon.
- 22) To meet with the Student Government advisor(s) as agreed upon.
- 23) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 24) To create or dissolve ad hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 25) To serve two (2) office hours allocated throughout a week.

Section G: Duties of the Vice President for Student Services



- 1) To monitor and update the Student Government on all policies dealing with student life and student services.
- 2) To meet regularly with the Executive Vice President.
- 3) To chair the Committee on Student Services to help with the execution of these duties.
 - a) To maintain attendance records at Committee meetings, and to report attendance to the Executive Vice President after every Committee meeting.
- 4) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 5) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad hoc subcommittees when necessary.
- 6) To appoint an Assistant Vice President for Residential Education and Housing and appropriate liaisons that are relevant to the committee's responsibilities.
 - a) These liaisons shall include, but are not limited to: a Mental Health Chair, a Dining Services Chair, and an Inter Greek Council (IGC) Chair.
- 7) To represent the Student Government to the College Vice President for Student Affairs, and meet regularly with said individual regularly throughout the academic year.
- 8) To assist TCNJ Student Affairs with their programming efforts during Spirit Week, Homecoming, and Finals Week, as the Vice President for Student Services sees fit.
- 9) To serve two (2) office hours allocated throughout a week.

Section H: Duties of the Vice President for Governmental Affairs

- 1) To work with the Office of Student Life to oversee the approval process for Potential Student Organizations.
- 2) To notify the Office of Student Life of a new student organization approval, de-recognition, or constitutional alteration within five (5) business days of one of the aforementioned actions.
 - a. To meet with the organization if there is any debate over the approval of an amendment.
 - b. To review with an Office of Student Life staff member as the final step of approving the changes of a recognized organization's constitution.
- 3) To monitor existing and pending federal, state, and local laws dealing with student interests, and to update the SG membership accordingly.
- 4) To work with the Office of Leadership on TCNJ Votes initiatives.
- 5) To maintain a rapport with appropriate government agencies in addressing student issues and higher education in general.
- 6) To meet regularly with the Executive Vice President.
- 7) To Chair the Committee on Governmental Affairs to help with the execution of these duties.



- 8) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 9) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 10) To appoint appropriate liaisons to student organizations that are relevant to the committee's responsibilities.
- 11) To maintain attendance records at meetings and track individual votes of committee attendants. In order to vote in Governmental Affairs committee meetings, members must fulfill at least one of the following qualifications:
 - a. Be an elected SG member assigned to the Governmental Affairs committee;
 - b. Attend 3 consecutive meetings unless otherwise excused by the VP for Governmental Affairs;
 - c. Have had consistent attendance at the Governmental Affairs committee as determined at the discretion of the VP for Governmental Affairs.
- 12) In order for a vote to proceed in Governmental Affairs Committee meetings, the following must be fulfilled:
 - a. Committee chair establishes quorum at the beginning of the meeting;
 - b. The presence of $\frac{2}{3}$ of the total number of voting members (rounded up to the nearest whole number), assigned to the committee for any particular semester, is defined as quorum;
 - c. Voting members are student government representatives who do not include the chair of the committee or the Organization Review Chair;
 - d. If quorum is not reached, the vote will either be tabled; or the chair may request a motion to lower quorum, thus allowing for the vote to continue.
- 13) To monitor the Organization Review Chair.
- 14) To serve as the Student Government representative to the Office of the General Counsel and inform student organizations on relevant policies.
- 15) To serve as the Student Government representative to the Office of Government and Community Relations, and meet regularly with the Associate Vice President for Government and Community Relations throughout the academic year.
- 16) To serve two (2) office hours allocated throughout a week.

Section I: Duties of the Vice President for Finance

- 1) To oversee the financial, capital, and programmatic affairs of the Student Government.
- 2) To monitor the activities of and pertaining to college policies that deal with student accounts, financial assistance, tuition and fees, and financial planning, procedures, and expenditures; and to report to the SG any changes in these policies.



- 3) To serve as the Chief Financial Officer for the SG, and to manage the SG Finance Division.
- 4) To serve as a voting member of the Student Finance Board General Board; and to report to the SG any changes in Student Finance Board policies, guidelines, processes, and practices.
- 5) To oversee, with the Executive President, the responsibilities of all SG finances and incurred debt.
- 6) To approve all special applications, base budget, fundraising, and programming requests.
- 7) To provide for the security and maintenance of all SG property or property to which the SG is responsible.
- 8) To serve as one (1) of the student representatives to the Budget and Finance Planning Council, or to or to notify the Executive Vice President to delegate an appropriate member of the Student Government to serve in their stead.
- 9) To serve on the SG Council on Governance as the Budget and Finance Planning Council representative.
- 10) To coordinate with the Vice President for Governmental Affairs in meeting with Potential Student Organizations (PSOs) to address SFB guidelines and procedures.
- 11) To nominate and appoint an Assistant Vice President for Finance to serve on the Student Finance Board as an SG representative.
- 12) To meet regularly with the Assistant Vice President for Finance throughout the academic year, as well as conduct semesterly officer evaluations for said individual.
- 13) To meet monthly with the Executive President.
- 14) To meet regularly with the Executive Vice President.
- 15) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 16) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 17) To serve two (2) office hours allocated throughout a week.

Section J: Duties of the Vice President for Inclusive Excellence

- 1) To represent, and advocate on behalf of, the student body to the TCNJ Division of Inclusive Excellence and the Division of Enrollment Management on matters pertaining to institutional equity, intercultural affairs, bias incidents, admissions, accessibility, paths for student success and retention, and campus policies.
- 2) To manage the SG Inclusive Excellence Division.



- 3) To represent the Student Government to the TCNJ Vice President for Inclusive Excellence, and meet monthly with said individual throughout the academic year.
- 4) To represent the Student Government to the TCNJ Vice President for Enrollment Management, and meet monthly with said individual throughout the academic year.
- 5) To represent the Student Government to the TCNJ Assistant Vice President for Inclusive Excellence and TCNJ Director of Intercultural Affairs, and meet regularly with said individuals throughout the academic year.
- 6) To represent the Student Government to the Director of the TCNJ Accessibility Resource Center and TCNJ Executive Director of Student Success and Retention to coordinate opportunities for students.
- 7) To serve as one (1) of the Student Government representatives to the Committee on Inclusive Excellence ; or to notify the Executive Vice President to delegate an appropriate member of the Student Government to serve in their stead.
- 8) To serve on the SG Council on Governance.
- 9) To convene a Recognized Student Organization Coalition for the purpose of maintain a relationship with and support student organizations involving pertaining to student's creed, religion, national origin, ancestry, race, color, nationality, sex, gender or gender identity, affectional or sexual orientation, familial status, disability, socioeconomic status, multicultural sorority or fraternity affiliation on campus, and/or any intersections therein.
- 10) To host EPCOT annually in collaboration with cultural and identity-based RSOs and organizations.
- 11) To monitor college policies and identify any areas of inequity and bias, especially pertaining to marginalized and underrepresented students, and to proceed with raising said issues to administration, in shared governance, or to any other appropriate entity.
- 12) To appoint the Assistant Vice President for Intercultural Affairs.
- 13) To meet regularly with the Assistant Vice President for Intercultural Affairs throughout the academic year, as well as conduct a semesterly officer evaluation for said individual.
- 14) To serve as a student representative on the Bias Education and Support Team.
- 15) To chair the Inclusive Excellence Council.
 - a) To maintain attendance records at Council meetings, and to report attendance to the Executive Vice President after every Council meeting.
- 16) To appoint appropriate liaisons to student organizations that are relevant to the Council's responsibilities.
- 17) To meet monthly with the Executive President.
- 18) To meet regularly with the Executive Vice President.
- 19) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.



- 20) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 21) To serve two (2) office hours allocated throughout a week.

Section K: Duties of the Speaker of the General Assembly

- 1) To represent the interests and activities of the General Assembly to the Cabinet.
- 2) To serve as the General Assembly liaison to the Cabinet, after serving for one full academic semester in Student Government.
- 3) To gather feedback from the General Assembly on Cabinet performance every semester and procure a report for each cabinet officer summarizing their individual performance.
- 4) To gather feedback from the Class Councils on their cohort's performance every semester and procure a report to review in an evaluation meeting semesterly.
- 5) To convene and chair meetings of the General Assembly.
- 6) To monitor the activities of the class councils, and convene and oversee meetings of the Combined Class Presidents weekly.
 - a) To maintain attendance records at Combined Class Presidents meetings, and to report attendance to the Executive Vice President after every Combined Class Presidents meeting.
 - b) In each CCP meeting The Speaker should follow up with cohorts on the planning of each mandated event. If the council does not have specific ideas by the 3rd CCP meeting, the Speaker reserves the right to mandate they plan a particular event in conjunction with the SG Advisor.
- 7) To act as the coordinator and provide oversight over all class councils. To act as the First-Year Class Council coordinator.
 - a) The Speaker will track the progress of each Class Council's semester action plan and communicate with the Chief Strategist.
- 8) To coordinate and oversee the appointment of Class Council Members with the SG Executive President.
- 9) To coordinate the SG big/little mentorship program.
- 10) To nominate and appoint a Deputy Speaker of the General Assembly. The Deputy Speaker will serve as a non-voting member in the Student Government General Body.
- 11) To meet regularly with the Deputy Speaker of the General Assembly throughout the academic year, as well as conduct semesterly officer evaluations for said individuals.
- 12) To assist the Deputy Speaker in preparing for internal community building programs and events.
- 13) To serve on the SG Judiciary Board as outlined in Article VIII, Section 1.
- 14) To meet monthly with the Executive President.



- 15) To meet regularly with the Executive Vice President.
- 16) To meet with the Student Government advisor(s) bi-weekly.
- 17) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 18) To create or dissolve ad hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 19) To serve two (2) office hours allocated throughout a week.

Section L: Duties of the Student Trustee

- 1) To serve as the voting Student Trustee on The College of New Jersey Board of Trustees and to represent the student body to the Board of Trustees.
- 2) To strengthen the role of the SG in shared governance, and to chair the SG Council on Governance.
- 3) To represent the citizens of the State of New Jersey, while offering a student's perspective on all Board matters.
- 4) To report the activities of each open session of the Board of Trustees to the SG.
- 5) To serve as the official spokesperson for the Board of Trustees on matters pertaining to the student body.
- 6) To monitor the progress of TCNJ shared governance issues and charges, as well as the status of feedback for governance recommendations, meet with the Council on Governance as necessary, and update Executive President, Executive Vice President, and Vice President for Academic Affairs accordingly.
- 7) To serve on the Elections Commission, unless up for election.
- 8) To advise the Alternate Student Trustee in the election process.
- 9) To meet regularly with the Alternate Student Trustee.
- 10) To meet monthly with the Executive President.
- 11) To meet regularly with the Executive Vice President.
- 12) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 13) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 14) To serve two (2) office hours allocated throughout a week.

Section M: Duties of the Alternate Student Trustee

- 1) To serve as the non-voting Student Trustee on the Board of Trustees of The College of New Jersey, and to represent the student body to the Board of Trustees.
- 2) To oversee the SG election process.



- 3) To chair the Elections Commission during Fall and Spring elections for SG.
- 4) To conduct all internal elections.
- 5) To represent the citizens of the state of New Jersey, while offering a student's perspective on all Board matters.
- 6) To monitor members' attendance at General Body meetings, internal committee meetings, governance, and retreats.
- 7) To report the activities of each open session of the Board of Trustees to the SG membership.
- 8) To assist the Student Trustee when necessary, except when prohibited by law.
- 9) To serve on the SG Judiciary Board as outlined in Article VIII, Section 1.
- 10) To meet monthly with the Executive President.
- 11) To meet regularly with the Executive Vice President.
- 12) To meet regularly with the Student Trustee.
- 13) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 14) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 15) To announce and record any roll call votes on legislation, and update the voting record accordingly.
- 16) To record main points of debate for each side and send them to members with an excused absence.
- 17) To prepare and distribute any absentee ballots.
- 18) To update the voting record with any absentee ballot votes.
- 19) To maintain the General Body voting record and confirm the final vote outcome on the official meeting minutes with the Chief of Staff by 11:59 PM the day following the General Body Meeting.
- 20) To provide, at the end of the semester, the General Body voting record to the Vice President for Advancement to post on SG website.
- 21) To serve two (2) office hours allocated throughout a week.

Section N: Duties of the Chief of Staff

- 1) To assist the Executive Officers in managing the SG membership and coordinating the internal operations of SG.
- 2) To coordinate with TCNJ offices, staff, faculty, administrative assistants, governance committees, and external groups in regard to joint meetings and General Body meeting visitations.
- 3) To serve as vice-chair of the SG Legislative Affairs Committee, and to monitor the progress of Resolutions and internal charges.



- 4) To maintain attendance and voting records at Legislative Affairs Committee meetings, and report attendance to the Executive Vice President after every Committee meeting.
- 5) To manage the SG office, storage locker, properties, and internal records.
- 6) To operate and maintain office equipment such as computers, desktops, hard drives, and office supplies, and to coordinate with the Vice President for Finance in purchasing and replacing said equipment.
- 7) To assist the Executive President in conducting research and compiling reports for the SG.
- 8) To record the meeting minutes at Cabinet meetings each week, or to coordinate with the Executive Vice President to assign another to do so in their stead.
- 9) To serve as an ex-officio member of the Cabinet.
- 10) To meet monthly with the Executive President.
- 11) To meet regularly with the Executive Vice President.
- 12) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 13) To record the speaker list during debate at General Body meetings in the meeting minutes.
- 14) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 15) To serve two (2) office hours allocated throughout a week.

Section O: Duties of the Chief Strategist

- 1) To shape and monitor the strategic initiatives and effectiveness of SG, and to assess overall organizational effectiveness.
- 2) To serve as an advisor to the Executive President on strategic planning, initiatives, and priorities.
- 3) To oversee and assist with the creation of student input and/or campus climate surveys, liaising with the TCNJ Office of Assessment and the Institutional Research and Analytics department to ensure the effective design and implementation of said surveys.
- 4) To chair the Committee on Strategy for the purpose of creating, and monitoring the progress of, a Strategic Plan for The College of New Jersey Student Government.
 - a) To assist with recruitment planning alongside Chair for Recruitment.
 - b) To maintain attendance records at Committee meetings, and to report attendance to the Executive Vice President after every Committee meeting.
 - c) To oversee all initiatives on recruitment for SG.
- 5) To appoint appropriate liaisons that are relevant to the committee's responsibilities.



- a) These liaisons shall include, but are not limited to: Recruitment Chair.
- 6) To manage the transition process for all SG positions, including but not limited to:
 - a. Collecting and distributing job books for positions, cohorts, divisions, committees, etc.;
 - b. Holding transition and onboarding meetings, beginning in the summer and throughout the year, for Division Officers, Senators, and Class Council Officers;
 - c. Holding onboarding meetings, along with the Executive Vice President or designee, for newly appointed student representatives to shared governance committees; and
 - d. Assisting the Executive President in onboarding new Cabinet Officers.
- 7) To serve as an ex-officio member of the Cabinet.
- 8) To meet regularly with the Executive President.
- 9) To meet regularly with the Chair for Recruitment and oversee all planning for recruitment.
- 10) To meet monthly with the Executive Vice President.
- 11) To perform those duties as assigned by the Executive President, Executive Vice President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 12) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.
- 13) To serve two (2) office hours allocated throughout a week.

Section P: Duties of Cabinet Members

- 1) To represent the SG at any functions and to participate in SG events.
- 2) To carry out all legislation enacted by the SG.
- 3) To attend all SG Cabinet meetings, and General Body Meetings unless otherwise excused.
- 4) To steer issues that are brought to their attention to the proper internal committee or external entity.
- 5) To recommend to the Chief of Staff agenda items for all meetings.
- 6) To advise the General Assembly on SG matters.
- 7) All Cabinet Members may vote in a matter placed before the General Body for action, except for the Student Trustee, the Alternate Student Trustee and the Executive President. The Executive President may vote in the event of a tie.

Section Q: Vacancy of Officers



- 1) In the event that the Executive President resigns, is removed from office, graduates, or withdraws from TCNJ, the Executive Vice President shall assume the position of Executive President.
- 2) In the event that a Cabinet position becomes vacant by resignation, recall, or any other means, the Executive President of the SG will have the power to appoint a suitable individual to the position through an application process, with the exception of the Student Trustees and the Speaker of the General Assembly.
- 3) In the event that the Alternate Student Trustee does not finish their term, the Student Trustee must conduct a School Wide Special Election in order to fill this position. If the current Student Trustee cannot finish their term, the Alternate Student Trustee will temporarily act as the voting member of the Board of Trustees, and serve the duties of Student Trustee. The way the Student Trustee role is filled, if filled at all, must be followed by State of New Jersey guidelines. In the event that the Student Trustee role must be filled, the Alternate Student Trustee must conduct a school wide election to fill the position.
- 4) In the event that the Speaker of the General Assembly does not finish their term, a special internal election shall be conducted by the Alternate Student Trustee at the following General Body Meeting as outlined in Article X, Section A, Subsection 3.

Article IV: General Assembly

Section A: Composition and Path to Membership

- 1) The General Assembly shall be comprised of School Senators, Class Council members, Assistant Vice President for Academic Affairs, Assistant Vice President for Scholarship & Career, Assistant Vice President for Intercultural Affairs, Assistant Vice President for Finance, Assistant Vice President for Campus and Community Relations, and Delegates.
- 2) The Speaker of the General Assembly shall represent the General Assembly to Cabinet. No other member of Cabinet shall be a member of the General Assembly.
- 3) The Executive President and Executive Vice President of the Student Government shall appoint the Chief Strategist and Chief of Staff each spring after an application process, immediately following elections. The Chief Strategist and Chief of Staff must have a minimum of a semester of experience serving in the Student Government.
- 4) The Vice President for Academic Affairs of the Student Government shall appoint the Assistant Vice President for Academic Affairs and Assistant Vice President for Scholarship & Career each spring after an application process, immediately following elections. The Assistant Vice President for Academic Affairs must have a minimum of two semesters of experience serving in the Student Government.



- 5) The Vice President for Inclusive Excellence of the Student Government shall appoint the Assistant Vice President for Intercultural Affairs each spring after an application process, immediately following elections.
- 6) The Vice President for Campus Operations and Relations of the Student Government shall appoint the Assistant Vice President for Campus and Community Relations each spring after an application process, immediately following elections.
- 7) The Vice President for Finance of the Student Government shall appoint the Assistant Vice President for Finance each spring after an application process, immediately following elections.
- 8) The Vice President for Student Services shall appoint the Assistant Vice President for Residential Education and Housing, the Mental Health Chair, the Dining Services Chair, and the Inter Greek Council (IGC) Chair, each spring after an application process, immediately following elections.
- 9) The Chief Strategist shall appoint the Recruitment Chair each spring after an application process, immediately following elections.
- 10) The Vice President for Advancement shall appoint the Alumni Engagement Chair, Communications Marketing and Brand Management Chair, and Fundraising Chair each spring after an application process, immediately following elections.

Section B: School Senators

- 1) For each academic school at the College, there shall be a cohort of Senators that represents the undergraduates of that school referred to as Senators for that particular school.
- 2) The duties and responsibilities of School Senators shall include, but not be limited to, the following:
 - a. To represent the best interests of the students in their respective schools;
 - b. To periodically meet with the respective Deans of their schools;
 - c. To meet with all student organizations affiliated with, or deriving their charge from, their respective cohorts, and maintain a communication with these organizations;
 - d. To serve as an active member of at least one SG internal committee;
 - e. To hold regular meetings of the respective Senator cohorts;
 - f. All Senator Cohorts must hold at least one academic event each semester to benefit their respective schools. An academic event is any event that connects the students within the school to (a) academic advisors/professors, (b) student organizations with similar areas of focus to that of the school, (c) the Dean, (d) information about endeavors within school that will benefit its students, or (e) alumni or networking opportunities. This event can only be in collaboration with another academic school or another organization if senator responsibilities are explicitly outlined and the cohort



can demonstrate that it is the primary organizer of the event. The academic event can include, but is not limited to, open forums, luncheons with the Dean, community events with student organizations, etc. The overall status of the event fitting the requirements listed is based on the discretion of the Vice President of Academic Affairs.

- 3) For each cohort of senators, there shall be a Head Senator appointed to represent that group. This Senator shall be responsible for:
 - a. Organizing all meetings with School Deans;
 - b. Communicating with the Vice President for Academic Affairs all efforts undertaken by their respective cohorts, including, but not limited to, the dates of Deans' meetings, attendance at said meetings, and school-wide events;
 - c. Delegating tasks to members of their cohorts regarding school-wide/campus-wide events or initiatives undertaken by the SG;
 - d. Updating the Student Government as it pertains to the initiatives of their cohorts;
 - e. Performing any relevant tasks as delegated by the Executive President, Executive Vice President, or Speaker of the General Assembly;
 - f. Sitting on the Committee of Academic Affairs.
- 4) The Senators of Education will co-represent Secondary Education students along with other Senator cohorts.

Section C: Determination of Senate Seats

- 1) In a set comprising the undergraduate student populations of each academic school, let Z equal the number of students in the largest academic school. The number of seats apportioned to each academic school shall be as follows:
 - a. Schools with a student population at or below 60 percent of Z shall be apportioned 4 seats.
 - b. Schools with a student population at or below 85 percent but above 60 percent of Z shall be apportioned 5 seats
 - c. Schools with a student population above 85 percent of Z shall be apportioned 6 seats.
- 2) Two-thirds ($\frac{2}{3}$) of the total number of seats in each cohort shall be open for Spring elections. The remaining seats shall be open for Fall elections.
- 3) For all numbers calculated, any numbers with decimals should be rounded to the nearest whole number, with 0.5 and above rounding up, and all others rounding down.

Section D: Class Councils

- 1) Each Class Council consists of four Class Officer positions. These will include a President, Vice President for Social Programming, Vice President for Professional



Programming, and Vice President for Fundraising. The First-Year Class Council shall include one additional role, the Vice President for Engagement.

- 2) The duties and responsibilities of each Class Council shall include:
 - a. Organize and sponsor one social, one educational, and one fundraising event per semester for their class and the student body to support the missions and goals of the Class Councils;
 - b. Fundraise on behalf of the class account in accordance with the mission and goals of the Class Councils;
 - c. Hold regular meetings of the respective Class Council. The Presidents of each Class Council shall attend a combined presidents meeting, led by the Speaker of the General Assembly.
 - d. To serve as an active member of at least one SG internal committee;
 - e. Work with the Office of Alumni Affairs to coordinate and fundraise for a Class gift. The type of class gift will be decided upon by each senior class council and will be presented to the Office of Alumni Affairs prior to the end of their spring semester. The Class gift will be announced during their respective graduation ceremony.
- 3) In addition to these duties and responsibilities the Senior Class Council shall:
 - a. Assist in the selection of a Commencement speaker, when applicable;
 - b. Organize, plan, and run Senior Week.

Section E: Class Officers

- 1) Each Class Council will consist of a President, Vice President for Social Programming, Vice President for Professional Programming, and Vice President for Fundraising.
- 2) The responsibilities of the Class President shall include, but not be limited to:
 - a. Chair all meetings of the Class Council, or choose a designee to do so;
 - b. Effectively oversee all events of the Class Council;
 - c. Delegate responsibilities to the other officers and supervise their actions;
 - d. In addition to the above responsibilities, the Junior Class President shall be responsible for organizing and overseeing an effort to program one major, collaborative event amongst the four Class Councils each academic year.
 - e. Meet with the Speaker of the General Assembly in a combined Presidents meeting.
 - f. Meet with specific cohort advisors on a monthly basis.
 - g. Take meeting minutes to track all issues and ideas that arise at class council meetings, or choose a designee to do so.
 - h. Create meeting agendas for each Class Council meeting.
 - i. Schedule weekly Class Council meetings to make sure that all other Class Council Cohort members are aware of when meetings are scheduled and what their purpose is.



- j. Oversee the council's social media or choose a designee to do so.
 - k. Draft semesterly or ad hoc emails to the Class Council's class.
- 3) The responsibilities of each Class Vice President for Social Programming shall include, but not be limited to:
- a. Organize at least one social programming event that increases class unity and builds school spirit per semester.
 - b. While the Vice President for Social Programming is responsible for execution, they should collaborate with their entire class council for help and assistance.
 - c. To create promotional materials for each event and/or work with the Vice President of Advancement to do so.
 - d. To perform those duties as assigned by the Executive President, Executive Vice President, Speaker of the General Assembly, Class Council President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 4) The responsibilities of each Class Vice President for Professional Programming shall include, but not be limited to:
- a. Organize at least one educational event tailored to the needs and interests of the respective class year.
 - i. While the Vice President for Professional Programming is responsible for execution, they should collaborate with their entire class council for help and assistance.
 - b. To create promotional materials for each event and/or work with the Vice President of Advancement to do so.
 - c. To perform those duties as assigned by the Executive President, Executive Vice President, Speaker of the General Assembly, Class Council President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 5) The responsibilities of each Class Vice President for Fundraising shall include, but not be limited to:
- a. Organize at least one fundraising event per semester.
 - i. While the Vice President for Fundraising is responsible for execution, they should collaborate with their entire class council for help and assistance.
 - b. To create promotional materials for each event and/or work with the Vice President of Advancement to do so.
 - c. Monitor the class council budget along with the Vice President for Finance;
 - d. Be responsible for all dues, contracts, forms, and tickets, which are necessary for financial purposes, before, during, and after all events
 - e. To perform those duties as assigned by the Executive President, Executive Vice President, Speaker of the General Assembly, Class Council President, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 6) The responsibility of the First-Year Class Vice President for Engagement shall include, but not be limited to:



- a. To assist the class council in the planning of each mandated event.
- b. To plan a tabling event to boost engagement between the class council and the first-year class.
 - i. While the Vice President for Engagement is responsible for execution, they should collaborate with their entire class council for help and assistance.
- c. To create promotional materials for each event and/or work with the Vice President of Advancement to do so.
- d. To perform those duties as assigned by the Executive President, Executive Vice President, Speaker of the General Assembly, Class Council President, or the SG that do not conflict with this Constitution or the SG Bylaws.

Section F: Duties of the Assistant Vice President for Campus and Community Relations

- 1) To serve as a voting member of the General Assembly of Student Government.
- 2) To assist the Vice President of Campus Operations and Relations with all matters relating to fostering a strong relationship between the SG, the college community, the surrounding community, and prospective students.
- 3) To Co-Chair the Committee on Campus Administration and Relations to help with the execution of these duties
- 4) To represent the Student Government to the College Director of Community Relations, and meet regularly with said individual throughout the academic year.
- 5) To monitor the activities of off-campus TCNJ students residing in the Ewing and/or Trenton community, and to ensure students engage in respectful and mindful behavior off campus.
- 6) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Campus Operations and Relations, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 7) To represent the Student Government to the Office of Government and Community Relations, and meet regularly with the Community Relations Director throughout the academic year.

Section G: Duties of the Assistant Vice President for Academic Affairs

- 1) To serve as a voting member of the General Assembly of Student Government.
- 2) To oversee, with the Executive Vice President, the appointment of any Academic Senators, when necessary.
- 3) To debrief the General Body on all preliminary recommendations, documents, and materials brought forth by guest speakers and presentations soliciting testimony by preparing summary documents/infographics.



- 4) To coordinate, with the appropriate SG representative serving on the respective governance committee, the solicitation of student testimony at Student Government meetings.
- 5) To assist with School Senator cohort management and onboarding, and to monitor the activities and membership of Senator cohorts, and mediate any and all internal Senator cohort disputes.
- 6) To assist the Vice President for Academic Affairs in coordinating with the Head Senators.
- 7) To collaborate with the Chief Strategist in managing the transition process for Academic Senators by collecting and distributing job books and holding transition and onboarding meetings, beginning in the summer and throughout the academic year.
- 8) To report directly to and meet regularly with the Vice President for Academic Affairs.
- 9) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Academic Affairs, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 10) To create or dissolve ad hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.

Section H: Duties of the Assistant Vice President for Scholarship & Career

- 1) To serve as a voting member of the General Assembly of Student Government.
- 2) To advocate for academic opportunities pertaining to research, internships, and professional development.
- 3) To maintain relations between students and faculty.
- 4) To serve on the Academic Affairs Council.
- 5) To serve as the voting student representative to the Committee on Faculty Affairs, or to notify the Executive Vice President to send an appropriate member of the Student Government to serve in their absence.
- 6) To serve on the SG Council of Governance as the Committee on Faculty Affairs representative.
- 7) To represent the Student Government to the TCNJ Director of Career & Leadership Development to promote opportunities with Student Leadership Development for the student body.
- 8) To report directly to and meet regularly with the Vice President for Academic Affairs.
- 9) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Academic Affairs, or SG that do not conflict with this Constitution or the SG Bylaws.



- 10) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.

Section I: Duties of the Mental Health Chair

- 1) To advocate for student support as it pertains to mental health.
- 2) To serve on the Student Services Committee.
- 3) To represent the Student Government and liaise with TCNJ's Counseling and Prevention Services.
 - a) The Mental Health Chair shall have at least one meeting per semester with Counseling and Prevention Services.
- 4) To inform the Student Government of changes to TCNJ policies related to mental health services.
- 5) To pursue mental health initiatives that improve the mental wellbeing of the student body.
- 6) To report directly to and meet regularly with the Vice President for Student Services.
- 7) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Student Services, or the SG that do not conflict with this Constitution or the SG Bylaws.

Section J: Duties of the Assistant Vice President for Residential Education and Housing

- 1) To serve as a voting member of the General Assembly of Student Government.
- 2) To advocate for students as it pertains to Residential Education and Housing.
- 3) To serve on the Student Services Committee.
- 4) To represent the Student Government and liaise with TCNJ's Department of Residential Education and Housing.
 - a) The AVP for Residential Education and Housing shall have monthly meetings with the Director of Residential Education and Housing, project-based meetings as needed with the Director or their designee, and bi-weekly meetings with a designee appointed by the Director of Residential Education and Housing.
- 5) To inform the Student Government of changes to TCNJ policies related to the residential experience at TCNJ.
- 6) To pursue initiatives that improve the residence hall experience of the student body.
 - a) Facilitate any discussions on housing if issues are mentioned during the Open Floor agenda item during General Body Meetings.
 - b) Facilitate a Residential Education and Housing Forum once a semester, at the beginning of a General Body Meeting to hear feedback students have on housing.
 - c) To host tabling events once a month to receive feedback from students on the residential living experience.



- d) To support the Department of Residential Education and Housing in large programming.
- e) To liaise with the Executive President to bring in members of the Facilities/Residential Education and Housing team to a General Body meeting during the course of the academic year.
- 7) To report directly to and meet regularly with the Vice President for Student Services.
- 8) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Student Services, or the SG that do not conflict with this Constitution or the SG Bylaws.

Section K: Duties of the Dining Services Chair

- 1) To advocate for students as it pertains to the dining services of TCNJ.
- 2) To serve on the Student Services Committee.
- 3) To represent the Student Government and liaise with TCNJ's dining services.
 - a) To serve on the Dining Services Committee.
- 4) To inform the Student Government of changes to TCNJ policies related to dining services at TCNJ.
- 5) To pursue initiatives that improve the dining experience of the student body.
- 6) To report directly to and meet regularly with the Vice President for Student Services.
- 7) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Student Services, or the SG that do not conflict with this Constitution or the SG Bylaws.

Section L: Duties of the Inter Greek Council Chair

- 1) To advocate for students as it pertains to the Inter Greek Council TCNJ.
- 2) To serve on the Student Services Committee.
- 3) To represent the Student Government and liaise with TCNJ's Inter Greek Council, including its three governing councils: the Panhellenic Association (Panhell), the Interfraternity Council (IFC), and the Unified Greek Council (UGC).
 - a) The Inter Greek Council Chair shall have at least one meeting per semester with the Inter Greek Council.
- 4) To inform the Student Government of changes to TCNJ policies related to fraternity and sorority life.
- 5) To relay information to the Student Government regarding the Inter Greek Council.
- 6) To report directly to and meet regularly with the Vice President for Student Services.



- 7) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Student Services, or the SG that do not conflict with this Constitution or the SG Bylaws.

Section M: Duties of the Assistant Vice President for Finance

- 1) To serve as a voting member of the General Assembly of Student Government.
- 2) To assist the Vice President for Finance in managing internal finances and representing the SG to the Student Finance Board.
- 3) To assist in reviewing special applications and programming requests for the Student Government.
- 4) To liaise with Class Cohorts and provide guidance on special application and Student Finance Board processes, policies, and procedures.
- 5) To organize and host one (1) fundraising event a semester.
- 6) To serve as a voting member of the Student Finance Board General Board.
- 7) To assist Recognized Student Organizations with finances, as needed, and to assist said student organizations with procuring special applications and Student Finance Board funding guidelines and processes by holding at least one (1) event or workshop each semester.
- 8) To report directly to and meet regularly with the Vice President for Finance.
- 9) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Finance, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 10) To create or dissolve ad-hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.

Section N: Duties of the Assistant Vice President for Intercultural Affairs

- 1) To serve as a voting member of the General Assembly of Student Government.
- 2) To advocate for student support as it pertains to accessibility, financial aid and assistance, and student employment.
- 3) To serve on the Inclusive Excellence Council.
- 4) To represent the Student Government to the TCNJ Executive Director of Financial Aid, and meet regularly with said individuals throughout the academic year.
- 5) To liaise with the TCNJ Human Resources Department, specifically Student Employment.
- 6) To assist the Vice President for Inclusive Excellence with hosting EPCOT.
- 7) To promote accessible, internal SG practices.



- 8) To report directly to and meet regularly with the Vice President for Inclusive Excellence.
- 9) To perform those duties as assigned by the Executive President, Executive Vice President, Vice President for Inclusive Excellence, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 10) To create or dissolve ad hoc subcommittees within the SG and appoint or remove the chair(s) of ad-hoc subcommittees when necessary.

Section O: Duties of the Deputy Speaker of the General Assembly

- 1) To assist the Speaker of the General Assembly in leading the General Assembly.
- 2) To co-chair the Combined Class Presidents meetings.
- 3) To communicate charges to General Assembly cohorts.
- 4) To host at least two internal SG bonding events a semester.
- 5) To help monitor the General Assembly's collection of constituent feedback, and to supply the Legislative Affairs Committee with said feedback.
 - a) The Deputy Speaker will facilitate the General Assembly's collection of constituent feedback on the Speaker of the General Assembly semesterly.
- 6) To assist the Speaker of the General Assembly with the gathering of feedback from the Class Councils on their cohort's performance every semester and procure a report to review in an evaluation meeting semesterly.
- 7) To monitor the Student Feedback Form and report to the Speaker of the General Assembly any student body concerns.
- 8) To report directly to and meet regularly with the Speaker of the General Assembly.
- 9) To perform those duties as assigned by the Executive President, Executive Vice President, Speaker of the General Assembly, or the SG that do not conflict with this Constitution or the SG Bylaws.
- 10) To complete ad hoc assignments when appropriate.

Section P: Duties of the Recruitment Chair

- 1) To report directly to and meet regularly with the Chief Strategist.
- 2) To create a subcommittee for recruitment purposes.
- 3) To collaborate with the Alternate Student Trustee and Vice President for Advancement on marketing strategies for Welcome Week geared towards outreach to the incoming first-year class, as well as throughout the academic school year and leading up to elections.
- 4) To create necessary materials, engaging activities and resources for Involvement Fair tablings.
 - a) Communicate with the Vice President for Advancement to ensure all materials are advertised properly and up to brand standards.



- 5) To implement, with the support of the General Assembly, additional programs and initiatives for ongoing recruitment and efforts.

Section Q: Duties of the Alumni Engagement Chair

- 1) To serve on the Advancement Committee.
- 2) To assist in planning and attend “Thank a Donor Day” and “Day of Giving” programming.
- 3) To monitor the LinkedIn page for Student Government alumni.
- 4) To send a semesterly email to alumni outlining the advocacy accomplishments and programming initiatives of Student Government from that semester.
- 5) To oversee donation campaigns from alumni.
- 6) To assist in coordinating alumni events during Alumni Weekend for Student Government alumni
- 7) To report directly to and meet regularly with the Vice President for Advancement.

Section R: Duties of the Communications Marketing and Brand Management Chair

- 1) To serve on the Advancement Committee.
- 2) To manage the branding of Student Government to the student body.
- 3) To maintain the Student Government social media accounts
- 4) To inform the TCNJ campus of events held by Student Government cohorts through the creation and maintenance of media templates and distribution of cohort event flyers
- 5) To promote the general body of Student Government through photography of meetings and events.
- 6) To report directly to and meet regularly with the Vice President for Advancement.

Section S: Duties of the Fundraising Chair:

- 1) To serve on the Advancement Committee.
- 2) To assist in managing the production and distribution of Student Government merchandise for both the fall and spring semesters.
- 3) To ensure alignment of merchandise with the organization's branding and promotional objectives.
- 4) To assist in monitoring and reviewing the key Student Government fundraising forms
- 5) To ensure all cohort fundraising requests are processed in a timely and efficient manner, and that they meet the necessary criteria for approval.
- 6) To report directly to and meet regularly with the Vice President for Advancement.

Section T: Vacancy of Positions



- 1) If there is a vacancy in the General Assembly because of resignation, impeachment, or any other reason, the Student Government Executive President will have the power to appoint a suitable person to the position through an application process. The only exception would be the vacancy of a Class President, in which case the Class Vice President of Operations will assume the position of Class President, and the SG Executive President will appoint a new Class Vice President of Operations as defined above.
- 2) If any Class Council or Senator seat becomes vacant after seven (7) days following the conclusion of the Spring semester Add/Drop period for courses, in accordance with the official TCNJ academic calendar for that respective year, the vacant seat(s) may remain unfilled for the remainder of the Spring semester.

Article V: Delegates

- 1) Delegates shall be defined as the non-elected and non-appointed members of the SG.
- 2) TCNJ students may become quasi-voting members of the Student Government through the Delegate Program by attending three consecutive General Body meetings at the beginning of their term. Should they maintain quasi-voting status throughout the fall semester, they shall continue to have quasi-voting privileges in the spring semester. Delegates shall hereby be referred to as quasi-voting members of the General Body.
- 3) Delegates must attend their assigned internal committee meetings and subcommittees with the right to a vote or must attend General Body meetings. Once the student begins attending General Body or internal committee meetings they are a Delegate until proven otherwise.
- 4) Delegates who choose to attend General Body meetings shall be given a vote on any Bills, or any changes to the SG Constitution and Bylaws, introduced to the General Body in Old Business. Delegates are not permitted to vote on Resolutions, Initiatives, Commendations, or Potential Student Organizations introduced to the General Body in Old Business.
- 5) If a Delegate accumulates more than one unexcused absence from General Body meetings, their quasi-voting member status is revoked. Delegates shall not be permitted to submit absentee ballots.
- 6) Delegates may serve on College Governance at the discretion of the Executive Vice President.
- 7) The position of Head Delegate, appointed by the Executive Vice President, shall be responsible for the following:
 - a. Unifying the cohort;
 - b. Keeping track of Delegate attendance at General Body meetings;
 - c. Holding cohort meetings with the Delegates to pursue initiatives;



- d. Helping new Delegates transition to Student Government and get accumulated to their procedures and practices;
 - e. Informing the Executive Vice President of any potential new Delegates or Delegate resignation.
- 8) In the event that the delegate cohort exceeds seven quasi-voting members, the position of Head Delegate shall be determined through an election process, organized by the Executive Vice President, in which the delegate cohort will elect the Head Delegate by plurality vote. This election shall take place during a dedicated meeting convened specifically for the delegate cohort.
- 9) Only members of the Delegate cohort shall elect the Head Delegate. In order to be elected Head Delegate, the candidate must first be nominated by a TCNJ student for their desired position. Each candidate may give a speech no longer than two minutes. Delegates not running in the election may then vote for the candidate.
- a. The candidate receiving the highest number of votes shall be elected as the Head Delegate.
 - b. In the event of a tie, a subsequent round of voting will be conducted among the candidates with the highest tied votes.

Article VI: Internal Committees

Section A: Standing Committees

- 1) The Strategy Committee is chaired by the Chief Strategist and is charged with the following:
- a. Monitoring the progress of SG's long-term initiatives;
 - b. Assessing overall organizational effectiveness;
 - c. Creating a Strategic Plan for The College of New Jersey Student Government outlining goals and priorities for the next few years. The plan should be reviewed every year and modified/updated every four (4) years;
 - d. Identifying issues and setting specific priorities, outcomes, and metrics for each component of the Strategic Plan;
 - e. Facilitating communication between all committees, cohorts, and divisions to support the implementation of the Strategic Plan and track progress on and towards initiatives and outcomes;
 - f. Coordinating data collection efforts to advance priorities and support the initiatives of internal SG committees;
 - g. Conducting random focus groups, surveys, and polls of the campus community at-large to discuss issues related to the mission of the Student Government and the student body of the College. This includes, but is not limited to, qualitative perception of the Student Government, prominent



student issues, and analysis of the strengths, weaknesses, opportunities for, and threats to the campus community and student body.

- 2) The Legislative Affairs Committee is chaired by the Executive Vice President, with the Chief of Staff as vice-chair, and is charged with the following:
 - a. Reviewing constituent input, petitions, and/or Initiatives brought forth by the Chief of Staff and provide a relevant SG committee and/or cohorts with a formal charge of action, including but not limited to a expectations on final outcome, timeline, relevant stakeholders to consult, and any recommendations to complete said charge. When charged, the SG committee/cohort shall be responsible for assigning a team of SG members, including a “lead,” to oversee the work and communicate the final outcome.
 - b. Reviewing, and approving by majority vote, any Bills or Commendations:
 - i) Once a Bill is approved, the Chief of Staff shall place the item into “New Business” for the next General Body meeting;
 - ii) If a Bill is not approved by the Legislative Affairs Committee, the Executive Vice President shall communicate the Committee’s input to the Bill sponsor(s).
 - b) Reviewing and steering Resolutions to the relevant SG committee:
 - i) All Resolutions are required to be checked appropriately by its designated committee to gain insight, constructive feedback, and structural improvements. The Executive Vice President or Chief of Staff will designate the appropriate committee;
 - ii) Once the aforementioned committee provides its insight, the Resolution is sent to the Legislative Affairs Committee for review and vote. If the Resolution is approved, by a simple majority vote, the Chief of Staff shall place the item into “New Business” for the next General Body meeting. If a Resolution is not approved by the Legislative Affairs Committee, the Executive Vice President shall communicate the Committee’s input to the Resolution’s sponsor(s);
 - iii) If the Resolution is approved by the General Body, and receives the signature of the Executive President, the Legislative Affairs Committee shall issue a charge to the relevant SG committee;
 - iv) When charged, the SG committee shall be responsible for assigning a team of SG members, including a “lead” to oversee the process, to present the Resolution to their respective administrators and other relevant outlets within and outside the College, as well as with administering and communicating the final outcome of the Resolution.
 - c) In order to vote in Legislative Affairs Committee meetings, members must fulfill at least one (1) of the following qualifications:



- i) Be an elected SG member assigned to the Legislative Affairs Committee;
 - ii) Attend three (3) consecutive meetings, unless otherwise excused by the Executive Vice President; and
 - iii) Have had consistent attendance at Legislative Affairs Committee meetings, as determined at the discretion of the Executive Vice President.
- d) In order for a vote to proceed in Legislative Affairs Committee meetings, the following must be fulfilled:
 - i) Committee chair establishes quorum at the beginning of the meeting;
 - ii) The presence of $\frac{2}{3}$ of the total number of voting members (rounded up to the nearest whole number), assigned to the committee for any particular semester, is defined as quorum;
 - iii) Voting members are student government representatives who do not include the chair of the committee;
 - iv) If quorum is not reached, the vote will either be tabled; or the chair may request a motion to lower quorum, thus allowing for the vote to continue.
- 3) The Advancement Committee is chaired by the Vice President for Advancement and is charged with the following:
 - a. Ensuring coordination between programming and marketing efforts to avoid duplicity;
 - b. Creating flyers, graphics, and promotional materials for SG initiatives;
 - c. Updating the SG website and media outlets with all SG minutes, legislation, and important notices, as well as maintain the membership roster and initiative tracker;
 - d. Notifying the campus community of all SG initiatives and programming efforts through campus-wide emails and This Week in SG posts; and
 - e. Producing a semesterly newsletter with updates to students and the campus community.
 - f. To work on fundraising efforts on behalf of the Student Government.
- 4) The Judiciary Board is chaired by the Alternate Student Trustee, consists of the Executive Vice President, and Speaker of the General Assembly, and is charged with the following:
 - a. Overseeing all matters pertaining to membership accountability, and attendance;
 - b. Overseeing impeachment, recall, and removal of office procedures; and



- c. Communicating with any constituents pertaining to concerns and/or complaints regarding SG representatives; and
 - d. Administering the provisions provided in Article IX of the SG Constitution and Bylaw 04 of the SG Bylaws.
- 5) The Elections Commission is chaired by the Alternate Student Trustee, consists of the Student Trustee, an SG Advisor, and the Elections Social Media Chair, and is charged with the following:
 - a. Overseeing and coordinating SG Elections during the Spring and Fall semesters;
 - b. Reviewing and determining the outcome of any appeals during the elections process;
 - c. Administering the provisions provided in Article X of the SG Constitution and Bylaw 05 of the SG Bylaws.

Section B: Coordinating Councils

- 1) The Academic Affairs Council shall be composed of the Vice President for Academic Affairs (chair), AVP for Scholarship & Career, and at least (1) student representative from each of the following shared governance committees: Committee on Academic Programs, Committee on Faculty Affairs, College Core Council, Honors and Scholars Council, Cultural and Intellectual Community Council, Mentored Research and Internships Council, Teacher Education Council, and Teaching and Learning Council. The Council is charged with the following:
 - a. Discussing all policies dealing with academics, advising, and support services;
 - b. Reaching out to appropriate student cohorts for feedback on recommendations; and
 - c. Administering any charges issued by the Legislative Affairs Committee.
- 2) The Inclusive Excellence Council shall be composed of the Vice President for Inclusive Excellence (chair), AVP for Intercultural Affairs, and at least one (1) student representative from each of the following shared governance committees: Steering Committee, Committee on Academic Programs, Committee on Student and Campus Community, and Campus Diversity Council. The Council is charged with the following:
 - a. Discussing all matters pertaining to diversity, equity, and inclusion, admissions, campus policies, and student support services;
 - b. Reaching out to appropriate student cohorts for feedback on recommendations; and
 - c. Administering any charges issued by the Governmental Affairs Committee.



- 3) The Campus Administration Coordinating Council shall be composed of the Vice President for Campus Operations and Relations (chair), AVP for Campus and Community Relations (co-chair), Campus Police Liaison, and at least (1) student representative from each of the following shared governance committees: Committee on Student and Campus Community, Facilities and Construction Planning Council, Environmental Sustainability Council, and the Library Building and Safety Committee. The Council is charged with the following:
 - a. Discussing all policies dealing with campus planning, parking services, information technology, campus and community relations, and facilities;
 - b. Reaching out to appropriate student cohorts and community members for feedback on recommendations; and
 - c. Administering any charges issued by the Legislative Affairs Committee.

Article VII: Veto Power

- 1) The SG Executive President shall have the right to veto any piece of legislation after its passage before the next General Body meeting of the Student Government. Should the particular piece of legislation have been passed at the last meeting of the semester, the Executive President must veto the act before adjournment.
- 2) The SG Executive President shall inform the General Body of a veto in writing, electronic or physical, within 24 hours of exercising this power.
- 3) The General Body may override a veto of the SG Executive President by a $\frac{3}{4}$ -majority vote of voting members within two General Body meetings from the meeting where said piece of legislation was passed. If the veto occurs at the last meeting of the spring semester, a veto override can only occur during that same meeting.
- 4) The Executive President cannot veto an override by the voting members of the General Body. If the voting members of the General Body override the Executive President's veto, the legislation shall be enacted.
- 5) The Executive President can only veto legislation affirmed by the body; matters rejected remain so without any executive recourse.

Article VIII: Criteria for Membership and Elections

- 1) A Student Government Judiciary Board shall oversee the performance of SG members throughout the semester and shall be responsible for presenting a formal charge of impeachment. The SG Judiciary Board shall be composed of the Executive Vice President, Speaker of the General Assembly, and Alternate Student Trustee. If any member of the Judiciary Board is unable to perform their duty on the Judiciary Board or if any member is the party being investigated, then the Student Trustee shall serve on the Judiciary Board instead. If the Executive



President is the party being investigated, the Student Trustee shall replace the Executive Vice President on the Judiciary Board, until the conclusion of the investigation, in order to avoid any conflict of interest.

- 2) All voting members of the General Assembly shall maintain a cumulative and semesterly Grade Point Average (GPA) of no less than 2.0. All members of the Cabinet shall hold a cumulative and semesterly GPA of no less than 2.5. The advisors are expected to check all General Body members' GPAs on June 1st or soon thereafter and January 1st or soon thereafter of each year. Should a member's GPA fall below the aforementioned minimum requirement, the member may resign or they shall be removed from office.
- 3) All voting members of the Student Government shall maintain good standing as it pertains to student conduct. If a Student Government member is found to be in violation of the Student Code of Conduct by the appropriate agency within the Office of the Dean of Students, or any other relevant office, and receives a sanction of pending, interim, or actual termination of housing; pending, interim, or actual suspension; and/or expulsion, the Judiciary Board—barring significant and extenuating circumstances— shall request that member's resignation. If the member chooses not to resign, the Judiciary Board shall present a formal charge of impeachment upon that member. If the member chooses to appeal their sanction within the Office of the Dean of Students, no formal action will be taken by the Judiciary Board or the Student Government against the member until the appeals process has concluded and the final sanction is one of pending, interim, or actual termination of housing; pending, interim, or actual suspension; and/or expulsion.
- 4) If a Student Government member is found to be in violation of the Academic Integrity Policy and receives a sanction of pending, interim, or actual suspension or expulsion, the Judiciary Board—barring significant and extenuating circumstances— shall request that member's resignation. If the member chooses not to resign, the Judiciary Board shall present a formal charge of impeachment upon that member. If the member chooses to appeal their sanction as provided for by the relevant policies, no formal action will be taken by the Judiciary Board or the Student Government against the member until the appeals process has concluded and the final sanction is one of pending, interim, or actual suspension or expulsion.
- 5) All voting members of the Student Government shall sign a Contract of Commitment, drafted by the Executive President and/or Executive Vice President, during swearing in. Each Contract of Commitment will stipulate that a member faithfully executes the responsibilities of their position, as outlined in the Constitution and Bylaws, and adheres to the criteria for membership in the Student Government outlined in this Article. By signing their Contract of Commitment, a member acknowledges that a failure to abide by the Contract's terms may result in formal action by the Judicial Board to remove that member from office.



- 6) If a candidate for election does not meet the GPA requirements outlined in Section 1 of this Article, they may appeal to the Elections Commission, which will decide by majority vote whether to grant an exception.
- 7) A candidate may not run for election if they are on active sanction of pending, interim, or actual termination of housing; pending, interim, or actual suspension; and/or expulsion. If the student's sanction will expire by the date of the election itself, they may petition the Elections Commission to be able to run for election. If the candidate is in the process of appealing their sanction with the appropriate office at the time of elections, they may still run for an elected position. If the appeals process concludes prior to elections, and the candidate's sanction is that of pending, interim, or actual termination of housing; pending, interim, or actual suspension; and/or expulsion, the candidate will be deemed ineligible to continue running for an election, and their name will be removed from the ballot.
- 8) No elected member of the General Body shall be allowed to hold office during the semester that they are studying away. The member in question will be compelled to resign for that semester if they already hold an elected position. If an elected member does not resign upon leaving to study away, an impeachment process will be conducted on these grounds.
- 9) If a voting member of the General Body cannot be present for voting on a bill or resolution, they will be given an opportunity to fill out an absentee ballot until noon the day following the General Body meeting. This absentee ballot will be sent out by the Alternate Student Trustee in an email sent to members with excused absences immediately after the conclusion of the General Body meeting. If the voting member does not fill out this absentee ballot, they will be removed from the voting ballot for the bill or resolution.

Article IX: Impeachment and Recall

- 1) Impeachment shall be defined as a formal process of the SG Judiciary Board bringing charges to a member of the SG in order to remove that member from their office. Any member facing formal impeachment charges shall hereby be referred to as the "impeached party."
- 2) If a member fails to adhere to the standards set by the Judiciary Board during their meeting, as outlined in Bylaw 04, Section A, Subsection 8, this shall be designated a nonfeasance impeachment charge. The Judiciary Board will procure a comprehensive impeachment charge outlining the member's dereliction of duty. The Judiciary Board will then present the charge to the prosecution.
- 3) If any member of the SG, or any constituent, wishes to file a formal complaint on the basis of nonfeasance, misfeasance, or malfeasance, they must present it to the Judiciary Board via written documentation. The Judiciary Board will then proceed to collecting evidence and data on the veracity of the complaint. They may do so



- through meeting with members of the SG, constituents, or any faculty/staff member the board deems appropriate. If the Judiciary finds sufficient evidence, they shall meet with the accused to discuss the issue and may request a letter of resignation. If said letter is not received by the requested date, The Judiciary Board will procure a comprehensive impeachment charge outlining the member's dereliction of duty. The Judiciary Board will then present the charge to the prosecution.
- 4) If any complaint brought forth to the Judiciary Board shows a member to be in violation of the Student Code of Conduct or the Academic Integrity Policy, the Judiciary Board, in concert with the SG Advisors, will abide by the standards set in Article VII, Section 3 and Article VII, Section 4.
 - 5) Recall is defined as the removal of a member from office. This shall be conducted by a vote of the Expanded Judiciary Board, after formal impeachment charges are brought forth by the Student Government Judiciary Board. The recall proceedings may not be recorded or documented in any manner.
 - 6) The Expanded Judiciary Board shall be comprised of the three Judiciary Board members, two Senators and two Class Council representatives. The additional four members will be appointed by the incoming Alternate Student Trustee and Executive Vice President after spring elections and before the end of the academic year.
 - 7) Impeachment charges shall be separated into two designations; nonfeasance and misfeasance/malfeasance. Misfeasance charges include dereliction of duty and failing to comply with the Judiciary Board. Malfeasance charges include inappropriate behavior, the wrongful exercise of authority, or corruption.
 - 8) The Head Delegate may be charged with misfeasance for any dereliction of the duties set in Article V or failing to comply with the Judiciary Board. The Head Delegate and other delegates may be charged with malfeasance for any inappropriate behavior, wrongful exercise of authority, or corruption.
 - a. A Head Delegate impeached for misfeasance shall be removed from this position but may remain a Delegate. Any delegate impeached for malfeasance shall not have the rights of a delegate, including the right to vote, for as long as the Judiciary Board sees fit.
 - 9) Recall proceedings should be announced to the Expanded Judiciary Board and the General Body in open session one week before the hearing, except in extenuating circumstances. The impeached party must be given a choice of at least two dates to appear before the Expanded Judiciary Board for the recall process. All efforts must be made on behalf of the impeached party to appear before the Judiciary Board. If this process proves to be unrealistic, the recall proceeding shall proceed without the impeached party.
 - 10) During the Expanded Judiciary Board meeting, the deliberation will follow these rules:



- a. The Vice President for Governmental Affairs, or their designee, shall act as the prosecution. If the Vice President for Governmental Affairs is the party being impeached, the Student Trustee, or their designee, shall serve as the prosecution;
- b. The prosecution will be allowed opening remarks charging the impeached party of the violations in question. The impeached party will be allowed opening remarks refuting the charges;
- c. Questions for the prosecution and the impeached party will be allowed from the Expanded Judiciary Board;
- d. A vote to recall the impeached party can be taken at any time after a minimum of three questions for both the prosecution and the impeached party. The impeached party shall be recalled with a $\frac{2}{3}$ majority vote of members present at the meeting. All votes must be conducted via a secret ballot.

Article X: Elections

All full-time and part-time matriculated undergraduate students at The College of New Jersey are eligible to vote in SG elections.

Section A: Election Position Apportionment

- 1) Every member of the General Body, with the exception of the Student Trustee, the Speaker of the General Assembly, the Chief of Staff, the Chief Strategist and Delegates shall be elected by a popular vote of the student body.
- 2) The Student Trustee shall inherit this position after serving as the Alternate Student Trustee for one year. If the incumbent Student Trustee is not able to complete their term, the Alternate Student Trustee will immediately take their place.
- 3) Only voting members of the General Assembly shall elect the Speaker of the General Assembly.
 - a. Quorum of voting members of the General Assembly must be attained in order to elect the Speaker of the General Assembly.
 - b. In order to qualify for candidacy for the Speaker of the General Assembly role, the candidate must have served as a member of the SG General Assembly or Cabinet for at least one Fall or Spring semester.
 - c. In order to be elected Speaker of the General Assembly following the spring elections, the candidate must first be nominated and seconded by a TCNJ student for their desired position. Each candidate may give a speech no longer than two minutes and answer questions from the audience, without other candidates in the room. At least two members of the General Body shall then be chosen to speak on behalf of each candidate. Elected members not running in the election may then vote for the candidate. If one



candidate does not reach 50% of the vote, another round is called with the candidate receiving the least amount of votes removed from the ballot. This occurs until one candidate receives 50% of the vote and is declared winner.

- 4) $\frac{2}{3}$ of the total School Senator positions apportioned by each cohort and all Cabinet positions will be open in the spring semester, excluding the Student Trustee.
- 5) All unfilled seats, excluding Cabinet positions that are filled by the Executive President directly after the spring elections, will be filled during the elections the following fall.
- 6) The candidates for Executive President and Executive Vice President shall be required to have served a minimum of two complete semesters as a member of the General Body. Candidates running for these positions will be asked to send proof of being elected to their positions with the ballot results of the election cycle relevant to them or verification of being part of the Delegate Program. These will be sent to the current Alternate Student Trustee for validation on behalf of the Elections Commission. Candidates who have been appointed to the cohorts of Cabinet, Senator, Class Council, or Delegate in the Summer before the beginning of the Fall semester or before the first week of November while also completing a full two semesters of service are eligible for candidacy. Those who are newly appointed to Student Government in the Winter or Spring are ineligible to run for Executive President or Executive Vice President in the imminent Spring election cycle, as they will only be able to serve for one semester per their respective appointments. Candidates running for these positions must be in good standing with the Judiciary Board at the time of elections.

Section B: Term of Office

- 1) The term of office for a member shall commence immediately following their induction. The term of office for a member shall expire (1) immediately following the induction of their successor, (2) immediately after written, electronic or physical, notification of resignation to the SG Executive President, or (3) through the impeachment and recall process.

Article XI: Meetings

Section A: General Body Meetings

- 1) All official business of the SG shall be conducted through a General Body meeting.
- 2) Robert's Rules of Order, Newly Revised, shall govern the meetings of the SG.
- 3) The Chief of Staff shall post the agenda of the SG General Body meeting before the meeting is called to order. They shall keep minutes of all meetings and make them available to all members of the SG.



- 4) If the Chief of Staff is absent at a General Body meeting, the Executive President shall direct another member of the SG to keep the minutes.
- 5) The Executive President shall chair all General Body meetings. If the Executive President is absent, the order of succession to chair meetings will be the order of Cabinet members as written in Article III, Section A, Subsection 1.
- 6) No chair shall have the right or privilege to make a motion or vote.
- 7) The chair shall maintain proper parliamentary procedure during General Body meetings, in accordance with Robert's Rules of Order and enforce organizational adherence to Parliamentary Procedure and the SG Constitutions and Bylaws.
- 8) Any General Body meetings outside of regularly scheduled meetings may be called at the discretion of the Executive President, or by a petition of 1/3 of SG members.
- 9) The quorum for all official business of the SG to occur shall be $\frac{2}{3}$ majority of the total membership that is present when a vote is to be taken.
- 10) All meetings of the SG shall be open to the public.
- 11) Prior to Old Business, any constituent (non-Student Government member) is allowed to speak on anything that is being voted on in Old Business. Each individual is given one minute to speak with 5 minutes being allotted to this portion. A motion can be approved by GB to extend this time. After an individual(s) speaks on the Old Business item(s), any person is allowed to speak on any topic they wish and is given three minutes to speak with fifteen minutes being allotted.
- 12) Prior to Closed Session, any person is presented another opportunity to speak on any topic they wish. If Student Government members would like to speak, they must clarify whether they are speaking in an official capacity or not. Each individual is given three minutes to speak with fifteen minutes being allotted. A motion can be approved by GB to extend this time.

Section B: Closed Sessions

- 1) A closed session is defined as a meeting in which only Cabinet members, General Assembly members, and the SG Advisor(s) may be present.
- 2) A closed session may be called during a General Body meeting by any Cabinet or General Assembly member of the SG and approved by a simple majority of voting members.
- 3) The Chair reserves the right to call a closed session at any time during a General Body meeting.
- 4) The Chair reserves the right to allow any faculty members, or staff members to be present during a Closed Session.
- 5) The Chair of the General Body meeting will decide upon entering the closed session whether the meeting will be formal and proceed by the rules of order, or whether the rules of order should be suspended or modified for the purpose of informal discussion.



- 6) No votes may be taken during a closed session, unless the vote is for ending the closed session, which requires a simple majority vote.
- 7) All proceedings and discussion conducted during a closed session are confidential and shall not be discussed outside of that closed session, under penalty of impeachment.

Article XII: Petitions and Resolutions

Section A: Petition Process Defined

The Petition Process is a method through which TCNJ students have the ability to communicate a concern to relevant stakeholders, through the Student Government.

Section B: Petition Process Procedures

- 1) Any student or group of students wishing to present legislation directly to the Student Government's General Body for a vote must collect 250 signatures from currently matriculated TCNJ students on a petition asking the Student Government to hear a given piece of legislation. Petitions that garner 250 or more signatures within a year of posting will receive a response from the appropriate SG cohort or member. Completed petitions must be submitted for approval through the SG website. Once approved, petitions can be accessed through the SG website. All responses to petitions must be posted in reply to the official petition. Student Government members—including Delegates—may not sign their names to the petition or endorse it through any Student Government-affiliated digital media. If members of the Student Government wish to endorse an ongoing petition, they may do so by bringing a resolution to the General Body or sending a memo to the appropriate stakeholder(s). The Petitions Process shall be overseen by the Vice President for Governmental Affairs.

Section C: Petition Process Guidelines

- 1) A petition shall meet the following guidelines in order to be approved:
 - a. Adhere to the SG Constitution and Bylaws, Student Conduct Code, Guide to Residential Living, all applicable TCNJ Policies or external laws and regulations including those set by local, regional, or federal government.
 - b. Articulate its goals in a concise manner.
 - c. Refrain from mandating the hiring or firing of College personnel.
 - d. Refrain from requesting the removal of any elected officials without specifying good cause equivalent to standards set in the respective organization's Constitution for Impeachment and Recall.



- e. Refrain from direct personal attacks or slander.
- f. Refrain from the sharing of personal or confidential information.
- g. Refrain from the use of inappropriate or profane content.
- h. Refrain from the use of discriminatory or prejudicial content.
- i. Refrain from redundancy with active existing petitions.
- j. Refrain from the spamming of petitions.
- k. Refrain from amending any legislation that would modify any Recognized Student Organization's Constitution or Bylaws.

Section D: Resolution Defined

The Resolution is a process for when an Elected Member of Student Government strives to make a formally recognized statement of a policy, belief, or appreciation of The College of New Jersey's Student Government.

Section E: Resolution Proceedings

- 1) All Resolutions are required to be checked appropriately by its relevant committee to gain insight, constructive feedback, and structural improvements. The Chief of Staff will designate the appropriate committee. Each committee that reviewed said Resolution will be responsible for its presentation to respective administrators and other relevant outlets within and outside the College.
- 2) A Resolution shall be presented to the Executive President of Student Government prior to the General Body. The Resolution will then be sent to New Business, where it will be read by the Executive President or a Sponsor of the Resolution. Members of the General Assembly will then be allowed to provide Points of Information and Points of Inquiry regarding the Resolution, but debate will not occur. The Resolution will be sent out to the General Body by the Executive Vice President by no later than 24 hours after the General Body Meeting in which the Resolution was introduced in New Business.
- 3) The following General Body Meeting, the Resolution will be included in Old Business, where it will immediately be moved into debate. Only if there are no speakers pro or con for the Resolution, may the Executive President call for a motion. Once a resolution is passed by a $\frac{2}{3}$ majority, it is the duty of the Executive President to assign an appropriate Cabinet member to present the Resolution, in conjunction with the sponsors, to Administration, Governance, or any other proper avenue. The Vice President of Advancement is responsible for reporting the Resolution to the student body and appropriate media outlets.

Article XIII: Amendments



- 1) Any proposed amendments to this Constitution shall require a $\frac{2}{3}$ -majority vote of SG members at a General Body meeting for passage.
- 2) All amendments to this Constitution must first be presented to the Legislative Affairs Committee before being presented to the General Assembly.

Article XIV: Bylaws

- 1) The SG is hereby granted the authority to create any Bylaws it deems necessary and proper to effectively execute the provisions of this Constitution.
- 2) Amendments to the Bylaws shall require a $\frac{2}{3}$ -majority vote of SG members at a General Body meeting for passage.
- 3) Amendments to the Bylaws and Constitution shall require a majority vote from the members of Legislative Affairs before being presented to the General Body.

