



**Student Government Association Bylaws**  
Updated March 31, 2015

**Article I. Name**

**Article II. General Powers and Responsibilities**

**Article III. Student Government Association Membership and Structure**

**Membership**

- Student Government Association Officials that fail to maintain a cumulative GPA of 2.5 or higher will be put on probation for the period of one semester wherein they may maintain their office and the responsibilities of that office.
- Student Government Association Officials failing to achieve a cumulative GPA of 2.5 after one semester of probation will be removed from offices.
- The Student Government Association administrative staff advisors shall be responsible for verifying the cumulative GPA requirement.

**Executive Office**

- The Executive Team may appoint up to two additional staff members (Chief of Staff and/or Chief of Operations) to be approved by the Elections and Credentials Council.

**President (Elected)**

- Must be properly elected and shall hold a term of office starting the first Tuesday in April of the spring semester in which they were elected and ending on the first Monday in April of the following spring semester.
- Shall be available in the Student Government Association offices and via other appropriate communication channels as an information source for student inquiries
- Shall assume the position of Student Representative to the Board of Regents & advisor to the Board of Directors of the Alumni Association.
- Shall appoint student representatives to College committees.
- Shall be selected to educate, advise, and represent members of the Student Body in matters related to the Student Rights and Responsibilities Document.

**Vice President (Elected)**

- Must be properly elected and shall hold a term of office starting the first Tuesday in April of the spring semester in which they were elected and ending on the first Monday in April of the following spring semester.
- Shall be available in the Student Government Association offices and via other appropriate communication channels as an information source for student inquiries
- Shall be a voting member of the Council of Commissioners unless assuming the duties of the President.

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- Shall be selected to educate, advise, and represent members of the Student Body in matters related to the Student Rights and Responsibilities Document.

#### **Director of Communications**

- Shall be selected by the Elections and Credentials Council to serve a term from April 1<sup>st</sup> of the year of the appointment to April 30<sup>th</sup> of the following year.
  - The President and Vice President together with the ECC Commissioner will have the option to meet with each applicant prior to the selection process. Upon completion of this meeting, the President and Vice President may communicate their recommendations to the ECC.
- Shall be available in the Student Government Association offices and via other appropriate communication channels as an information source for student inquiries
- Shall coordinate and implement SGA publicity initiatives and communicate SGA happenings with the broader campus community.

#### **Sustainability Representative**

- Sustainability Representative shall be one of the two co-chairs of Student Environmental Alliance, as determined by the organization itself.
- Sustainability Representatives shall be voting members of the Senate and have access to the Senate Appropriations Funds to aid in the completion of sustainability projects and events.
- Sustainability Representatives shall advocate for the projects being pursued by SEA and will be tasked with informing members of SGA about current sustainability initiatives.
- Sustainability Representatives shall serve on the Programs & Events Committee of the Student Services Committee.
- Sustainability Representatives will not be considered members of the Executive Team but fall under the Executive Office because of the role they serve on various SGA student and campus committees, contributing to the responsibilities of the Executive Team and SGA.

#### **Member at Large Representatives**

- Members at Large shall complete an application and be selected by the SIC and ECC Commissioners.
- Up to five (5) Member at Large representatives may serve SGA at any time and will serve a term that begins at the time of their selection. Selected representatives will indicate the length of time they wish to serve--one semester or one full academic year--at the time of their selection. Representatives' terms will therefore end on the last day of Fall semester or on March 31st, depending on the length of their commitment. Member at Large Representatives will not be considered members of the Executive Team but fall under the Executive Office because of the role they serve on various SGA student and campus committees, contributing to the responsibilities of the Executive Team and SGA.
- Member at Large members must be full-time students at Concordia during their term, attending classes on Concordia's campus.

#### **Residence Hall Representatives**

- Residence Hall Representatives will be appointed by each individual traditional residence hall utilizing methods outlined by each building.

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- Residence Hall Representatives will begin their term upon their appointment by their respective residence hall and will end their term on March 31<sup>st</sup> or when circumstances force their resignation.
- Residence Hall Representatives will not be considered members of the Executive Team but fall under the Executive Office because of the role they serve on various SGA student and campus committees, contributing to the responsibilities of the Executive Team and SGA.

### **CEC, CMC, and CSC Representatives**

- CEC, CMC, and CSC will appoint one (1) Representative from each organization utilizing whatever methods the respective organization deems necessary to represent their organization at the Senate.
- CEC, CMC, and CSC Representatives will begin their term upon their appointment by their respective organization and will end their term on March 31<sup>st</sup> or when circumstances force their resignation.
- CEC, CMC, and CSC Representatives will not be considered members of the Executive Team but fall under the Executive Office because of the role they serve on various SGA student and campus committees, contributing to the responsibilities of the Executive Team and SGA.

### **Council of Commissioners**

- Shall be presided over by the Student Government Association Executive Team and shall consist of the following voting commissioners:

#### **Academic Affairs Commissioners (1)**

- Promote academic excellence and represent students on matters related Concordia's academic program.

#### **Elections and Credentials Council Commissioner (1)**

- Chair the Elections and Credentials Council (ECC) as described later in this document.

#### **Student Services Commissioner (1)**

- Identify student issues of concern regarding campus facilities and student services, propose potential solutions, and advocate for resolution

#### **Programs & Events Commissioner (1)**

- Coordinate Student Government planned/sponsored activities.
- Collaborate with other campus groups as necessary and be the SGA liaison for student organizations as needed to plan events.

#### **Student Involvement Council Commissioner (1)**

- Chair the Student Involvement Council as described later in this document.

- All commissioners shall serve on official college committees as appointed by the SGA Executive Team
- No commission shall have more than two full commissioners except as exempted under special dispensation granted by two-thirds majority approval in the Senate upon request of the President.
- Shall report, upon request, to the Senate.
- Shall be available in Student Government Association offices during scheduled office hours and via other communication channels to respond to student requests and inquiries.
- Shall compile records of actions and decisions of their respective offices and make such materials available to their successors.
- Shall have the power to vote on administration policy recommendations.

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### **Student Involvement Council (SIC)**

- Special interest representative shall be appointed in consultation with appropriate college officials and approved by the Elections and Credentials Council. A single member of the Executive Team will be present at meetings conducting formal business to affirm that a fair and logical process is followed in SIC decision-making.
- Coordinate the allocations process, including the communication with student organizations and the funding application processes.
- Develop strategies for supporting student organization leaders.
- Develop strategies for identifying uninvolved students and getting them involved
- Review budgets for major campus programs (SGA, CMC, CSC, CEC, Orientation, Homecoming, etc.) and submit recommendations and rationale to the Student Affairs Committee.

### **Elections and Credentials Council (ECC)**

- Conduct elections as described later in this document.
- In order for the ECC to conduct formal business (conduct interviews, voting on By-laws, etc.) over 50% of voting members (appointed class representatives, special interest representatives and the ECC chair) must be present.
- A single member of the Executive Team will be present at meetings conducting formal business to affirm that a fair and logical process is followed in ECC decision-making.
- ECC Commissioner approves membership to the council
- Coordinate and conduct the selection process for high-visibility, high-responsibility student leadership positions on campus (SGA Commissioners (including CEC, CMC and CSC), Orientation, Homecoming, Family Weekend, etc.)
- Consult appropriate administrative staff advisors during the selection process.
- Oversee the SGA Constitution & Bylaws

### **Student Business Office Treasurer**

- The Treasurer shall employ whatever staff is deemed necessary by the Treasurer and the SGA president.
- Shall be responsible for payment of bills incurred by student organizations, both through Student Activity Fee funds and non-Student Activity Fee funds.
- Shall assist all student organization treasurers and manage the Activity Fee cash flow.
- Shall provide balance updates to Student Activity Fee funded organizations as requested and shall perform an annual audit on Student Activity Fee accounts.
- Shall have immediate seizure power over all financial records of Student Activity Fee accounts.

### **The Student Government Association Senate**

- Passing any Resolution, Position Statement, or Bylaw Change will require a quorum consisting of a majority of currently seated Student Government Association members
- Shall be required to approve the proposed SGA budget at the first possible Senate meeting once the Student Affairs Committee has confirmed the amount of funding the organization will receive. Any funds spent before Senate confirmation must be for internal purposes only

## **Article IV. Activity Fee Policy**

### **Student Activity Fee**

- The SGA Executive Team will propose the Student Activity Fee for the following year to the Student Affairs Committee in the fall of each year.
- The Student Involvement Council shall determine due dates for Student Activity Fee requests and communicate these due dates to the campus at the beginning of the academic year.

- Provided that funds are available, the SIC will review these requests on designated dates (approximately once a month) and shall allocate money as defined in the SIC Allocations Guidelines.
- The Student Involvement Council will receive all ATM surcharge fees to allocate to student organizations.

## **Student Government Association Funds**

### **The Emergency Reserve Fund**

- Shall maintain a balance equal to a minimum of 10% of the Student Activity Fee. If the fund drops below 10%, SGA and the Student Affairs committee shall develop a plan to replenish the balance as soon as money becomes available.
- Shall be allocated by the Student Involvement Council in emergency situations (i.e. cash flow constraints, etc.)
- All transactions must be approved by the Student Affairs Committee

### **Special Projects & Initiatives Fund**

- Funds in this account will include Student Activity Fee money unallocated or allocated but unspent.
- Student Affairs Committee will also review all auto disbursement accounts annually and transfer excess money from these accounts into this fund.
- Requests for disbursements shall be presented to the SPIF Appropriations Committee. Requests exceeding four thousand (\$4,000) will be reviewed by the SPIF Appropriations Committee who will make funding recommendations to the Senate, requiring a majority vote to confirm. Members of the SPIF Appropriations Committee present at the Senate will not be included in the final vote.
- Membership in the SPIF Appropriations Committee will consist of the SIC Commissioner, one member of the Executive Team, two Class Representatives, two Member at Large representatives from the Student Senate, and one Intercultural Affairs Representative from the Student Senate.
- The SPIF Committee will meet twice per semester on dates agreed upon by the Chair and adviser. The Chair will have the sole discretion to call additional meetings and should only call said meetings in the case of a time-sensitive request.
- The Student Involvement Council may request funding from the Special Projects and Initiatives Fund to allocate to student organizations; the amount requested for allocation must be approved by a majority vote in the Senate.

## **Student Stipends**

- Stipend recommendations will be determined based on the requirements of the position and the number of hours required as determined by the Executive Team and the Elections and Credentials Council.
- Changes to the stipend schedule must be proposed by the Executive Team and approved by the Student Affairs Committee.
- The stipend list, as approved by the Student Affairs Committee, will be distributed to the Student Business Office Treasurer for implementation.

## **Article V. The Election and Appointments of Student Government Association Officials**

### **Election Jurisdiction and Procedures**

- The Elections and Credentials Council (ECC) will be responsible for coordinating Student Government Elections

- The ECC may appoint a current member of the Council of Commissioners not associated with elections to serve as a student liaison during the election process.
- The Election Marshal shall, in consultation with the Elections and Credentials Council (ECC), interpret and enforce the election rules and regulations. All of the Election Marshal's decisions regarding election rules and regulations are final and binding, subject to the filing of a written appeal to the Elections and Credentials Council ASAP or within 48 hours following the declaration of the results.
- Once dates associated with the election (interest meeting date, petition due date, campaign and election dates, etc) have been publicly announced, they may not be changed, unless approved by a majority vote of the ECC.
- All currently enrolled, full-time Concordia students are eligible to vote in the election.
- After the polls close, the Election Marshal, a member of the Executive Team, a Student Affairs staff member, and an official observer appointed by the ECC will verify the votes. Candidates will be notified immediately upon vote verification. Results will be made public thereafter.
- In the case of a tie, a runoff election will be held within one week of the general election.
- Upon completion of the election, candidates have 48 hours to file a formal, written appeal with the Elections and Credentials Council.
- Upon receiving a written appeal, the Elections and Credentials Council will convene to discuss and determine the next steps in the appeals process.
- The elected President/Vice President will be considered the President/Vice President Elect until the first Tuesday in April.
- In the event of a vacancy occurring in an elected position the Elections and Credentials Council, by a majority vote, will decide whether to hold a special election or follow an appointment process.

### **Campaigning**

- All candidates must be full-time Concordia College students with a minimum 2.5 GPA (cumulative)
- All candidates are expected to read the campaign and election handbook and to abide by all election rules.

### **Article VI. Removal of Student Government Officials**

#### **Removal Criteria**

- Documentation of just cause for the removal of any Student Government Association official must be presented and kept on file in a secure location.
- The Elections and Credentials Council in consultation with the Student Government Association Executive Team and staff advisors will be responsible for authorizing just cause removal of any Student Government official.
- All appeals should be presented to the Student Affairs Committee in written form.
- The Student Affairs Committee has the right to request further information regarding the appeal when necessary.

### **Article VIII. Constitutional Review Board**

- Any proposed changes, that alter the meaning or intent of the Constitution, must be approved through a vote of the student body.
- The student body shall have access to the proposed Constitutional changes at least one week prior to voting on their approval.

### **Article IX. Amendments to the Constitution**

- Any member of the student body intending to propose legislation may present their proposal to the Elections and Credentials Council in written documentation.
- Elections and Credentials Council will vote to approve the proposed amendment.

- If approved the Elections and Credentials Commissioner will present the amendment to the Student Government Senate, who will vote to second the approval.
- If approved by the Student Government Senate the amendment will be brought before the student body for a final vote in the next regularly scheduled election.