

Official Constitution of CCRI Student Government

Amended and Adopted on February 22nd, 2013



As the official representative of the Community College of Rhode Island Student Body, Student Government was created to be and still acts as the liaison between the students and the administration, faculty and staff. From its inception, Student Government has sought to be the chief student advocate in all areas of campus life. In addition to serving as the governing body of the student population, Student Government also participates heavily in the daily affairs of the College. Through interaction with College officials and representation on College committees and councils, Student Government representatives provide continuous input to the administration and offer many recommendations with regard to student sentiment. Student Government also provides a wide array of services, activities and programs for the mutual benefit of all CCRI students.

It is our goal that every CCRI student be represented through the elected and appointed members of Student Government, and those representatives welcome and encourage visits from students who wish to voice their ideas, opinions, and concerns. As the chief student advocate on campus, Student Government is dedicated to the service of all CCRI students and the enhancement of the CCRI experience. The active student input is the most vital ingredient in the functioning of CCRI Student Government.

THE OFFICIAL CONSTITUTION OF THE COMMUNITY COLLEGE OF RHODE ISLAND STUDENT GOVERNMENT

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ARTICLE I. NAME

SECTION 1-1.

The name of the governing student body at the Community College of Rhode Island, hereinafter called "CCRI", at all campuses, shall be the "Community College of Rhode Island Student Government" hereinafter called "Student Government"

ARTICLE II. MISSION

SECTION 2-1.

The mission of Student Government shall be to serve the students of CCRI, to represent student interests at the college and in the community, to provide a forum for students to discuss their concerns as well as facilitate opportunities for possible resolution, to serve as a link between the students and the college administration, to sponsor events of entertainment, educational, cultural value, and to facilitate camaraderie among student clubs and organizations.

ARTICLE III. POWERS AND RESPONSIBILITIES

SECTION 3-1. POWERS

Student Government shall be empowered to act upon the issues brought before it, to enact its own decisions and resolutions and to govern Student Clubs and Organizations. All actions, decisions and resolutions shall be within the guidelines of CCRI's Policies and Procedures. It shall be allocated a budget from a portion of the student activity fee by CCRI Associate Vice President for Student Services and each campus Student Government is empowered to manage its budget accordingly and within the guidelines of the College.

SECTION 3-2. RESPONSIBILITIES

Student Government shall be responsible to represent, advocate for, and act in the best interests of its students and CCRI as well as, to oversee all clubs and student organizations, and serve as student liaison to the college, its partners and the community.

SECTION 3-3. RESTRICTIONS

Student Government shall not and may not enact any decision or resolution, nor may they take any action that is in conflict with the College's policies, rules, and regulations or any law whether federal, state, or municipal. Furthermore, Student Government and its representatives shall not formulate or express, in words or in actions, support for any candidate campaigning for any public or otherwise political office.

ARTICLE IV. GENERAL MEMBERSHIP

SECTION 4-1. CLASSIFICATIONS OF MEMBERSHIP

The membership of the individual campus Student Government Senate shall be all students enrolled in a course of study at CCRI (except club/organization advisors who shall be classified by the policies and procedures of CCRI). Membership shall have the following classifications:

- a) **Club/Organization Senator:** Each student club and student organization may register with the campus Executive Committee up to two persons (one person being the club/organization president, and in the absence of the president, the other shall be an alternate), who is to be drawn from that club's/organization's membership to represent them in general, annual, and special Meetings;
- b) **Senator-at-large:** Any member not affiliated with a club or organization, and wishing to take an active role in Student Government may file an application with the Student Life Panel to be a senator-at-large. There shall be no more than 5 (five) senators-at-large;
- c) **Club/Organization Advisors:** Club/organization advisors are members in an ex-officio capacity;
- d) **All Other Members:** All other members that are not classified as senators, senator-at-large or advisors shall be considered guests and observers during general, annual and special meetings of Student Government.

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SECTION 4-2. REQUIREMENTS

All members of Student Government shall be enrolled in a course of study at CCRI (for senators and all other members) or a faculty, staff, or an administrator at CCRI (for club/organization advisors). Clubs/organizations and their members are required to maintain an active recognition status. All members of Student Government and its officers are to conduct themselves in an orderly and professional fashion as outlined by college policies and procedures. Other policies for such requirements may be developed as the individual campuses executive committee deems necessary.

SECTION 4-3. TERMS OF MEMBERSHIP

There shall be no limit to the membership term provided the members are eligible and all requirements are satisfied.

SECTION 4-4. REMOVAL AND SUSPENSION OF MEMBERS

Any member (except for club/organization advisors) may be removed from his or her membership by a two-thirds vote of the respective campus Student Government Senate. In the case of a violation of the law whether federal, state, or municipal, or college policies or procedures, the campus Student Government president reserves the right to recommend immediate removal of a member to the associate dean of student life; this action shall be accompanied by a termination report to the member, campus senate and the campus associate dean of student life.

In cases where only deemed necessary and proper, the campus Executive Committee may suspend a member's status (except for club/organization advisors) until a regular meeting or a special meeting of the campus Senate is called regarding the matter. The member in question may not be suspended unless he/she is notified in writing at least 7 days before the regular or special meeting. During such time, the member shall lose all privileges and rights as a member in their classification. Between such times, if a regular meeting or special meeting of the campus Senate fails to assemble within 30 business days, the member in question will regain their active status.

SECTION 4-5. VOTING PRIVILEGES

During regular and special meetings of the Senate, the following privileges shall be granted to its members:

- a) **Club/Organization Senators:** Shall be a voting member during regular and special meetings of their campus Senate. Only one of the registered senators from each club/organization may vote during meetings of the Senate.
- b) **Senators-At-Large:** Shall be voting members in regular and special meetings of their campus Senate.
- c) **Club/Organization Advisors:** Shall not have any voting privileges during regular and special meetings of their campus Senate.
- d) **All Other Members:** Shall not have any voting privileges during regular and special meetings of their campus Senate.

ARTICLE V. MEETINGS

SECTION 5-1. REGULAR MEETINGS

There shall be at least one regular meeting every month of each campus Student Government Executive Committee; at least three regular meetings in an academic semester of each campus Student Government Senate and at least two regular meetings of the Student Government Advisory Council. All meetings will be held in the location reserved and time appointed by the respective presiding officer. All meetings are open to the college community except for meetings of the campuses Executive Committee and the Student Government Advisory Council.

SECTION 5-2. EXECUTIVE SESSION

The Student Government Senate may be convened as deemed necessary by a three-fourths vote, into executive session. This is a closed session whereby only the campus Executive Committee, campus student government advisor, campus associate dean of student life, and related parties are to discuss extraordinary business. No official vote shall be conducted therein until the meeting has reconvened in open session.

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SECTION 5-3. SPECIAL MEETINGS

Special meetings of the Student Government senate may be convened in the case of an emergency or another urgent item of the like upon the request of the campus student government president, at least three senators by written request to the campus student government secretary, or request from the campus associate dean of student life or campus student government advisor.

SECTION 5-4. RULES OF ORDER

"Robert's Rules of Order: Newly Revised" and subsequent revisions shall prevail at all CCRI Student Government meetings unless where it is contradictory to this constitution.

ARTICLE VI. STUDENT GOVERNMENT ADVISOR

SECTION 6-1. APPOINTMENT OF THE STUDENT GOVERNMENT ADVISOR

There shall be at least one advisor to each campus Student Government who shall be appointed and agreed upon by the campus student government president, campus associate dean of student life and the associate vice president for student services. The advisor retains the right to discourage any action, resolution, enactment, or amendment that is contrary to this Constitution, College policies and procedures, or that is in violation of any law whether federal, state, or municipal.

SECTION 6-2. REMOVAL OF THE STUDENT GOVERNMENT ADVISOR

In cases deemed necessary and proper, the campus student government advisor may be removed from his or her position. In these cases, the campus student government president must petition in writing to the campus associate dean of student life and associate vice president for student services recommending removal. The associate vice president for student services shall make the final decision of removal.

ARTICLE VII. STUDENT GOVERNMENT ADVISORY COUNCIL

SECTION 7-1.

There shall be a student government advisory council, who shall foster the college-wide collaborative body of Student Government, for unification of campuses. It shall consist of the campus Student Government Executive Committees and campus associate deans of student life. This is strictly an advisory board and no official action on behalf of Student Government or its campuses may take place. The associate vice president for student services will preside over this council, and a meeting will be held twice per academic semester.

ARTICLE VIII. OFFICERS OF STUDENT GOVERNMENT

SECTION 8-1. EXECUTIVE OFFICERS

At each campus there shall be an Executive Committee, and it shall be the campus governance body of Student Government. It shall consist of the president, executive vice president, director of finance (treasurer), director of administration (secretary), director of student relations, director of public relations, and director of activities. Additional officers of the Executive Committee may be appointed as the campus president deems necessary. The campus president will preside over this committee as the chief executive and a meeting will be held once per month. All executive officers other than the campus president shall be appointed by the campus president.

SECTION 8-2. TERMS OF OFFICE

Any executive officer shall serve for a term of one year or portion thereof from the time of election or appointment to the time of commencement. A limit of two terms shall be imposed upon the office of the president.

SECTION 8-3. EXECUTIVE OFFICE OF STUDENT GOVERNMENT

There shall be an executive office of each campus Student Government that will provide a feasible work place to conduct business for its executive officers.

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SECTION 8-4. ELIGIBILITY FOR EXECUTIVE OFFICERS

Any student in good standing academically as defined by the student handbook and/or CCRI policies and procedures is eligible for student government office.

SECTION 8-5. PRESIDENTIAL VACANCY

In the event of a presidential vacancy, the executive vice president shall succeed the president. If there is no executive vice president, succession shall proceed whereas the first successor is the director of finance (treasurer), then director of administration (secretary), then director of student relations, then director of public relations, then director of activities. In the event of a vacancy of an executive committee a special assembly of the Student Life Panel shall be convened to appoint an interim president until the next election is held.

SECTION 8-6. REMOVAL OF OFFICERS

Any executive officer may be removed from his or her office by a two-thirds vote of their respective campus Senate. In the case of a violation of the law whether federal, state, or municipal, or college policies or procedures, the campus associate dean of student life reserves the right to remove the officer. A termination report to the student, the campus Executive Committee and the Student Life Panel shall accompany this action.

SECTION 8-7. DUTIES OF OFFICERS

A. CAMPUS PRESIDENT

- a. Shall oversee and insure the responsibilities of their respective campus executive officers are carried out.
- b. Shall be the chief executive officer of their respective campus Student Government and will authenticate by signature, all acts, resolutions, and orders of their campus Student Government Senate after it's approved, and has the power to delegate that authority.
- c. Shall perform all duties necessary to ensure the functioning of Student Government.
- d. Shall be responsible for the continual updating and revision of campus Student Government procedures and shall have the authority to delegate that responsibility.
- e. Shall chair their campus senate meetings or shall notify the executive vice president prior to regularly scheduled meetings of the Senate if he/she shall not be in attendance.
- f. Shall chair their campus executive committee.
- g. Shall be an ex-officio member of all Student Government committees.
- h. Shall be entitled to act on behalf of their campus Senate in consultation with the campus executive committee.
- i. Shall establish and work on short and long-range goals for their campus Student Government in consultation with the Senate and other campus presidents.
- j. Shall work with the director of finance to submit an annual budget for the Executive Committee.
- k. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, and CCRI Policies and Procedures as they relate to their role in Student Government.
- l. Shall be a member of the Student Life Panel.
- m. Shall be a member or appoint his/her designee of the college Academic Advisory Council.
- n. Shall be a member or appoint his/her designee of the college Student Advisory Council.

B. CAMPUS EXECUTIVE VICE PRESIDENT

- a. Shall assume the duties of the president in the event of his/her absence. In the case of permanent absence of the president, the executive vice president shall become president.
- b. Shall report to and be assigned various projects and tasks by the president.
- c. Shall work with the president and the Senate in the establishment of their campus Student Government short-range and long-range goals.
- d. Shall work with the president to prepare and establish an agenda to be published prior to each senate meeting.
- e. Shall meet with senators on a regular basis to set, develop and evaluate their goals with their individual clubs and organizations.
- f. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, and CCRI Policies and Procedures as they relate to their role in Student Government.

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C. CAMPUS DIRECTOR OF FINANCE (TREASURER)

- a. Shall make a financial report to the campus president on a weekly basis and the campus Senate at least once a month.
- b. Shall provide support for all Student Government members with their individual club and organization finances as it relates to policies and procedures with spending their budgets.
- c. Shall work with the campus president to make formal recommendations to the associate vice president for student services regarding individual annual club and organization budget requests.
- d. Shall authenticate, by signature, all financial acts, orders and procedures of their campus Executive Committee, Senate, and Finance Committee.
- e. Shall ensure the review, approval, and implementation of all financial agreements by the Executive Committee and Finance Committee.
- f. Shall work with the campus associate dean of student life to establish budget procedures for clubs/organizations recognized by Student Government.
- g. Shall investigate opportunities for cost-effectiveness within Student Government.
- h. Shall serve ex-officio as a member of the campus Finance Committee.
- i. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, and CCRI Policies and Procedures as they relate to their role in Student Government.

D. CAMPUS DIRECTOR OF ADMINISTRATION (SECRETARY)

- a. Shall make a report to the campus president on a weekly basis.
- b. Shall be responsible for the distribution of the minutes of all senate and executive committee meetings within a timely manner.
- c. Shall record all campus senate votes for insertion into the minutes.
- d. Shall be responsible for the proper set-up of the campus senate meeting facility and coordinate technology support when necessary.
- e. Shall maintain all campus Student Government official documents and policies.
- f. Shall oversee all campus Student Government services, including but not limited to, the website, conference room and other technologies.
- g. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, CCRI Policies and Procedures as they relate to their role in Student Government and "*Robert's Rules of Order: Newly Revised*" and subsequent revisions.
- h. Shall assist the campus president and campus director of finance in preparing a budget for the offices of their campus Student Government.
- i. Shall work as a liaison on behalf of the campus president and clubs and organizations on its campus as it relates to team building, communication of events and issues.
- j. Shall be available to meet with club/organization leaders to establish goals for their respective organizations.
- k. Shall assist the director of activities in coordinating with clubs/organizations for major events to co-sponsor.
- l. Shall serve on college academic grievance and discipline committees alongside the director of student relations.
- m. Shall advocate for clubs/organizations by working closely with the Office of Student Life to make recommendation for change to improve club/organization satisfaction.

E. CAMPUS DIRECTOR OF STUDENT RELATIONS

- a. Shall make a report to the president on a weekly basis.
- b. Shall represent the student body as a whole by advocating for students and student groups inside and outside of the classroom.
- c. Shall assist the campus president and campus executive vice president by attending any meeting that he/she cannot attend.
- d. Shall propose changes to improve student rights and improve the quality of life within the CCRI student body.
- e. Shall serve as the campus executive committee's liaison between college departmental offices.
- f. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, and CCRI Policies and Procedures as they relate to their role in Student Government.
- g. Shall work with the director of activities to organize open forums for students to voice their concerns at least once an academic semester.
- h. Shall be responsible for ensuring student representation is present at all CCRI committees that Student Government participates in.
- i. Shall serve on college academic grievance and discipline committees alongside the director of administration.
- j. Shall be a member of the college Academic Advisory Council.

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- k. Shall be a member of the college Student Advisory Council.
- l. Shall be a member of the college Environmental Health and Safety Committee.

F. CAMPUS DIRECTOR OF PUBLIC RELATIONS

- a. Shall make a report to the campus president on a weekly basis.
- b. Shall manage and coordinate the campus public relations team, including volunteers of their campus Student Government.
- c. Shall be responsible for maintaining and updating all online social media outlets as well as working with the campus director of administration on the campus Student Government website.
- d. Shall provide support for public relations members of other student clubs/organizations when needed.
- e. Shall be responsible for regular advertising and promotion of all campus Student Government events and initiatives.
- f. Shall be responsible for marketing their campus Student Government and updating students as to Student Government's progress and accomplishments.
- g. Shall oversee the production of all literature published by the Student Government executive committee.
- h. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, and CCRI Policies and Procedures as they relate to their role in Student Government.
- i. Shall assist the campus president and campus director of finance in preparing a budget for the Public Relations Team.

G. CAMPUS DIRECTOR OF ACTIVITIES

- a. Shall make a report to the campus president on a weekly basis.
- b. Shall oversee coordination and planning of their campus Student Government events.
- c. Shall communicate with the campus director of administration about co-sponsoring and collaborating on club/organization programs.
- d. Shall chair a campus activities committee when necessary for collaboration.
- e. Shall provide support for club/organization leaders for planning effective events.
- f. Shall assist the campus president and campus director of finance in preparing a budget for activities on their campus.
- g. Shall be knowledgeable of the Student Government Constitution, campus bylaws, college student handbook, and CCRI Policies and Procedures as they relate to their role in Student Government.

ARTICLE IX. COMMITTEES OF STUDENT GOVERNMENT

SECTION 9-1. STANDING COMMITTEES

There shall be established standing committees on each campus consisting of a campus executive committee, a campus constitution committee and a campus finance committee. There shall also be a Student Life Panel that is a college-wide standing committee. The campus president shall appoint the chair to preside over their respective campus Constitution Committee and Finance Committee. Members of each committee shall be chosen by the respective committee chair except for special cases as outlined in this Constitution. The chair will report all findings, activities, and progress of his or her respective committee to the campus President and/or campus Senate upon request.

A. STUDENT LIFE PANEL (COLLEGE-WIDE)

- a) Each member of the Student Life Panel shall not serve in more than one capacity.
- b) The Student Life Panel shall consist of the following members:
 - a. The campus associate deans of student life (acting as co-chairs)
 - b. The incumbent campus student government presidents
 - i. If there is not an incumbent president at a specific campus, an additional student at large will be added.
 - c. The current campus student government advisors (only one from each campus)
 - d. Two faculty or staff members at large
 - e. Two students at large
 - f. One administrator at large
- c) The Student Life Panel shall be responsible for establishing and reviewing presidential office criteria and will interview all candidates to determine eligibility for office.
- d) The Student Life Panel shall be responsible for establishing election policies and procedures.
- e) As needed, the Student Life Panel shall assist each campus to fill vacant positions.
- f) The Student Life Panel shall be delegated other responsibilities as outlined in this Constitution or by the Student Government membership.

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B. CAMPUS EXECUTIVE COMMITTEE

- a) Each campus Executive Committee shall consist of the following:
 - a. The officers of the respective campus Student Government
 - b. The campus student government advisor (ex-officio with no vote)
 - c. The campus associate dean of student life (ex-officio with no vote)
- b) The campus executive committee shall be the governance body of their respective campus Senate.
- c) The campus executive committee shall run the day-to-day operations of the campus Student Government led by its respective campus President.
- d) The campus executive committee shall be delegated other responsibilities as outlined in this constitution, campus bylaws or by its campus Senate.

C. CAMPUS CONSTITUTION COMMITTEE

- a) The campus constitution committee shall be the Student Government Constitution, Bylaws and Policy Review Board for its respective campus.
- b) The campus constitution committee shall be delegated other responsibilities as outlined in this Constitution, by its campus Senate or its campus president.

D. CAMPUS FINANCE COMMITTEE

- a) The campus finance committee shall be responsible for conducting annual audits of the campus clubs/organizations and Student Government financial records.
- b) The campus finance committee shall work directly with the campus director of finance (treasurer) to review his/her recommend budget amounts for campus clubs/organizations through the policies and procedures set forth by CCRI.
- c) The campus finance committee shall be delegated other responsibilities as outlined in this Constitution, campus bylaws, by its campus Senate or campus president.

SECTION 9-2. AD-HOC COMMITTEES

There shall be established upon the request of the campus Student Government president and/or campus Senate an ad-hoc committee in the case of an emergency, another extraordinary item of the like or special tasks/projects. The campus president reserves the right to appoint a chair to preside over any established or ad-hoc Committee.

SECTION 9-3. TERMS OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

All committee chairs appointed by the campus president and all committee members as appointed by their respective committee chair shall serve for a term of one year from the time of appointment to the time of commencement, except when an ad-hoc committee is collapsed by the campus president with two-thirds ratification of the campus Senate, the committee chair and its members shall be relieved of their position.

SECTION 9-4. REMOVAL OF COMMITTEE CHAIRS AND COMMITTEE MEMBERS

Any committee chair appointed by the campus president may be removed from his or her office by the campus president with ratification of their respective campus executive committee. Committee members appointed by their respective committee chair may be removed by a majority vote of the respective committee members (except the executive committee). In the case of a violation of the law whether federal, state, or municipal, or college policies or procedures, the campus executive committee reserves the right to remove any member of a committee, including its chair; this action shall be accompanied by a termination report to the student, campus associate dean of student life and campus senate.

ARTICLE X. FINANCES

SECTION 10-1. DUES OF STUDENT GOVERNMENT

All Student Government dues are included in the student activity fee and no further monetary dues for membership and/or recognized club/organization membership shall be established.

SECTION 10-2. FUNDRAISING

All Student Government recognized clubs/organizations shall participate in fundraising events in order to meet a portion of expenditures incurred by their club/organization supported by their campus Student Government.

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SECTION 10-3. FINANCIAL POLICIES AND PROCEDURES

The campus finance committee may establish policies and procedures regarding disbursements and payments of their campus Student Government funds. Such policies and procedures may not conflict with CCRI's financial policies and procedures as established by the Controller's Office and the Office of Student Life. The financial records of Student Government and its recognized clubs/organizations are subject to an annual audit by the college.

ARTICLE XI. AMENDMENTS

SECTION 11-1. PROPOSED AMENDMENTS

All proposed amendments to this Constitution shall be submitted in writing to the campus constitution committee for review. If approved it will be forwarded to the campus executive committee. After it's reviewed by the campus executive committee, the amendments will be sent in written form utilizing tracked changes to the campus Student Government Assembly (each campus Student Government Senate) within 15 business days of the scheduled meeting to discuss the proposed amendment. The assembly must affirm a proposed amendment by a simple majority vote.

SECTION 11-2. AMENDING THE CONSTITUTION

This Constitution may be amended and adopted by a two-thirds vote of the Student Government Assembly (total voting members present).

ARTICLE XII. RULES, REGULATIONS AND BYLAWS

SECTION 12-1.

Rules, regulations and bylaws, which are deemed necessary for the proper organizational conduct of a campus Student Government may be developed. No rules, regulations or bylaws shall be adopted which are contrary to this Constitution or the policies and procedures of CCRI.

ARTICLE XIII. ADOPTION

SECTION 13-1.

This official Constitution of the Community College of Rhode Island Student Government was amended and adopted on February 22, 2013 at a special meeting of the Student Government Assembly.