



# CONSTITUTION

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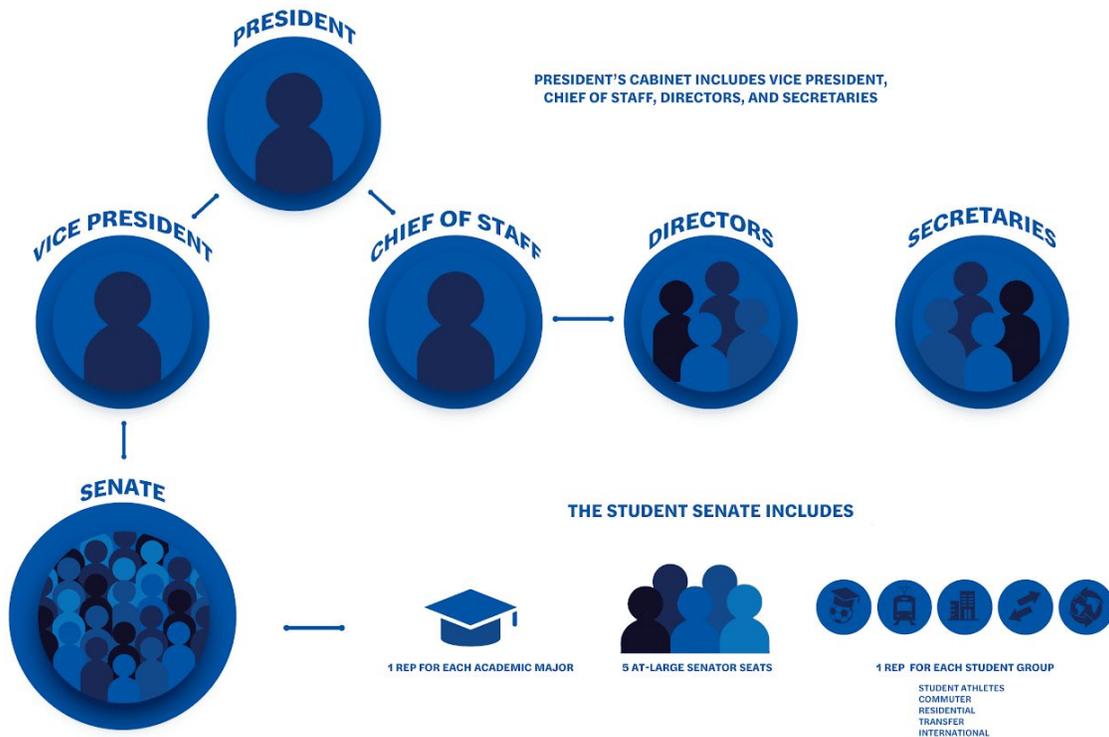
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# PREAMBLE

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



# **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 FIT Student Government Association (hereinafter referred to as “FIT SGA”) shall serve as the governing body for all full-time and part-time undergraduate students at the Fashion Institute of Technology (FIT). The FIT SGA is committed to supporting the mission and vision of the institution and to serving the FIT student population. The FIT SGA shall represent the voice of the student body and to act as an instrument to foster cooperation between students, faculty and the administration to provide an academic environment that encourages professional and academic excellence, creativity, inclusiveness, civility, sustainability and a sense of community. Additionally, the FIT SGA supports a holistic student experience by supporting FIT clubs, organizations and programmatic activities.

## **Section Three: Vision**

We, the FIT SGA, 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. Through advocacy and 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 FIT Student Senate
- b. The President’s Cabinet
- c. FIT SGA Standing Committees
- d. The Judicial Branch
- e. Affiliated & Supported Groups
  - Programming Committee \*Official Name TBD
  - FIT Clubs, Organizations and Publications

## **Section Five: Equal Opportunity**

FIT is firmly committed to creating an environment that will attract and retain people of diverse racial and cultural backgrounds. By providing a learning and working environment that encourages, utilizes, respects, and appreciates the full expression of every individual's ability, the FIT community fosters its mission and grows because of its rich, pluralistic experience. FIT is committed to prohibiting discrimination in its employment, programs, and activities, whether based on race, color, national origin, sex, gender, gender identity, religion, ethnic background, age, disability, marital status, sexual orientation, military service status, genetic information, pregnancy, familial status, citizenship status (except as required to comply with law), or any other criterion prohibited by applicable federal, state, or local laws.

# ARTICLE II: Student Senate

## 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. Representing the FIT student population in the capacity of an individual Senator's role and responsibilities;
- b. Maintaining and improving interrelations and collaborative concerns among faculty, administration, and students;
- c. Serving on FIT SGA Standing Committees, Faculty Senate Committees and when necessary serve on the Judicial Branch;
- d. Approving the annual initial budget allocations of the FIT Student Government Association;
- e. Nominating and selecting candidates for individual awards for the FIT Leadership Awards;

## Section Two: Membership

The Student Senate shall be comprised of a single student representative for each of the academic majors at the Fashion Institution of Technology; additionally the following student populations shall have an individual Senator representation; Commuter Students, Transfer Students, International Students, Residential Students, Student Clubs and Organizations. In addition to the already stated representatives the Student Senate shall also provide five open Senate seats for individual students to represent a self-selected student population. For the open Senate seats, the five candidates with the highest vote totals shall claim the five open Senate seats. 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.

## Section Three: Senator Eligibility

In order to serve as a Senator for any of the major or student populations an individual must be a member of that major or student population for the entirety of their term. In addition to being a member of that student population, individuals must have at least attended FIT for one academic semester prior to serving in the role.

Open Senate seats shall be filled by any FIT student who meets all of the eligibility requirements to be on the FIT Student Government Association.

Open Senate seats must select a platform or student population to represent. Candidates do not have to be members of that population, however the population cannot already have direct representation within the Senate.

## Section Four: Meetings

Meetings will be held at least once a month. A special Senate meeting may be called at the discretion of the Chair of the Student Senate. In the event that a special Senate meeting is called, Senators must be given at least one week notice. 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 Five: Attendance

Attendance is mandatory for all members. 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.

## Section Six: Senator Responsibilities

All Senators, regardless of title are responsible for the following duties;

- a. Attend and be prepared for all Senate Meetings;
- b. Hold and serve two weekly office hours;
- c. Attend a semesterly town hall meeting open to all FIT students
- d. Hold at least one semesterly meeting with the department chair
- e. For non-major Senators, hold at least one semesterly meeting with a FIT staff or administrator; the appropriate FIT staff or administrator shall be determined by the FIT SGA advisor
- f. Serve on \_\_\_ number of FIT SGA Committees and/or FIT Faculty Senate Committees

## Section Seven: Legislative Process

It is the right of each Senator to propose legislation in accordance with the guidelines established in the FIT SGA Constitution. Legislation must first be introduced via a FIT SGA Standing Committee and receive a  $\frac{2}{3}$  majority vote within the standing committee prior to being introduced for a full Senate vote.

Once a piece of legislation has pass through Committee; the Chief of Staff and Chair of the Senate shall schedule the legislation for a full Senate vote at the next scheduled Senate meeting.

In order for a piece of legislation to pass the Senate, it must receive a  $\frac{2}{3}$  majority vote.

## Section Eight: Voting

Each Senator shall have the ability to cast one vote on any matters that require a Senate vote. Senators shall vote in the best interest of the individual student populations that they represent. Additionally, Senators shall recuse themselves from votes where there is a clear conflict of interest. The Chair of the Senate has the ability to request recusal from a vote if a Senator does not self-recuse. In the event that the Chair of the Senate requests a recusal and said recusal request is not granted, the entire Senate can vote to force a recusal. Recusal votes must clear a  $\frac{2}{3}$  majority.

A Senator has the ability to cast the following types of vote on any measure within the Senate or within a Standing Committee; yay - nay - abstain

## Section Nine: The Advisor

The Department of Student Life, in consultation with Enrollment Management and Student Success will be responsible for assigning a non-voting advisor to the FIT Student Senate. The advisor shall:

- a. Attend all Student Senate meetings;
- b. Attend any meetings, programs or activities related to the Student Senate when deemed appropriate;
- c. Assist in carrying out the mission and responsibilities of the FIT Student Government Association; and
- d. Act as the liaison between the FIT SGA, the staff, faculty, and administration at FIT.
- e. Any senator can motion to put forward a vote of no confidence. This will be done in private without the advisor. If the majority votes no confidence, the advisor will be

asked to resign.

## **ARTICLE III: The President's Cabinet**

### **Section One: Structure**

The President's Cabinet shall be comprised of the following positions.

- a. The President
- b. The Vice President
- c. Chief of Staff
- d. Director of Finance
- e. Director of Communication
- f. Secretary of Academic Affairs
- g. Secretary of Campus Affairs
- h. Secretary of Student Affairs
- i. Secretary of Diversity and Inclusion
- j. Secretary for Sustainability
- k. Secretary for Career Exploration

### **Section Two: Duties of the FIT President's Cabinet**

The members of the President's Cabinet 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. Assist in implementing the legislative agenda of the FIT Student Senate;
- C. Attend all FIT Student Government Association meetings, Cabinet Meetings, Student Senate meetings, trainings, and retreats, where:
  - a. Absences will be excused upon the discretion of the FIT Student Government Association President; and
  - b. Missing 50% of a meeting constitutes an absence;
- D. Maintain two office hours per business week
- E. Full the duties outline in an individual cabinet member's job description
- F. Complete mandatory end-of-semester reports and submit to the President in both Fall and Spring semesters;
- G. Train and mentor new FIT Student Government Association members;
- H. 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;

### **Section Three: Purpose of the President**

The President's shall:

- A. The President shall be the executive director and primary representative of the FIT Student Government Association.
- B. fulfill the duties and responsibilities outlined in the President's job description

#### **Section Four: Purpose of the Vice President**

The Vice President's shall:

- A. The Vice President shall be second in line to the presidency and shall serve as the Chair of the Student Senate.
- B. fulfill the duties and responsibilities outlined in the Vice President's job description

#### **Section Five: Purpose of the Chief of Staff**

The Chief of Staff shall:

- A. The Chief of Staff shall be third in line to the presidency and shall manage the legislative schedule for the Student Senate and President's Cabinet.
- B. fulfill the duties and responsibilities outlined in the Chief of Staff's job description

#### **Section Six: Purpose of the Directors**

The Director's shall:

- A. The Directors shall oversee and manage their designated functional area of the FIT SGA include hiring and supervising a team of FIT SGA student-employees.
- B. fulfill the duties and responsibilities outlined in the Director's job description

#### **Section Seven: Purpose of the Secretaries**

The Secretaries' shall:

- A. The Secretaries shall oversee and advocate for their designated functional area of the FIT SGA including chairing specific standing committees
- B. fulfill the duties and responsibilities outlined in the Secretaries' job description

#### **Section Eight: Meetings**

Meetings will be held at least once a week. One more than half of all Cabinet 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 President, of all Cabinet members present. Each Cabinet member shall have one vote, excluding the President.

#### **Section Nine: Advisor**

The Department of Student Life will be responsible for assigning an advisor to the FIT Student Senate. The advisor shall: The duties of the advisor shall be to:

- a. Attend all President's Cabinet Meetings;
- b. Assist the Cabinet 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.
- e. Any cabinet member can motion to put forward a vote of no confidence. This will be done in private without the advisor. If the majority votes no confidence, the advisor will be asked to resign.

# ARTICLE IV: FIT SGA Standing Committees

## Section One: Purpose

FIT SGA Standing Committees are designed to assist the FIT SGA in accomplishing the mission and vision of the organization. Each Committee is chaired by a member of the President's Cabinet and meets on a regular basis. Each committee has specific meeting requirements outlined in the description of the Committee's oversight and responsibilities.

## Section Two: Committee Structure

Standing Committee's shall be structure as:

- a. Committee chair; Secretaries and Directors of the President's Cabinet will each chair at least one Standing Committee
- b. Committee membership shall be made up of members of the FIT Student Senate and or FIT SGA
- c. Committee advisor; assigned by the Department of Student Life. The assigned advisor to a FIT SGA standing committee is expected to review all minutes taken following any Committee Meeting.

## Section Three: List of Standing Committees

- a. Academic Support Services
  - I. **Chaired by :** Secretary of Academic Affairs
  - II. **Purpose:** The purpose of the Academic Support Services committee is to promote that academic support resources are meeting the needs of the FIT student body. Additionally, the committee shall serve as a resource to the academic support services as it relates to gathering student feedback and input on resources offered and policy decisions that impact the FIT student body.
  - III. **Required Membership:** At least one Senator from each of the academic schools at the institution.
  - VI. **Meeting Requirements:** At least one meeting per month.
- b. Activities and Programs
  - I. **Co-chaired by :** Secretary of Student Affairs  
Programming Board President
  - II. **Purpose:** The purpose of the Activities and Programs Committee is to promote that events and programs funded by the FIT Student Activity Fee are meeting the needs of the FIT Community. Additionally, the Committee has the responsibility to ensure that allocated funds are being used appropriately. In addition to monitoring events and programs funded by the SAF, the Committee will serve as a resource to any campus unit that programs for the FIT student body.
  - III. **Required Membership:** Clubs and Organization Senator, Residential Student Senator and Commuter Student Senator
  - VI. **Meeting Requirements:** At least one meeting per month.
- c. Allocations

- I. **Chaired by:** Director of Finance
- II. **Purpose:** The purpose of the Allocations Committee is to allocate funds collected via the Student Activity Fee.
- III. **Required Membership:** Clubs and Organization Senator
- VI. **Meeting Requirements:** At least one meeting per week.

d. Alumni Engagement

- I. **Chaired by:** Secretary of Career Exploration
- II. **Purpose:** The purpose of the Alumni Engagement Committee is to promote that there is a direct link between FIT alumni and current FIT students and to ensure that networking, mentorship and fellowship is encouraged between the two distinct student populations.
- III. **Required Membership:** N/A
- VI. **Meeting Requirements:** At least one meeting per month.

e. Buildings and Grounds

- I. **Chaired by:** Secretary of Campus Affairs
- II. **Purpose:** The purpose of the Buildings and Grounds Committee is to promote that the facilities at FIT are meeting the needs of the FIT student body.
- III. **Required Membership:** Residential Student Senator
- VI. **Meeting Requirements:** At least one meeting per month.

f. Campus Dining and Food Services

- I. **Chaired by:** Secretary of Campus Affairs
- II. **Purpose:** The purpose of the Campus Dining and Food Services Committee is to promote that FIT is providing an adequate and robust campus dining experience for the FIT student body. Additionally, this committee shall assist FIT's food service provider with the development of student dining hall menus and meal offerings.
- III. **Required Membership:** Commuter Student Senator, Residential Student Senator
- VI. **Meeting Requirements:** At least one meeting per month.

g. Careers and Career Development

- I. **Chaired by:** Secretary of Career Exploration
- II. **Purpose:** The purpose of the Careers and Career Development Committee is to promote that FIT is providing robust services to help students compete in today's global marketplace and to match students and graduates with jobs that suit their interest, abilities and goals.
- III. **Required Membership:** At least one Senator from each of the academic schools at the institution.
- VI. **Meeting Requirements:** At least one meeting per month.

h. Co-Curricular Experiences

- I. **Chaired by:** Secretary of Student Affairs
- II. **Purpose:** The purpose of the Co-Curricular Experiences Committee is to promote that FIT is providing a co-curricular and holistic student experience through experiential learning opportunities, leadership positions and a robust series of programs and activities.
- III. **Required Membership:** N/A

**VI. Meeting Requirements:** At least one meeting per month.

**i. Communications Committee**

**I. Chaired by:** Director of Communications

**II. Purpose:** The purpose of Communications Committee is to support all elements of the FIT SGA as it relates to communicating effectively to the entire FIT Community.

**III. Required Membership:** Members of the Communication Team

**VI. Meeting Requirements:** At least one meeting per week.

**j. Diversity and Inclusion**

**I. Chaired by:** Secretary of Diversity and Inclusion

**II. Purpose:** The purpose of the Diversity and Inclusion Committee is to promote that FIT is fostering an inclusive campus community in which students engage with, learn from and inspire each other through both their collective similarities and differences in order to encourage intellectual and personal growth and understanding.

**III. Required Membership:** International Student Senator

**VI. Meeting Requirements:** At least one meeting per week.

**k. Elections**

**I. Chaired by:** Graduating Current Member of the FIT SGA

**II. Purpose:** The purpose of the Elections Committee is to serve as a neutral body that shall oversee the elections process for the FIT SGA.

**III. Required Membership:** N/A

**VI. Meeting Requirements:** Will meet at the discretion of the advisor starting in the Spring Semester.

**l. Faculty and Administration**

**I. Chaired by:** Secretary of Academic Affairs

**II. Purpose:** The purpose of the Faculty and Administration Committee is to respond to student concerns related to faculty and administrators, additionally this committee may be called upon to provide feedback and to serve on hiring committees for various search committees.

**III. Required Membership:** At least one Senator from each of the academic schools at the institution.

**VI. Meeting Requirements:** At least one meeting per month.

**m. Health and Wellness**

**I. Chaired by:** Secretary of Student Affairs

**II. Purpose:** The purpose of the Health and Wellness Committee is to promote that FIT is encouraging and promoting a holistic approach to student development and learning including resources, programs and services dedicated to a student's health and wellbeing.

**III. Required Membership:** N/A

**VI. Meeting Requirements:** At least one meeting per month.

**n. Internships**

**I. Chaired by:** Secretary of Career Exploration

**II. Purpose:**The purpose of the Internships Committee is to promote that FIT

is providing access to a variety of enriching and educational internship opportunities and to sure that students have access to adequate resources related to internship placement.

III. **Required Membership:** At least one Senator from each of the academic schools at the institution.

VI. **Meeting Requirements:** At least one meeting per month.

**o. Program and Curriculum**

I. **Chaired by:** Secretary of Academic Affairs

II. **Purpose:** The purpose of the Program and Curriculum Committee is to promote that academic units are providing rigorous and adaptatic academic programs and courses, experiential learning and innovative partnerships for all FIT students regardless of area of study or program.

III. **Required Membership:** At least one Senator from each of the academic schools at the institution.

VI. **Meeting Requirements:** At least one meeting per month.

**p. Sustainability**

I. **Chaired by:** Secretary of Sustainability

II. **Purpose:** The purpose of the Sustainability Committee is to promote that FIT is actively incorporating sustainability into aspects of the institution.

III. **Required Membership:** N/A

VI. **Meeting Requirements:** At least one meeting per week.

**q. Technology and Innovation**

I. **Chaired by:** Secretary of Campus Affairs

II. **Purpose:** The purpose of the Technology and Innovation Committee is to promote that FIT is providing the most current technology and innovative approaches to teaching and learning both inside and outside of the classroom.

III. **Required Membership:** N/A

VI. **Meeting Requirements:** At least one meeting per month.

#### **Section Four: Committee Responsibilities**

Regardless of scope, scale or purview each FIT SGA Standing Committee is responsible for the following;

- a. Meet on a regular basis as outlined by the Standing Committee description;
- b. Record and make public all official meeting minutes and votes;
- c. Complete mandatory end-of-semester reports and submit to the President in both Fall and Spring semester
- d. Coordinate with any corresponding committees of the FIT Faculty Senate

#### **Section Five: Committee Meetings**

Committee meetings must be held as outlined in the FIT SGA Constitution. A Committee meeting may be cancelled at the discretion of the Committee Chair in the event that it is determined to be unnecessary. At least 24 hours notice must be given to members of the Committee in the event a Committee meeting is

cancelled.

One more than half of all Committee members have to be present to establish a quorum and to start the meeting. Decisions require a two-thirds (2/3) majority or simple majority, as determined by the Chair of the Committee, of all Committee members present. Each Committee member shall have one (1) vote, excluding the Chair.

### **Section Six: Attendance**

- A. Attendance is mandatory for all members. Absences may be excused only when an email is sent to the Chair of the Committee at least 24 hours in advance of the meeting. The Chair of the Committee has the right to approve or deny this request.

### **Section Seven: Voting**

Each Committee member shall have the ability to cast one vote on any matters that require a Committee vote. Members shall vote in the best interest of the individual student populations that they represent. Additionally, Members shall recuse themselves from votes where there is a clear conflict of interest. The Chair of the Committee has the ability to request recusal from a vote if a Member does not self-recuse. In the event that the Chair of the Committee requests a recusal and said recusal request is not granted, the entire Committee can vote to force a recusal. Recusal votes must clear a 2/3rds majority.

## **ARTICLE V: Elections, Appointments and Stipends**

### **Section One: Election Procedures**

Elections will be held in the spring semester post registration for the following academic year. Votes will be counted by the Department 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 Two: Election Eligibility**

To hold a position on the President's Cabinet, a candidate must:

- a. Be a full-time, degree-seeking student at FIT for one full semester prior to serving 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 President's Cabinet;
- c. Not hold a position as President, Vice President, Editor-in-Chief, 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 Allocations Committee;
- e. Be available to attend all scheduled meetings of the FIT Student Government Association; and

*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.*

To hold a position on the Student Senate, a candidate must:

- A. Be a full-time, degree-seeking student at FIT for one full semester prior to serving who is also registered for the next academic year;
- B. Must be a member of the student population and/or major that a candidate is seeking to represent; excludes the five open Senate seats
- C. 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 Senate;
- D. Not hold a position as Treasurer of any club, organization, or publication while simultaneously serving on the FIT Student Government Association Allocations Committee;
- E. Not hold a position as a Resident Assistant, Orientation Leader, Programming Board while simultaneously serving on the FIT Student Government Association;
- F. Be available to attend all scheduled meetings of the FIT Student Senate

### **Section Three: 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 Elections Committee by a specified date determined by the Elections Committee. All candidates shall be screened for eligibility.

#### **Subsection One: Candidate Application**

Candidate applications must include the following:

1. Candidate statement; statements must be video recordings
2. Signatures from 49 current FIT students and at least 1 member of the current FIT SGA.
3. A completed candidate application interest form

### **Section Four: Terms of Office**

Each member of the FIT Student Government Association shall hold office for one academic year. 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 any single position on the FIT SGA.

### **Section Five: Vacancies and Appointments**

A vacancy of an elected position shall be filled by an appointment made by the President. Presidential appointments must be approved by  $\frac{2}{3}$  vote of the President's Cabinet.

A vacancy of an appointed position shall be filled through a process of interviews conducted by the President and FIT SGA Advisor.

### **Section Six: Order of Succession**

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 from the current President's Cabinet, based on eligibility, that will be approved by the Student Senate. The Chief of Staff is given priority to become the Vice President after approval by the Student Senate.

In the event that there are multiple vacancies beyond the President and Vice President, the FIT SGA Advisor has the ability to appoint already elected members of the FIT SGA to any vacant positions, with a  $\frac{2}{3}$ 's vote from the President's Cabinet.

### **Section Seven: Stipends**

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

The President can receive a stipend up to \$1500

The Vice President can receive a stipend up to \$1250

The Chief of Staff can receive a stipend up to \$1250

Directors can receive a stipend up to \$1000

Secretaries can receive a stipend up to \$800

Senators can receive a stipend up to \$700

Treasurers can receive a stipend up to \$500

Communications Team Members can receive a stipend up to \$500

In order to receive a stipend all members of the FIT SGA are responsible for completing, in consultation with the appropriate FIT SGA advisor, a stipend rubric. The stipend rubric will be tailored to the member's specific position on the FIT SGA.

Stipend decisions and reviewed by the appropriate FIT SGA Advisor via a Stipend Meeting.

Stipend decisions can be appealed to the Dean of Students or representative from Enrollment Management and Student Success.

## **ARTICLE VI: Accountability and Judicial Branch**

### **Section One: Accountability:**

All members of the FIT SGA and FIT SGA student-employees shall adhere to FIT's Code of Student Conduct for the duration of their time as a member of the FIT SGA or while being employed by the FIT SGA. Additionally, every member of the FIT SGA is expected to fulfill the purpose, duties and requirements of their positions as outlined both in the FIT SGA Constitution and related or corresponding documents and job descriptions.

### **Subsection One: Accountability Process**

Any member of the FIT SGA can trigger an accountability measure on any other member of the FIT SGA when it is believed that said member of the FIT SGA has violated any of the previously mentioned code of conduct;

- A. File an official censure against member
  - a. Censures must include the following;
    - i. Clearly identifies what element of the code of conduct the accuser believes was violated
    - ii. The specific date, time and location that the violation happened
    - iii. The accuser must sign off on the accusation; cannot be made anonymously
    - iv. Censures must be made at least 2 business days from the date of the alleged violation
- B. Once a Censure is submitted the Chair of the Judicial Branch will call together a meeting of the Judicial Branch
- C. The Judicial Branch will review and investigate the accusation made in the Censure; investigations cannot last longer than 5 business days;
- D. After the investigation, the Judicial Branch will make a determination if a violation occurred. If a Sanction is necessary, the Judicial Branch can decide the following; warning, probation or removal of office.
- E. Sanction recommendations can be appealed to the President's Cabinet; in the event that the accused is a member of the Cabinet; they are not permitted to vote in the appeal.

F. Appeals must be filed 2 business days after the original Judicial Branch sanction decision.

## **Section Two: Definitions:**

For the purposes of the FIT SGA, the following terms shall be defined as follows;

### **Subsection One: Censure**

A censure shall serve as an official reprimand of a member of the FIT SGA formally introduced by another member of the FIT SGA via the official censure form.

### **Subsection Two: Probation**

Probation shall be defined as a period of time in which a member is under review. While on probation Senators may lose certain privileges including a reduction of the member's stipend based on the duration of the probation. Depending on the reason for probation, probation can last from one month to one semester but cannot exceed more than one semester.

### **Subsection Three: Investigation**

The act or process of investigating claims made in an official censure. Investigations shall be conducted by the Judicial Branch of the FIT SGA.

### **Subsection Four: Appeal**

A request or reference for a neutral party to review and adjudicate a decision made by the Judicial Branch of the FIT SGA. Appeals related to the Judicial Branch shall be reviewed by the President's Cabinet.

### **Subsection Five: Warning**

An official notice to a member of the FIT SGA that they are in violation of the FIT SGA Constitution. Warnings do not automatically result in probation; however in the event that a member violates the Constitution after already receiving one warning, a member may be placed on probation at the discretion of the Judicial Branch.

### **Subsection Six: Removal of Office**

Removal of Office refers to the Judicial Branch deciding that a member of the FIT SGA is no longer qualified or able to serve in the capacity that they were elected. Members who are removed from office will not receive any additional unallocated stipends regardless of removal date.

## **Section Three: Judicial Branch**

### **Subsection One: Purpose**

The purpose of the Judicial Branch is to ensure that holding members of the FIT SGA is a fair and consistent process.

## **Section Four: Judicial Branch Structure**

The Judicial Branch only exists in the event that an official Censure is requested by a member of the FIT SGA. Outside of Censure submission, the Judicial Branch does not meet on a regular basis.

- A. The Judicial Branch is chaired by the Chief of Staff; in the event that the Chief of Staff is at the center of a Censure, the next most senior member of the FIT SGA shall serve in the capacity of the Chair of the Judicial Branch.
- B. Members of the FIT SGA Student Senate shall serve as members of the Judicial Branch; members will have a Judicial Branch number and if their number is called they must serve on the Judicial Branch for the duration of the investigation;
- C. Judicial Branch investigations are only made public in the event that the accused is found in

violation

- D. Once an investigation ends, the Judicial Branch and the members of that investigation will conclude; any future Censures will be investigated by a new set of Senators
- E. The Judicial Branch shall consist of a chair and 3 Senators at one time. The Chair of the Judicial is a non-voting member of the Committee
- F. In the event that Senator feels they are not able to serve when their Judicial Branch number is called, they can recuse themselves from their Judicial Branch assignment; recusals must come in written form and outline why the Senator feels they must recuse themselves; rescuals will be reviewed and approved by the Chair of the Judicial Branch or FIT SGA Advisor

### **Section Five: 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 5 business days prior to the effective date of their resignation. All training materials must be returned to the President within the 5 business days. If an officer resigns, they shall not receive a stipend for that term. Under extenuating circumstances, the complete forfeiture of stipend will be upon further review of the advisor. The established appointment process shall be used in the event of the resignation.

## **ARTICLE VII: Affiliated and Supported Groups of the FIT SGA**

### **Section One: Statement on Affiliated and Supported Groups of the FIT SGA**

In order to support the mission and vision of the FIT SGA, the organization supports the following groups at FIT; FIT Clubs, Organizations and Publications and the FIT Programming Committee.

Support from FIT SGA includes allocating Student Activity Funds to Clubs and Organizations and by providing an annual operating budget to the FIT Programming Committee.

Both the annual operating budget and the allocation of funds to FIT Clubs and Organizations is done through the Allocations Committee.

## **ARTICLE VIII: FIT Student Government Association Finances and Fiscal Responsibility**

### **Section One: General Statement on Finances**

As the governing body of the Fashion Institute of Technology the FIT SGA is responsible for overseeing the funds collected via the Student Activity Fee. It is the responsibility of the FIT SGA to be fiscally responsible with any and all funds collected via the Student Activity Fee.

### **Section Two: Student Activity Fee**

The Student Activity Fee is a mandatory fee for all full-time and part-time undergraduate students. The full-time student fee is \$65.00 per semester; the part-time fee is \$5.50 per credit hour.

### **Section Three: Student Activity Fund and FIT SGA Budget**

The Student Activity Fund and the FIT SGA Budget is the total amount of Student Activity Fee collected from both full-time and part-time undergraduate students.

### **Section Four: Access to the Student Activity Fund**

Access to the Student Activity Fund is a privilege afforded to the following entities at the Fashion Institute of Technology;

- A. The FIT SGA
- B. Official FIT Clubs, Organizations and Publications
- C. FIT Programming Committee
- D. The Department of Student Life

Requests for funding via the Student Activity Fee must be made via official budget requests submitted to the Allocations Committee; specific guidelines for funding requests must adhere to all policies, procedures and guidelines established by the Allocations Committee Funding and Budget Guidelines.

### **Section Five: Funding and Budget Guidelines**

Each academic year the incoming Allocations Committee is responsible for reviewing and if necessary updating the Funding and Budget Guidelines for the FIT Student Activity Fund and the FIT SGA Budget. This document shall serve as the foundation for all Allocations Committee funding decisions. The Funding and Budget Guidelines must be made publicly available.

## **ARTICLE IX: Amendments**

Amendments to the FIT SGA Constitution shall be amended only by legislation of the Senate. Amendments shall require  $\frac{2}{3}$  majority vote of the membership of the Senate. Any changes to the constitution will be in effect the following academic year.

## **ARTICLE X: Transition of Leadership**

To ensure a successful transition of leadership each member of the FIT SGA is responsible for providing a transition document to their successor. Additionally, incoming members of the FIT SGA are responsible to meet individually with their counterpart prior to the end of the spring semester during the period after elections and the end of the term.

**Here ends the Constitution of the FIT Student Government Association.**