



CONSTITUTION

Ratified February 2018

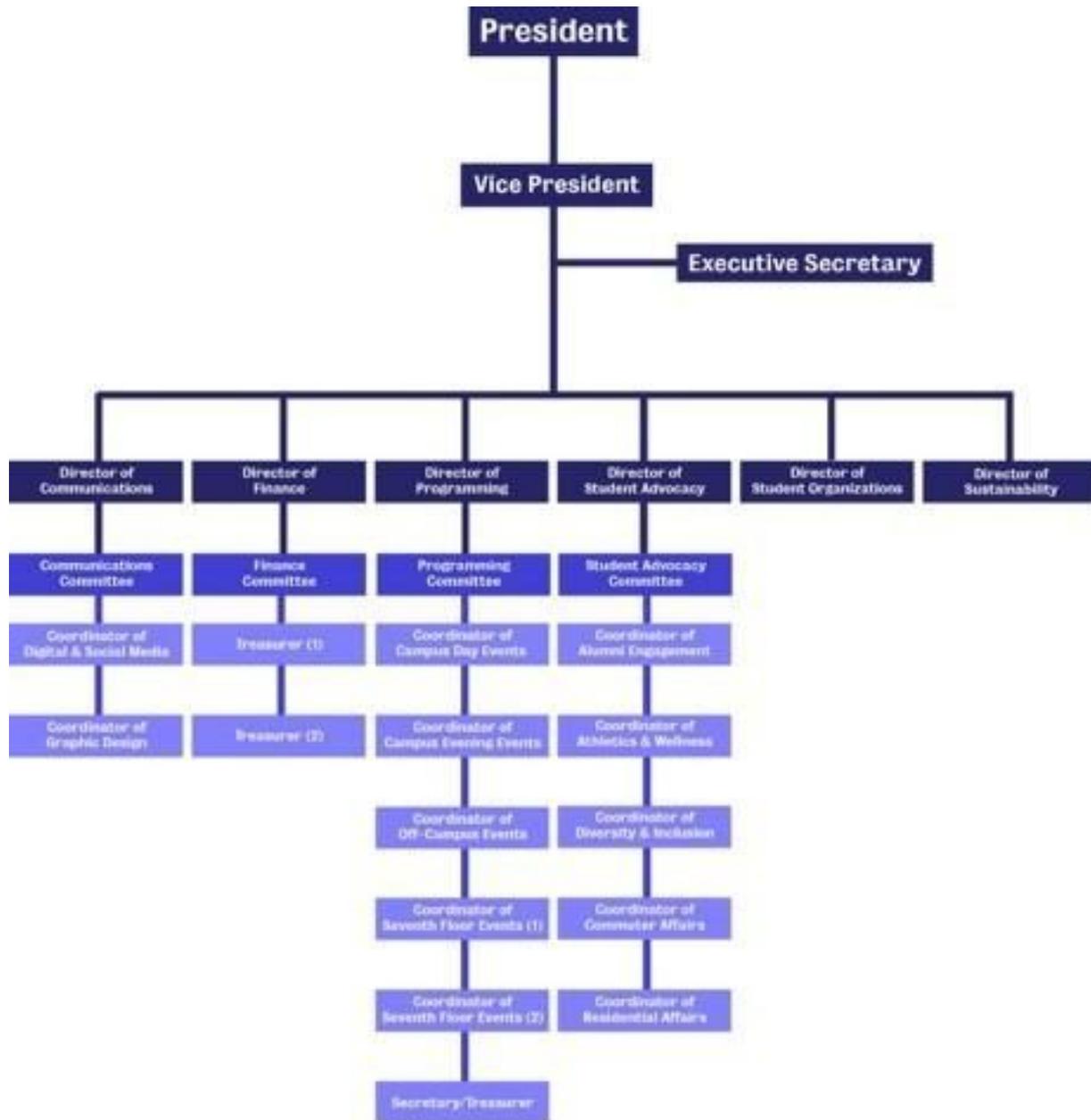
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PREAMBLE

We, the students of the Fashion Institute of Technology, recognize that it is in our inherent right to regulate, modify, and propose that which concerns the students of the Fashion Institute of Technology. In order to uphold and foster the College's responsibilities to the students, to provide and encourage student representation, and to enrich the student's cultural, social, and physical well-being, we hereby establish this Constitution of the FIT Student Government Association.

ORGANIZATIONAL STRUCTURE



- Board of Directors
- Executive Council

ARTICLE I: Name, Mission, Vision, Structure

Section One: Name

The name of the organization shall be the FIT Student Government Association.

Section Two: Mission

The mission of the FIT Student Government Association is to serve, empower, and unify the FIT student body through student advocacy and innovative programming that supports and shapes the students' college experiences.

Section Three: Vision

We, the FIT Student Government Association, see a community of thinkers, innovators, and hard-working students who came to FIT in high pursuit of greatness. We envision that every member of the student body will use their diverse talents, skills, and strengths to make a positive impact on and leave a legacy at FIT. With a collaborative mix of creative- and business-oriented students, we can and will be pioneers in and outside FIT. The opportunities provided by the FIT Student Government Association shall enhance the FIT community.

Section Four: Structure

The FIT Student Government Association shall be comprised of the following bodies:

- a. The Student Senate
- b. The FIT Student Government Association

Section Five: Equal Opportunity

The FIT Student Government Association does not-and will not-discriminate on the basis of race, national or ethnic origin, color, age, genetic disposition, gender, gender identity, religion, disability, sexual orientation, unemployment status, familial status, or status as a veteran in its recruitment and promotional practices or in providing access to programs.

To abide by the Americans with Disabilities Act, all advisors, clubs, and organizations should ensure that they are providing accommodations for this group of students. Refer to the FIT- ABLE office for additional details.

Section One: Purpose

The Student Senate, on behalf of the student body, shall serve as the legislative branch of the FIT Student Government Association. The Student Senate shall be responsible for:

- a. Maintaining and improving interrelations and collaborative concerns among faculty, administration, and students;
- b. Overseeing the activities of the FIT Student Government Association;
- c. Approving clubs, organizations, and publications;
- d. Approving the annual initial budget of the FIT Student Government Association;
- e. Nominating, electing, and/or appointing members to the FIT Student Government Association and Faculty Senate committees;
- f. Nominating and selecting candidates for the FIT Student Government Association clubs, organizations, publications, and individual awards; and
- g. Presiding over the removal of all officers on the Board of Directors.

Section Two: Membership

The Student Senate shall be comprised of all members of the FIT Student Government Association; a club-elected Student Senate Representative, President, or Vice President of each club, organization, and publication; and students elected to Faculty Senate committees. The FIT Student Government Association Vice President shall serve as the chairperson of the Student Senate, and shall vote only in case of a tie. In the absence of the Vice President, the President shall chair the Student Senate.

To empower our student community, the Student Senate will be open to every degree-seeking student at FIT. In order to become a voting member, a student has to attend two (2) consecutive Student Senate meetings and then be approved by the Student Senate. At the first meeting, said student should inform the Executive Secretary of their attendance, which the Executive Secretary will record for future meetings. At the third meeting, said member will be given a voting ballot upon signing in, making them an official member of the Student Senate.

Section Three: Meeting

Meetings will be held at least once a month. One more than half of all Student Senate members have to be present to establish quorum and to start the meeting. Decisions require a two-thirds (2/3) majority or simple majority, as determined by the Chair of the Student Senate, of all Student Senate members present. Each Student Senate member shall have one (1) vote, excluding members of the Board of Directors.

Section Four: Attendance

Attendance is mandatory for all members. All members must sign their voting ballot at the beginning of each meeting and resubmit the ballot once the meeting is adjourned in order for

attendance to be counted. Student Senate voting members may only represent, sign in for, and vote on behalf of one (1) club, organization, or publication, and general members may only sign in as themselves. Absences may be excused only when an email is sent to the Chair of the Student Senate at least 24 hours in advance of the meeting. The Chair of the Student Senate has the right to approve or deny this request.

If a club, organization, or publication fails to attend two (2) meetings per academic year, the following sanctions shall be put in place:

- i. Allocated funds will be cut by 50%
- ii. Requests for additional funds will be considered, up to 50%; and
- iii. Requests for additional funds for trips will not be funded.

Missing three (3) Student Senate meetings during the academic year will result in the club, organization, or publication becoming defunct; an individual voting member will lose their voting privileges.

Section Five: The Advisor

The Director of the Department of Student Life, or a designee in case of their absence, shall serve as the advisor of the Student Senate. The advisor shall:

- a. Attend all Student Senate meetings;
- b. Assist the Student Senate in carrying out the mission and responsibilities of the FIT Student Government Association; and
- c. Act as the liaison between the Student Senate and the staff, faculty, and administration at FIT.

ARTICLE III: The FIT Student Government Association

Section One: Structure

The FIT Student Government Association shall be comprised of the following bodies:

- a. The Board of Directors
- b. Four (4) Executive Committees

Section Two: Duties of the FIT Student Government Association

The members of the FIT Student Government Association shall:

- a. Identify the needs and concerns of the student body and work with the staff, faculty, and administration at FIT to fulfill said needs;
- b. Attend all FIT Student Government Association meetings, Student Senate meetings, trainings, and retreats, where:
 - i. Voting privileges will be withheld after the second (2nd) unexcused Student Senate meeting absence, second (2nd) unexcused FIT Student Government Association meeting absence per semester, and/or the fourth (4th) late attendance per semester at either;
 - ii. Absences will be excused upon the discretion of the FIT Student Government Association President; and
 - iii. Missing 50% of a meeting constitutes an absence;
- c. Meet monthly with quorum;
- d. Maintain two (2) office hours per business week in the FIT Student Government Association's boardroom;
- e. Complete mandatory end-of-semester reports and submit to the President and the respective advisor prior to stipend interviews in both Fall and Spring semesters;
- f. Train and mentor new FIT Student Government Association members;
- g. Act on behalf of the Student Senate whenever it is not possible to convene and consult with them - such actions will be subject to approval or veto by the Student Senate at the subsequent meeting;
- h. Analyze and approve the Finance Committee's annual budget to submit to the Student Senate for approval; and
- i. Join a Faculty Senate committee of the member's choosing, unless otherwise outlined in the member's specific position requirements.

ARTICLE IV: The Board of Directors

Section One: Purpose

The Board of Directors shall serve as the governing body of the FIT Student Government Association. The Board of Directors shall advocate on behalf of the student body and facilitate communications between the FIT Student Government Association and the college administration.

Section Two: Members

The following members shall be elected by the student body:

- a. President
- b. Vice President
- c. Director of Communications
- d. Director of Finance
- e. Director of Programming
- f. Director of Student Advocacy
- g. Director of Student Organizations
- h. Director of Sustainability

The following member shall be appointed by the Board of Directors:

- a. Executive Secretary

Section Three: The President

The President shall be the executive director and primary representative of the FIT Student Government Association. The duties of the President shall be to:

- a. Lead the FIT Student Government Association;
- b. Create agendas for all scheduled Board of Directors meetings;
- c. Serve as the voting representative on FIT's Board of Trustees;
- d. Advocate on behalf of the student body and inform the student body of institutional updates;
- e. Meet regularly with FIT's President, Vice President of Academic Affairs, Vice President of Enrollment Management and Student Success, Dean of Students, and Director of Student Life;
- f. Create internal, non-executive committees and appoint chairpersons to those committees;
- g. Serve as an ex-officio member of all FIT Student Government Association Executive Committees;
- h. Sit on the Legacy Week Committee;

- i. Serve as the Chair of the Student Senate in the absence of the Vice President; and
- j. Perform other duties defined by the Student Senate on behalf of the student body.

Section Four: The Vice President

The Vice President shall be second in line to the presidency and shall serve as the Chair of the Student Senate. The duties of the Vice President shall be to:

- a. Assume the duties of the President in their absence or at the request of the President;
- b. Meet weekly with the President and Executive Secretary;
- c. Serve as the deputy to the President in implementing and executing all executive duties;
- d. Compile, manage, and distribute Board of Director reports on a weekly basis;
- e. Recruit student representatives for the Faculty Senate committees, subject to the approval of the Student Senate;
- f. Serves as the primary interpretive body of the Constitution, Statutes of the Association, the doctrines of organized groups, and is responsible for executing the parliamentary procedure;
- g. Plan FIT Student Government Association Spring Retreat, and provide input to the activities of the Fall Retreat planned by organization's advisors;
- h. Serve as the main correspondent between the FIT Student Government Association and the SUNY Student Assembly;
- i. Preside over the impeachment of all FIT Student Government Association members; and
- j. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Five: The Executive Secretary

The Executive Secretary is the master record-keeper for the FIT Student Government Association. The duties of the Executive Secretary shall be to:

- a. Distribute agendas to the Board of Directors and the Student Senate;
- b. Record and preserve the minutes and attendance of all Student Senate and Board of Directors meetings;
- c. Record and preserve all necessary correspondence of the FIT Student Government Association;
- d. Manage the FIT Student Government Association email account;
- e. Communicate information, such as important dates, updates, and changes, to the members of the FIT Student Government Association by sending an email

after each Board of Directors meeting;

- f. Work with the Director of Finance and the Director of Student Organizations to track attendance and maintain FIT Student Government Association accounts;
- g. Be responsible for the availability of the FIT Student Government Association Constitution and keep a record of all new legislation and any amendments thereof;
- h. Manage the FIT Student Government Association boardroom, ensuring that it is fully stocked with supplies;
- i. Coordinate space reservations within the FIT Student Government Association boardroom; and
- j. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Six: The Director of Communications

The Director of Communications works to preserve the image of the FIT Student Government Association and serves as the liaison between the organization and the student body. The duties of the Director of Communication shall be to:

- a. Chair the FIT Student Government Association's Communications Committee and create and distribute agendas for the Committee's weekly meetings;
- b. Chair the Communications Council, which is comprised of all the official FIT Student Government Association publications, and create and distribute agendas for the Council's monthly meetings;
- c. Create weekly reports to the Board of Directors regarding the activities of the Communication Committee and the Communication's Council
- d. Initiate, develop, and execute marketing plans to promote FIT Student Government Association initiatives, events, programs, services, and open positions;
- e. Oversee the FIT Student Government Association's website and all social media outlets;
- f. Help stimulate current publications in order to ensure future success and facilitate the development of new publications;
- g. Meet with the Division of Communications and External Relations at least once per semester.
- h. Create an end-of-semester review for the FIT Student Government Association; and
- i. Perform other duties defined by the President on behalf of FIT Student Government Association

Section Seven: The Director of Finance

The Director of Finance shall be the overseer of all FIT Student Government Association funds. The Director of Finance, in addition to the President, has the signatory right to all transactions concerning the FIT Student Government Association internal accounts and budgets. The duties of the Director of Finance shall be to:

- a. Chair the FIT Student Government Association's Finance Committee and create and distribute agendas for the Committee's weekly meetings;
- b. Create weekly reports for the Board of Directors regarding the committee's activities;
- c. Create monthly treasurer reports for the Student Senate;
- d. Chair the FIT Student Government Association Budget Committee, which creates the annual initial allocations;
- e. Oversee, manage, and distribute decisions pertaining to budget requests;
- f. Head the FIT Student Government Association's fundraising initiatives on behalf of the FIT Student Government Association, if applicable;
- g. Preside over mandatory financial meetings for the FIT Student Government Association clubs, organizations, and publications;
- h. Communicate budgetary procedures to the FIT Student Government Association's clubs, organizations, and publications;
- i. Keep an active electronic record of the Student Activity Fund;
- j. Work with the Executive Secretary to schedule weekly budget requests for the Board of Directors' meeting agendas;
- k. Work with the Executive Secretary and Director of Student Organizations to track Student Senate meeting attendance and community service, and maintain all FIT Student Government Association accounts;
- l. Meet with the Financial Advisor of the Department of Student Life; and
- m. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Eight: The Director of Programming

The Director of Programming is the event coordinator of the FIT Student Government Association. The duties of the Director of Programming shall be to:

- a. Chair the FIT Student Government Association's Programming Committee and create and distribute agendas for the Committee's weekly meetings,
- b. Create weekly reports to the Board of Directors regarding the Committee's activities,
- c. Serve as the liaison between the Programming Committee and the Board of Directors,

- d. Regularly assist the Programming Committee in its programming efforts,
- e. Host bi-weekly Wednesday movie nights,
- f. Coordinate at least one FIT Student Government Association bonding event per semester,
- g. Coordinate Semi-Formal,
- h. Meet weekly with the Program Coordinator of the Department of Student Life, and
- i. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Nine: The Director of Student Advocacy

The Director of Student Advocacy serves as the liaison between the student body and the FIT Student Government Association. The duties of the Director of Student Advocacy shall be to:

- a. Chair the Student Advocacy Committee,
- b. Create and distribute agendas for the Student Advocacy committee's weekly meetings,
- c. Chair the Faculty Senate's Student Affairs Committee and create and distribute agendas for the committee's monthly meetings,
- d. Create weekly reports to the Board of Directors regarding the Student Advocacy Committee's activities,
- e. Work with the Student Advocacy Committee to host regular town hall meetings,
- f. Meet regularly with the Dean of Students and other administrators as necessary,
- g. Create and distribute a semesterly survey regarding student concerns, and
- h. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Ten: The Director of Student Organizations

The Director of Student Organizations is the liaison between all clubs and organizations and the FIT Student Government Association. The duties of the Director of Student Organizations shall be to:

- a. Keep an active file of attendance, community service, fundraising initiatives, and programming for all FIT Student Government Association clubs and organizations;
- b. Work with the Department of Student Life Program Coordinator to:
 - i. Maintain club and organization records;
 - ii. Organize a semesterly club fair;
 - iii. Create and co-lead new club and organization training sessions;

- iv. Organize and co-lead club and organization leadership training;
- v. Work with the Department of Student Life Volunteer Coordinator to:
- vi. Track clubs and organizations community service
- vii. Ensure that clubs, organizations, and publications have booths at the FIT Market;
- viii. Review SVCS Community Service Guidelines yearly
- c. Work with the Executive Secretary and the Director of Finance to track clubs and organizations' Student Senate attendance and community service, and to maintain all FIT Student Government Association accounts;
- d. Guide prospective clubs and organizations to official recognition by the FIT Student Government Association through workshops, orientations, presentations, and recommendation to the Student Senate
- e. Chair New Club and Organization Review Committee
- f. Send weekly emails to clubs keeping them up-to-date on deadlines and other important information;
- g. Serve on the Finance Committee to administer and review budgets; and
- h. Serve on the Inaugural Committee
- i. Attend club and organization events in an effort to support and encourage participation. Based on academic availability and club and organization offering, the Director of Student organizations is required to attend at minimum:
 - i. 1 meeting or program per month
 - ii. 2 tabling events per month
 - iii. large scale activities and programs that are SGA funded over \$5,000*
- j. Attendance to be monitored and reviewed by the program coordinator
- k. Advocate for clubs and organizations:
- l. Educating clubs and organizations about FIT resources including policies, procedures, institutional resources, and services.
- m. Ensuring the FIT campus is there to support in their actions, programs, and events
- n. Communicate concerns of clubs and organizations to FITSGA, the program coordinator, and the Department of Student Life.
- o. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Eleven: The Director of Sustainability

The Director of Sustainability is the organization's corporate social responsibility coordinator. The duties of the Director of Sustainability shall be to:

- a. Design and implement strategies to ensure that the FIT Student Government Association and all its subsidiary bodies are utilizing sustainable practices to coincide with the greater campus mission;
- b. Educate and engage the FIT Student Government Association in acceptable sustainability practices and lifestyles;
- c. Serve as the student representative on the President's Sustainability Council and the Faculty Senate Sustainability Committee;
- d. Serve as the student ambassador of Fashion Revolution and chair the Fashion Revolution Committee;
- e. Promote, support, and maintain campaigns on and off campus to reduce waste and increase sustainability with the FIT community and beyond;
- f. Coordinate the THINK BIG Challenge with the Division of Enrollment Management and Student Success;
- g. Develop effective outreach and communication strategies with other SUNY schools related to campus sustainability;
- h. Plan and advocate sustainable 'think tanks' with the Sustainable Student Network, a network of club and organization leadership on campus that drive missions related to the United Nation's Sustainable Development Goals;
- i. Coordinate the Clinton Global Initiative with the Assistant Dean of Students;
- j. Coordinate all FIT Student Government Association volunteering and community service events;
- k. Host a minimum of one program per semester; and
- l. Perform other duties defined by the President on behalf of the FIT Student Government Association.

Section Twelve: Advisor

The Director of Student Life shall serve as the faculty advisor. In the absence of the Director of the Department of Student Life, a designee will be assigned. The duties of the advisor shall be to:

- a. Attend all Board of Directors Meetings;
- b. Assist the Board of Directors in carrying out its responsibilities and duties;
- c. Countersign all transactions from the FIT Student Government Association treasury; and
- d. Act as the liaison between the FIT Student Government Association and the staff, faculty, and administration.

ARTICLE V: Executive Committees

Section One: The Communications Committee

The Communications Committee is the organization's public relations team, appointed by the Board of Directors. The Director of Communications shall serve as the chairperson of the Communications Committee.

Subsection One: Structure

The Communications Committee shall consist of:

- a. The Director of Communications
- b. The Coordinator of Digital and Social Media
- c. The Coordinator of Graphic Design

Subsection Two: Responsibilities

The Communications Committee shall:

- a. Establish the FIT Student Government Association's brand identity and communicate it to the FIT community;
- b. Manage all FIT Student Government Association affiliated websites, social media accounts, and print publications; and
- c. Streamline the flow of information from the FIT Student Government Association to the student body, the greater FIT community, and beyond.

Subsection Three: The Coordinator of Digital and Social Media

The duties of the Coordinator of Digital and Social Media shall be to:

- a. Promote all FIT Student Government Association clubs, organizations, publications, and programming through various media platforms;
- b. Manage and upload content to the FIT Student Government Association's official website and social media accounts on a regular basis;
- c. Document, promote, and archive FIT activities through the use of photos and videos;
- d. Serve as the liaison between the FIT Student Government Association and the Department of Information Technology and assist with all IT-related student engagement events; and
- e. Perform other duties defined by the chair on behalf of the Communications Committee

Subsection Four: The Coordinator of Graphic Design

The duties of the Coordinator of Graphic Design shall be to:

- a. Create posters, flyers, and other promotional items for general outreach to

the student body and all FIT Student Government Association initiated events and programs;

- b. Edit photos and videos from all FIT Student Government Association initiated events and programs; and
- c. Perform other duties defined by the chair on behalf of the Communications Committee.

Section Two: The Finance Committee

The Finance Committee is the organization's treasury, appointed by the Board of Directors. The Director of Finance shall serve as the chairperson of the Finance Committee.

Subsection One: Structure

The Finance Committee shall consist of:

- a. The Director of Finance
- b. The Director of Student Organizations
- c. Two (2) Treasurers
- d. The Secretary/Treasurer

Subsection Two: Responsibilities

The Finance Committee shall:

- a. Prepare the FIT Student Government Association annual initial budget and submit it to the Board of Directors for approval before being sent to the Student Senate for final approval;
- b. Attend all weekly Finance Committee meetings, Student Senate meetings, and financial trainings;
- c. Review, adjust, and approve or deny weekly budget requests under \$10,000 (*budget requests of \$10,000 or more will be reviewed, adjusted, and submitted to the Board of Directors for final approval*);
- d. Review, adjust, and approve or deny all budget requests;
- e. Review the allocation of additional funds upon request; and
- f. Ensure the proper use of allocated funds.

Subsection Three: The Treasurers (2)

The duties of the treasurers shall be to:

- a. Process and sign all requisitioned transactions, withdrawals, and deposits for all FIT Student Government Association clubs, organizations, and publications;
- b. Assist will all financial meetings for FIT Student Government Association clubs, organizations, and publications:
- c. Communicate with clubs leaders regarding financial inquires;

- d. Keep track of all receipts and expenditures;
- e. Present weekly treasurer reports during Finance Committee meetings;
- f. Work collaboratively to equally share responsibilities between treasurers ;
- g. Meet regularly with the Financial Advisor of the Department of Student Life;
- h. Serve on the FIT Student Government Association Budget Committee; and
- i. Perform other duties defined by the chair on behalf of the finance Committee.

Subsection Four: The Advisor

The advisor will be appointed by the Director of Student Life. The duties of the advisor shall be to:

- a. Attend all Finance Committee Meetings and
- b. Assist the Committee in carrying out its duties and responsibilities.

Section Three: The Programming Committee

The Programming Committee shall organize innovative programs and events on- and off-campus with a mission to enhance the students' FIT experience. The Director of Programming shall serve as the chair of the Programming Committee.

Subsection One: Members

The Programming committee shall consist of:

- a. The Coordinator of Campus Day Events
- b. The Coordinator of Campus Evening Events
- c. The Coordinator of Off-Campus Events
- d. Two (2) Coordinators of Seventh Floor Events
- e. The Secretary/Treasurer

Subsection Two: Responsibilities

The Programming Committee

shall:

- a. Budget allocated funds;
- b. Create an open forum of communication and ideas between the Programming Committee and students;
- c. Promote events by means of flyers, posters, and other promotional materials;
- d. Run and attend scheduled events;
- e. Provide weekly event reports to the chair;
- f. Survey the student body to gauge interest for hosted events; and
- g. Host a minimum of one cultural event per semester.

Subsection Three: The Coordinator of Campus Day Events

The Coordinator of Campus Day Events is in charge of hosting campus events before 5 p.m. on behalf of the Programming Committee. The duties of the Coordinator of Campus Day Events shall be to:

- a. Host a minimum of two (2) programs a month for the student body,
- b. Co-chair the FIT Drag committee, and
- c. Perform other duties defined by the Chair on behalf of the Programming Committee.

Subsection Four: The Coordinator of Campus Evening Events

- a. Host a minimum of two (2) programs a month for the student body,
- b. Co-chair the FIT Drag committee, and
- c. Perform other duties defined by the Chair on behalf of the Programming Committee.

Subsection Five: The Coordinator of Off-Campus Events

The Coordinator of Off-Campus Events shall be the liaison among the FIT Student Government Association, off-campus vendors and the student body. The duties of the Coordinator of Off-Campus Events shall be to:

- a. Host a minimum of two (2) programs a month for the student body,
- b. Provide discounted tickets to off-campus events in New York City to further the student body's cultural opportunities;
- c. Attend all off-campus events as a representative of the FIT Student Government Association, and
- d. Perform other duties defined by the Chair on behalf of the Programming Committee.

Subsection Six: The Coordinator of Seventh Floor Events (2)

The Coordinators of Seventh Floor Events are responsible for hosting campus events in various locations on the seventh (7th) floor of the Dubinsky Student Center. The duties of the Coordinators of Seventh Floor Events shall be to:

- a. Host a minimum of two (2) programs per month for the student body;
- b. Host at least one (1) program per semester in each of the following locations: The Center, the Game Room, and the Hall of Art; and
- c. Perform other duties defined by the Chair on behalf of the Programming Committee.

Subsection Seven: The Secretary/ Treasurer

The Secretary/Treasurer is the master record-keeper for the Programming Committee. The duties of the Secretary/Treasurer shall be to:

- a. Distribute agendas to the Programming Committee;
- b. Record and preserve the minutes and attendance of all Programming Committee meetings;
- c. Work with the Director of Programming to track attendance and maintain Programming Committee accounts;
- d. Attend all weekly Finance Committee meetings, Student Senate meetings, and financial trainings; and
- e. Perform other duties defined by the Chair on behalf of the Programming Committee.

Subsection Eight: The Advisor

The Program Coordinator in the Department of Student Life shall serve as the faculty advisor. In the absence of the Program Coordinator, the Director of Student Life will serve as the advisor. If unavailable, a designee will be assigned. The duties of the advisor shall be to:

- a. Attend all Programming Committee Meetings,
- b. Assist the Programming Committee in carrying out its responsibilities and duties, and
- c. Countersign all transactions from the FIT Student Government Association Treasury.

Section Four: The Student Advocacy Committee

The Student Advocacy Committee serves as the primary liaison between the student body and the FIT Student Government Association's Board of Directors. The Director of Student Advocacy shall serve as the chair of the Student Advocacy Committee.

Subsection One: Structure

The Student Advocacy Committee shall consist of:

- a. The Director of Student Advocacy
- b. The Coordinator of Alumni Engagement
- c. The Coordinator of Athletics and Wellness
- d. The Coordinator of Commuter Affairs
- e. The Coordinator of Diversity and Inclusion
- f. The Coordinator of Residential Affairs

Subsection Two: Responsibilities

The Student Advocacy Committee shall:

- a. Create an open forum of communication between the FIT Student Government Association and the student body;

- b. Create town hall meetings between the FIT administration and the student body; and
- c. Plan Wellness Week, Commuter Week, and Block Party in conjunction with the Residence Hall Association; and
- d. Sit on the Faculty Senate Student Affairs Committee.

Subsection Three: The Coordinator of Alumni Engagement

The Coordinator of Alumni Engagement serves as the liaison between the Office of Alumni and Faculty Relations and the FIT Student Government Association. The duties of the Coordinator of Alumni Engagement shall be to:

- a. Promote existing and additional programs according to student needs,
- b. Work to connect current students with industry alumni,
- c. Serve as the FIT Student Government Association representative on the Grad Week Committee, and
- d. Perform other duties defined by the chair on behalf of the Student Advocacy Committee.

Subsection Four: The Coordinator of Athletics and Wellness

The Coordinator of Athletics and Wellness serves as the liaison between the Student Advocacy Committee and Health Services, the Department of Athletics, and the Counseling Center. The duties of the Coordinator of Athletics and Wellness shall be to:

- a. Promote existing programs as they pertain to athletics, health services, and counseling services;
- b. Host a semesterly blood drive;
- c. Periodically report athletic, recreational, and wellness updates to the Student Senate;
- d. Lead Wellness Week in conjunction with the Student Advocacy Committee;
- e. Host a minimum of one program per semester; and
- f. Perform other duties defined by the chair on behalf of the Student Advocacy Committee.

Subsection Five: The Coordinator of Commuter Affairs

The Coordinator of Commuter Affairs is the liaison between commuter students and the FIT Student Government Association. The duties of the Coordinator of Commuter Affairs shall be to:

- a. Strengthen the commuter experience at FIT;
- b. Promote programming that serves FIT commuters, including Commuter Week; and
- c. Perform other duties defined by the chair on behalf of the Student Advocacy Committee.

Subsection Six: The Coordinator of Diversity and Inclusion

The Coordinator of Diversity and Inclusion is the liaison between the student body, the FIT Student Government Association, and the Diversity Council. The duties of the Coordinator of Diversity and Inclusion shall be to:

- d. Sit on the Student sub-committee on the President's Diversity Council,
- e. Strengthen the awareness and involvement of FIT's diverse student body,
- f. Chair Diversity Week,
- g. Plan two diversity-focused programs per semester outside of Diversity Week,
- h. Conduct student surveys as needed, and
- i. Perform other duties defined by the chair on behalf of the Student Advocacy Committee.

Subsection Seven: The Coordinator of Residential Affairs

The Coordinator of Residential Affairs is the liaison between all residential students and the FIT Student Government Association. The duties of the Coordinator of Residential Affairs shall be to:

- a. Work to strengthen the residential experience at FIT;
- b. Serves as the liaison among the residential students, the administration, and the FIT Student Government Association;
- c. Plan the Block Party in conjunction with the Residence Hall Association; and
- d. Perform other duties defined by the chair on behalf of the Student Advocacy Committee.

ARTICLE VI: Elections, Appointments, and Stipends

Section One: Eligibility

To hold a position on the FIT Student Government Association, a candidate must:

- a. Be a degree-seeking student who is also registered for the next academic year;
- b. Maintain a 3.0 cumulative college GPA or above - degree-seeking transfer students with a 3.0 cumulative college GPA are eligible to hold a position on the FIT Student Government Association;
- c. Not hold a position as President, Vice President, Editor-in-Chief, or Student Senate Representative of any club, organization, or publication;
- d. Not hold a position as Treasurer of any club, organization, or publication while simultaneously serving on the FIT Student Government Association Finance Committee;
- e. Be available to attend all scheduled meetings of the FIT Student Government Association; and
- f. Have attended or plan to attend Leadership Weekend prior to or during the first semester in office.

The President and Vice President must have completed two (2) consecutive semesters at FIT and have served on the FIT Student Government Association or two (2) consecutive semesters as the President or Vice President of an FIT club, organization, or publication.

If an officer is impeached, one term period must pass in order for them to declare candidacy.

Section Two: Nomination

Any member of the FIT student body can nominate themselves to be part of the FIT Student Government Association. Candidates must submit an application to the Director of Student Life by a specified date. All candidates shall be screened for eligibility.

Section Three: Terms of Office

Each member of the FIT Student Government Association shall hold office for one academic year unless they resign or are impeached. A term of office will begin with official inauguration, where the FIT Student Government Association elect will take the Oath of Office. Outgoing FIT Student Government Association members will relinquish voting privileges but are expected to fulfill commitments created during their time in office until the end of the academic year.

A member of the FIT student body is only allowed to serve three (3) terms on the FIT Student Government Association. A student may only serve a maximum of two (2) terms in the positions of President and Vice President.

Section Four: Election Procedures

Elections will be held in the spring semester. A voting platform will be prepared prior to the election date with the names of all eligible candidates. Votes will be counted by the Director of Student Life, and members of the Elections Committee will serve as witnesses. The candidate for each position who receives the most votes shall be elected to office. Unopposed candidates must receive a majority of the votes cast for that position to be elected to office.

Section Five: Appointment Procedures

Definition: Primary Position: The position the candidate wants to be considered for first and believes they are the most qualified and eligible for.

Definition: Secondary Position: The position the candidate wants to be considered for second, in the event that they do not receive their primary position. This position is only available for candidates running for an elected position.

A candidate for a Board of Directors position is not allowed to choose another B.O.D position as their secondary position. The applicant will be considered for an interview for their secondary position, only after being rejected from their primary position. This interview must take place with all other candidates for that Appointed Position. The Elections Committee, in conjunction with the newly elected Board of Directors, will collectively review all submitted applications and hold interviews at a scheduled time. Decisions will be made by a majority vote from the Elections Committee and the newly elected Board of Directors.”

Section Six: Vacancies

A vacancy of an elected position which oversees a committee shall be filled by a member of that respective committee after an interview process and appointment by two-thirds (2/3) vote of the Executive Council.

A vacancy of an appointed position shall be filled through a process of interviews with the respective Executive Committee. After the committee’s approval, these officers must be presented during the next Student Senate meeting.

If a position is not filled by the last Student Senate meeting of the fall semester, that position shall remain vacant until the following election season.

Section Seven: Succession of Order

A vacancy in the Office of the President shall be permanently filled by the Vice President. The Vice Presidency will be filled by an interviewed candidate, based on eligibility (*see Article VI, Section I*), that will be approved by the Student Senate. The Secretary is given priority to become the Vice President after approval by the Student Senate.

Section Eight: Stipends

All members to the FIT Student Government Association will receive a stipend based upon the fulfilment of their job description every semester.

Executive Committee members can receive a stipend up to \$700.00 (USD)

The Board of Directors can receive a stipend up to \$800.00 (USD)

The Vice President can receive a stipend up to \$900.00 (USD)

The President can receive a stipend up to \$1,000.00 (USD)

Each board member must meet with their assigned advisor and submit a semesterly stipend binder for a performance evaluation to qualify for a stipend. If a stipend binder is not submitted by the designated date and time, no stipend will be issued to that officer. The President is required to submit evaluations of each of their committee members. Members of the FIT Student Government Association have the option to submit an evaluation of any member of the organization.

ARTICLE VII: Executive Branch Meetings

Section One: FIT Student Government Association Meeting

The FIT Student Government Association, consisting of the Board of Directors and Executive Committees, shall meet monthly.

Subsection One: The Board of Directors

The Board of Directors shall meet on Thursdays from 12 noon to 2 p.m.

Subsection Two: The Communications Committee

The Communications Committee shall meet weekly, at a time that works best for the members of the committee.

Subsection Three: The Finance Committee

The Finance Committee shall meet weekly, at a time that works best for the members of the committee.

Subsection Four: The Programming Committee

The Programming Committee shall meet on Tuesdays from 5 to 6 p.m.

Subsection Five: The Student Advocacy Committee

The Student Advocacy Committee shall meet weekly, at a time that works best for the members of the committee.

ARTICLE VIII: Probation, Impeachments and Removal of Office

Section One: Definition:

Probation is an official, written warning of negligence. Probation shall serve as a period of testing and observing the character and/or abilities to complete the job descriptions outlined above. Probation may also serve as the first step of the impeachment process.

Section Two: Reasons for Probation:

Failure to correspond with members of the board, advisors and/or administrators, failure to meet deadlines, failure to attend and/or actively participate in All Hands on Deck events, and/or displaying inappropriate actions, failing to rectify behavior after one verbal and one written warning from their respective director or any member of the Board of Directors.

Section Three: Probation of an Elected Officer:

An Elected Officer may be brought to probation by all members of their corresponding committee, or by any member of the Board of Directors. The initiator(s) must submit evidence to the Vice President, and present their case to the Board of Directors for no more than ten (10) minutes. The accused may defend themselves for no more than ten (10) minutes. The Board of Directors makes the final decision by a two-thirds (2/3) majority vote.

Section Four: Probation of an Appointed Officer

An Appointed Officer may be brought to probation by their corresponding director, or by all other members of their respective committee. The initiator(s) must submit evidence to the Vice President, and present their case to the Board of Directors for no more than ten (10) minutes. The accused may defend themselves for no more than ten (10) minutes. The Board of Directors makes the final decision by a two-thirds (2/3) majority vote.

Section Five: Sanction

Probation will last 15 days. Following the 15 day period, at the next Executive Council meeting, the member will be brought before the Executive Council for a vote to be released from probation. In the event the Executive Council votes against ending the probationary period, the individual would be removed from office or receive a probationary extension after receiving two-thirds majority votes. Probationary extension will be up to the discretion of the Executive Council.

Section Six: Reasons for Impeachment

Failure to fulfill the duties of office prescribed under the Constitution, abide by FIT's Code of Student Conduct, remain in good academic standing, and/or maintain the eligibility requirements throughout the term can be grounds for removal from office. If an officer is impeached, they will not receive a stipend.

Section Seven: Removal for Attendance

The President and Advisor of the Board of Directors shall submit a list of mandatory events, meetings, and trainings prior to elections and give a two-week warning before making any unanticipated event mandatory. An FIT Student Government Association member shall be automatically removed from office upon their third (3rd) unexcused absence from a Student Senate meeting per semester. Additionally, an FIT Student Government Association member shall be automatically removed from office upon their third (3rd) unexcused absence from a Board of Directors or Executive Committee meeting per semester. Absences are excused at the discretion of the chair of the respective entity.

Section Eight: Removal of an Elected Officer

A 400-word minimum written justification for the removal of an officer must be submitted to the Vice President with signatures from at least two-thirds (2/3) of the members of the Board of Directors. The Vice President shall preside over the removal of the officer. In the event that the Vice President is the subject of the petition, the President shall preside over the hearings.

The initiator of the impeachment proposal shall present their case for no more than ten (10) minutes. The accused person shall be given equal time to defend themselves if they choose.

The Student Senate has the ability to question both the initiator of the impeachment proposal and the accused person for no more than 30 minutes.

The Student Senate makes the final decision by a two-thirds (2/3) majority vote.

Section Nine: Removal of an Appointed Officer

A 400-word minimum written justification for the removal of an officer must be submitted to the Vice President from the director of the respective committee. At least two co-sponsors must approve the justification, which must be submitted at least one week before the following Board of Directors Meeting. The director will present their case in front of the Board of Directors and the accused will be able to defend themselves. The decision will be made by a two-thirds (2/3) vote.

Section Ten: Resignation

Any member of the FIT Student Government Association may resign by submitting a statement of resignation and a training letter to the position successor to the President at least five business days prior to the effective date of their resignation. All training materials must be returned to the President within the five business days. If an officer resigns, they shall not receive a stipend for that term.

Section Eleven: Appeal

An impeached officer has the ability to appeal for their immediate reinstatement. A 400-word minimum written justification must be submitted to the Vice President. The appeal will go to the Student Senate if it is an elected position or to the Board of Directors if it is an appointed position. The decision will be made by a two-thirds (2/3) majority vote.

Section One: Purpose

ARTICLE IX: Resolutions

A resolution shall bring issues and policies that concern students to the attention of the FIT Administration.

Section Two: Process and Approval

Any member of the student body is encouraged to petition for a resolution to the FIT Administration, a 500-word minimum written proposal shall be submitted to the FIT Student Government Association President explaining the reason for the proposed resolution. At the President's discretion, the author will be invited to present said proposal to the Board of Directors. A majority vote will allow the author to present it for approval to the Student Senate at the following meeting.

Section Three: Mandate

If the resolution becomes binding to the FIT Student Government Association, the President shall be required to send an official letter to the president of the fashion institute of Technology expressing the sentiments of the student body. In said letter, the FIT Student Government Association's President shall request an official response from the Office of the President. If the resolution does not meet the requirements, no further action shall be required of the FIT Student Government Association.

ARTICLE X: Amendments

Section One: Revision Timeline

The revision timeline shall begin during the Spring 2018 academic semester.

Position descriptions and responsibilities shall be reviewed annually.

Changes to structure and policy and/or the addition and removal of positions shall be reviewed every two years.

Reviews shall occur during the spring of any year ending in an even number (2020, 2022, 2024...)

Section Two: Right

Any member of the student body may propose an amendment to the Constitution effective in the following academic year.

Section Three: Process

A written document must be submitted to the chairperson of the Student Senate, explaining the reason for the amendment. The Student Senate will be given notice of a proposed amendment no later than one (1) week prior to the following Student Senate Meeting. Amendments will become a part of the Constitution after they have received a two-thirds (2/3) majority vote of Student Senate.

Here ends the Constitution of the FIT Student Government Association.

APPENDIX I: Student Organizations

Section One: Purpose

FIT Student Government Association clubs and organizations exists as platforms for students to channel their creative abilities and explore the extracurricular possibilities while enrolled at FIT.

Section Two: Clubs

Clubs are any student groups that are proprietary to the FIT Student Government Association and that have no ties to a larger organization outside FIT.

Section Three: Organizations

Organizations are any student groups who are part of an external “chaptered” organization and that pay a membership fee.

Section Four: Club and Organization Recognition Requirements

In order to be recognized by the FIT Student Government Association, a club or organization must:

- a. Have and maintain at least ten (10) members form the FIT student body;
- b. Have an Executive Board comprised of a President, Vice President, secretary, and a treasurer, who shall be listed on FITLink - no officer may be President or Treasurer of more than one (1) club or organization;
- c. Have a mission statement and a constitution approved by the Department of Student Life;
- d. Have a faculty or staff advisor chosen by the club members and approved by the Director of Student Life; and
- e. Be approved by the Student Senate.

Section Five: Privileges

Upon recognition by the Student Senate, each club or organization is entitled to:

- a. Aid the FIT Student Government Association in creating a vibrant and engaging campus community;
- b. Be extra-curricular and not use FIT Student Government Association allocated funding for departmental projects, events, or scholarships;
- c. Open membership to all FIT Students;
- d. Abide by the policies of the FIT Student Government Association, the Department of Student Life, and the campus at large;
- e. Participate in two (2) community service activities per academic year (by March 1st) that are approved in advance by the Student volunteer community Services Coordinator;
 - i. If a club or organization fails to complete one (1) community service activity in the Fall semester, it will result in the club or organization's allocated funds being cut by 25%
 - ii. Additionally, if a club or organization fails to complete one (1) community service activity in the spring semester, it will result in the club or organization's allocated funds being cut by 25% for the next academic semester.
- f. Have all external organizations and affiliations approved by the Department of Student Life;
- g. Meet with the assigned advisor by the first week of May to discuss advisor/club relationship in preparation to submit the Advisor Confirmation Form; and
- h. Hold elections that confirm officers by May 1st for the next academic year.

The club and organization's Student Senate Representative, President, or vice President must serve on the Student Senate.

If a club or organization fails to comply with the policies of the FIT Student Government Association, the Department of Student Life, or the institution at large, the club or organization can become defunct.

APPENDIX II: Student Publications

Section One: Purpose

FIT Student Government Association publications exist as platforms for students to creatively express themselves and to give students real world experiences in the publication industry and related industries.

Section Two: Recognition

In order for a publication to be recognized, it has to exist as a club for two-year trial period. The publication's staff will work with the Director of Communications to develop their publication during the said two years. The club will present to the Student Senate at the end of the spring semester to make their publication an official FIT Student Government Association Publication. All publications shall fulfil the same criteria from *Article 1, Section 4*, to be recognized by the FIT Student Government Association. Upon recognition by Student Senate, the publication will become official, and the club will become a member of the Communications Council.

Section Three: Privileges

Upon recognition by the Student Senate, each publication is entitled to:

- a. Creative freedom over all content published;
- b. An operating budget, beyond the club or organization's initial budget, to sustain itself;
- c. The ability to request an additional budget allocation to fulfill its mission;
- d. An assigned meeting room to hold weekly meetings;
- e. The ability to utilize FIT Student Government Association resources to publicize itself and its sponsoring club or organization's events;
- f. The ability to use services provided by the Department of Student Life;
- g. A mailbox for all college correspondence in the Department of Student Life;
- h. An assigned working space

Section Four: Responsibilities & Expectations

Each Student Publication is expected to:

- a. Publish its affiliation with the FIT Student Government Association in each publication or outlet;
- b. Submit a list of goals and predicted accomplishments each semester to the Director of Communications;
- c. Submit an inventory list at the beginning of the fall semester that is updated with new purchases as well as destroyed/broken inventory continuously throughout the year;
- d. Aid the FIT Student Government Association in creating a vibrant and engaging campus community;
- e. Open membership to all FIT Students
- f. Abide by the policies of the FIT Student Government Association, the Department of Student Life, and the campus at large;
- g. Participate in one (1) community service activity per semester that is approved by the Student Volunteer Community Service's Coordinator;
- h. Have all external organizations and affiliations approved by the Department of Student Life;
- i. Meet with the assigned advisor by the first week of May to discuss advisor/club relationship in preparation to submit the Advisor confirmation Form; and
- j. Hold elections that confirm officers by May 1st for officers for the next academic year.

Section Five: Meeting Attendance

Subsection One: Communications Council Meetings

All publication officers are required to attend a monthly Communications Council meeting to update the Director of Communication on the goals, activities, and concerns of each publication. The Editor-in-Chief/President must attend all Communications Council meetings. It is expected that all attendees arrive on time to all meetings; arriving more than ten (10) minutes late counts as an absence. In the event that the Editor-in-Chief/President cannot attend the meeting, they must provide at least a 24-hour notice and the Vice President must attend in their place. Failure to attend one Communications Council meeting results in a written warning from the Director of Communications.

Subsection Two: Student Senate Meetings

The publication's President, Vice President, Editor-in-Chief, or Student Senate Representative must serve on the Student Senate. If a publication fails to comply with the policies of the FIT Student Government Association, the Department of Student Life, or the institution at large, the publication can become defunct.

APPENDIX III: Grant Recipient Groups

Section One: Purpose

FIT Student Government Association Grant Recipient Groups exist to further sustain ongoing physical projects created by the THINK BIG Challenge fund.

Section Two: Recognition

Upon approval of the funding for the project, the original team members must recruit a group to maintain the project if it has a long-term maintenance component. The group will then present itself and the project to the Student Senate for their recognition.

Section Three: Requirements

In order to be recognized by the FIT Student Government Association, the recipients must:

- a. Have at least ten (10) members from the FIT student body;
- b. Have leadership roles equivalent to a President, Vice President, Secretary, and Treasurer (*no officer may be President or Treasurer of more than one [1] club, organization, publication, or grant recipient*);
- c. Have a mission statement, a manual on the project's purpose, and guidelines for maintenance;
- d. Have a faculty or staff advisor, chosen by the group members and approved by the Director of the Department of Student Life;
- e. Meet with the Director of Sustainability once a month at the Grant Council; and
- f. Give reports to the Student Senate once per semester on the status of the grant project.

Section Four: Privileges

Upon recognition by the Student Senate, each group is entitled to:

- a. An initial budget up to one thousand USD (\$1,000.00),
- b. The ability to request a budget allocation to fulfill the group's mission,
- c. An assigned meeting room to host weekly meetings,
- d. The use of FIT Student Government Association resources to publicize the group's mission,
- e. The use of services provided by the Department of Student Life, and
- f. A mailbox for all college correspondence within the Department of Student Life (A713).

Section Five: Responsibilities and Expectations

The FIT Student Government Association Grant Recipient Groups are expected to:

- a. Aid the FIT Student Government Association in creating a vibrant and engaging campus community;
- b. Have open membership to all FIT students;
- c. Abide by policies of the FIT Student Government Association, the Department of Student Life, and the campus at large;
- d. Perform one (1) community service activity per semester;
- e. Have all external organizations and affiliations approved by the Department of Student Life;
- f. Meet with their assigned advisor by the first week of May to discuss the advisor/group relationship in preparation to submit the Advisor Confirmation Form; and
- g. Hold elections by May 01 that confirm the officers for the next academic year.

The group's President or Vice President must serve on the Student Senate.

If a group fails to comply with the policies of the FIT Student Government Association, the Department of Student Life, or the institution at large, the group can become defunct.