



## **Student Government Association Bylaws**

Approved December 4, 2009

### **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 where in 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 (e.g. Chief of Staff, Executive Assistant, etc.) 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.

#### **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.

### **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 (2)**

- 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.

#### **Facilities & Services Commissioner (1)**

- Identify issues of concern to students, propose potential solutions, and advocate for resolution with regards to facilities and services used by students on campus

#### **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.

#### **Public Relations Commissioner (1)**

- Envision creative ways to tell the SGA Story, and market that story to the campus community.

#### **Public Relations Associate Commissioner (1)**

- Create and distribute all Elections & Credentials Council and Student Involvement Council publicity.
- Assist Public Relations Commissioner as requested.

#### **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 Forum upon request of the President.
- Shall report, upon request, to the Forum.
- 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.

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

- Special interest representative shall be appointed in consultation with appropriate college officials and approved by the Elections and Credentials Council.

- 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.
- The President or Vice President 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 interview and 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 application and interviewing 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.

#### **Student Advocate Liaison (2)**

- Shall be responsible for working with members of the Student Body with questions regarding college policy, and directing them to the appropriate resources for assistance.
- Act as a liaison between Student Government and CMC, CSC, CEC, ICA and any other student group selected by Student Government and make regular reports of their correspondence.
- Fulfill the duties related to Student Government elections as outlined later in this document.

### **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.

## **Student Government Association Reserve 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 disbursement of these funds shall be presented to the Special Projects Task Force who will make funding recommendations to the Executive Team and forwarded to the Student Affairs Committee.
- Guidelines for the membership of the Special Projects Task Force and funding guidelines will be proposed by the Student Involvement Council and approved by the Student Affairs Committee.

## **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 Election Marshal shall, in consultation with the office of the Student Advocate Liaison and a member of the Executive Team, 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 Student Advocate Liaison, 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 along with at least one Student Advocate Liaison 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.
- Appeals
- 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 Forum, who will vote to second the approval.
- If approved by the Student Government Forum the amendment will be brought before the student body for a final vote in the next regularly scheduled election.