



Student Government Association Bylaws Updated March 5, 2018

Article I. Name

Article II. General Powers and Responsibilities

Article III. Student Government Association Membership and Structure

Section 1.

Membership

Clause 1. Student Government Association (SGA) Officials must be full-time students at Concordia during their term, attending classes on Concordia's campus.

Clause 2. Student Government Association Officials must maintain a cumulative GPA of 2.5 or higher, or they will be put on probation as outlined in Article V, Section 2 for the period of one semester wherein they may maintain their office and the responsibilities of that office.

Clause 3. Student Government Association Officials failing to achieve a cumulative GPA of 2.5 after one semester of probation will be removed from offices.

Clause 4. The Student Government Association administrative staff advisors shall be responsible for verifying the cumulative GPA requirement.

Section 2.

Structure

Clause 1. Executive Office

A. 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, or when circumstances force their resignation.
- § 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 assist in appointing 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.
- § Shall lead the Executive Team, consisting of the President, Vice President, Director of Communications, and the Chief of Staff and Chief of Operations.

B. 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, or when circumstances force their resignation.
- § 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.
- § Shall be selected to educate, advise, and represent members of the Student Body in matters related to the Student Rights and Responsibilities Document.
- § Shall be a member of the Executive Team, consisting of the President, Vice President, Director of Communications, and the Chief of Staff and Chief of Operations.

C. Director of Communications (Appointed)

- § Shall be appointed by the Elections and Credentials Council (ECC) to serve a term from April 1st of the year of the appointment to the last class day of the following spring semester, or when circumstances force their resignation.
 - The President and Vice President 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 responsible for chairing the Communications Committee.
- § 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.
- § Shall be a member of the Executive Team, consisting of the President, Vice President, Director of Communications, and the Chief of Staff and Chief of Operations.

D. Chief of Staff (Appointed)

- § May be appointed by the Elections and Credentials Council to serve a term from April 1st of the year of the appointment to the first Monday in April of the following spring semester, or when circumstances force their resignation.
 - The President and Vice President 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 be selected to uphold group morale and manage conflict as it arises.
- § Shall be a member of the Executive Team, consisting of the President, Vice President, Director of Communications, and the Chief of Staff and Chief of Operations.

E. Chief of Operations (Appointed)

- § Shall be selected by the Elections and Credentials Council to serve a term from April 1st of the year of the appointment to the first Monday in April of the following spring semester, or when circumstances force their resignation.
 - The President and Vice President 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 be selected to manage and communicate the SGA budget.
- § Shall be a member of the Executive Team, consisting of the President, Vice President, Director of Communications, and the Chief of Staff and Chief of Operations.

Clause 2. Council of Commissioners

- § 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.
- § Shall be presided over by the Student Government Association Executive Team and shall consist of the following voting commissioners:
 - A. Academic Affairs Commissioners (1)**
 - § Promote academic excellence and represent students on matters related Concordia's academic program.
 - B. Elections and Credentials Council Commissioner (1)**
 - § Chair the Elections and Credentials Council (ECC) as described later in this document.
 - C. 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.
 - § Shall co-chair the MLK Day student committee.
 - D. Student Involvement Council Commissioner (1)**
 - § Chair the Student Involvement Council as described later in this document.
 - E. Project Manager**
 - § Shall be responsible for assisting members of Student Senate in the generating and completing initiatives.

Clause 3. Student Involvement Council (SIC) Responsibilities

§ Coordinate the allocations process, including the communication with student organizations and the funding application processes.

§ In order for the SIC to conduct formal business (approving student organizations, allocating funds, etc.) over 50% of voting members (appointed class representatives, special interest representatives and the SIC chair) must be present.

§ 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, DEIC, CEC, Orientation, Homecoming, etc.) and submit recommendations and rationale to the Student Affairs Committee.

§ 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.

Clause 4. Elections and Credentials Council (ECC) Responsibilities

§ 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.

§ Coordinate and conduct the selection process for high-visibility, high-responsibility student leadership positions on campus (SGA Commissioners (including CEC, CMC and DEIC), Orientation, Homecoming, Family Weekend, etc.)

§ Consult appropriate administrative staff advisors during the selection process.

§ Oversee the SGA Constitution & Bylaws

§ All Constitution and Bylaw changes will be reviewed by ECC who will make a final recommendation to the SGA Senate. ECC members present at Senate will not be included in the final vote.

Clause 5. Office of Representatives

A. Class Representatives (Elected)

§ Class Representatives will be elected by their respective classes overseen by the Election Marshall.

§ Class Representatives from the Sophomore, Junior, and Senior class will serve a 12 month term from April 1st of their election year to March 31st of the following year, or when circumstances force their resignation.

§ Class Representatives from the Freshman class will serve from the date of their election to March 31st of the following year, or when circumstances force their resignation.

§ Class Representatives shall serve on internal SGA Committees, as well as faculty committees as necessary.

§ Class Representatives shall represent their respective class through initiatives and active engagement in Student Senate.

B. Member at Large Representatives (Appointed)

- § Members at Large shall complete an application and be selected by the Student Involvement Council (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' term will 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.

C. Residence Hall Representatives (Appointed)

- § Residence Hall Representatives will be appointed by each individual traditional residence hall utilizing methods outlined by each building.
- § Residence Hall Representatives will begin their term upon their appointment by their respective residence hall and will end their term on March 31st 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.

D. Off-Campus Representative (Appointed)

- § Off-Campus Representatives shall complete an application and be selected by the SIC and ECC Commissioners.
- § Off-Campus Representatives will serve a 12 month term from April 1st of their appointed year to March 31st of the following year, or when circumstances force their resignation.
- § Off-Campus Representatives shall serve on internal SGA committees, as well as faculty committees as necessary.
- § Off-Campus shall represent the off-campus population at Concordia College through initiatives and active engagement at Student Senate.

E. Diversity Advocate (Appointed)

- § The Diversity advocate will be appointed by their respective advisers, and will end their term on March 31st, or when circumstances force their resignation.
- § The Diversity advocate shall advocate for the projects being pursued by diversity-centered student groups and will be tasked with informing members of SGA about current diversity initiatives.
- § The Diversity advocate shall serve on internal SGA committees, as well as faculty committees as necessary.
- § The Diversity advocate will not be considered a member of the Executive Team but falls 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.

F. International Student Representative (Appointed)

- § The International Student Representative will be appointed by their respective advisers with a recommendation from the Concordia International Student Board, and will

end their term on March 31st, or when circumstances force their resignation.

- § The International Student Representative shall advocate for the projects being pursued by international student groups and will be tasked with informing members of SGA about current international-student initiatives.
- § The International Student Representative shall serve on internal SGA committees, as well as faculty committees as necessary.
- § The International Student Representative will not be considered a members of the Executive Team but falls 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.

G. Mental Health Advocate (Appointed)

- § The Mental Health Advocate shall be appointed by the Elections and Credentials Council to serve a term from April 1st of the year of the appointment to March 31st of the following spring semester, or when circumstances force their resignation.
- § The Mental Health Advocate shall serve on internal SGA Committees, as well as faculty committees as necessary.
- § The Mental Health Advocate shall represent the student body through initiatives and active engagement in Student Senate.
- § The Mental Health Advocate shall chair the joint SGA-Active Minds Mental Health Task Force.
- § The Mental Health Advocate will not be considered a member 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.

H. Admissions Representatives (Appointed)

- § Admissions Representatives will be appointed by their respective advisers, and will end their term on March 31st, or when circumstances force their resignation.

- § Admissions Representatives shall have job responsibilities shared by the two (2) Admissions interns with one intern serving as the primary representative, to ensure representation during the academic year.
- § Admissions 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.

I. Civic Engagement Advocate (Appointed)

- § Shall be appointed by the Elections and Credentials Council to serve a term from April 1st of the year of the appointment to March 31st of the following spring semester, or when circumstances force their resignation.
- § Civic Engagement Advocate shall serve on internal SGA Committees, as well as faculty committees as necessary.
- § Civic Engagement Advocate shall represent the student body through initiatives, such as Civic Engagement Week, and active engagement in Student Senate.
- § Civic Engagement Advocate will not be considered a member 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.

J. Sustainability Advocate (Appointed)

- § Shall be appointed by the Elections and Credentials Council to serve a term from April 1st of the year of the appointment to March 31st of the following spring semester, or when circumstances force their resignation.
- § Sustainability Advocate shall serve on internal SGA Committees, as well as faculty committees as necessary.
- § Sustainability Advocate shall represent the student body through initiatives and active engagement in Student Senate.
- § Sustainability Advocate shall chair the Sustainability Fund.
- § Sustainability Advocate will not be considered a member 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.

K. Tri-College University Representative (Appointed)

- § The Tri-College University (TCU) ambassador is hired by the Provost of TCU, and will be appointed to SGA by the Student Government President and Vice President ending their term on March 31st or when circumstances force their resignation.
- § Tri-College University shall represent the Tri-College University population at Concordia College through initiatives and active engagement at Student Senate.
- § The Tri-College University Representative will not be considered a member of the Executive Team but fall under the Executive Office. The TCU Representative must be a full time student at Concordia during their term.

L. Student Athletic Advisory Council Representatives (Appointed)

- § Student Athletic Advisory Council (SAAC) Representatives will be appointed by SAAC advisers, and will end their term on March 31st, or when circumstances force their resignation.
- § Job responsibilities will be shared by two SAAC members with one member serving as the primary representative, to ensure representation during all athletic seasons.
- § SAAC Representatives shall represent the student body through initiatives and active engagement in Student Senate.
- § SAAC 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

M. Campus Entertainment Commission, Campus Ministry Commission, and Diversity Equity and Inclusion Commission Representatives (Appointed)

- § CEC, CMC, and DEIC 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 DEIC Representatives will begin their term upon their appointment by their respective organization and will end their term on March 31st or when circumstances force their resignation.
- § CEC, CMC, and DEIC 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.

Clause 6. 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.

Clause 7. Student Government Association Senate

- § In order for the Student Government Association to conduct formal business (e.g. passing any resolution, position statement, or Bylaw change), over 50% of currently seated Student Government Association members must be present.
- § Student Government Association 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. The Election and Appointments of Student Government Association Officials

Section 1. Election Jurisdiction and Procedures

Clause 1. The Elections and Credentials Council (ECC) will be responsible for coordinating Student Government Elections.

Clause 2. 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

Clause 3. 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 within 48 hours following the declaration of the results.

Clause 4. 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.

Clause 5. All currently enrolled, full-time Concordia students are eligible to vote in the election.

Clause 6. 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 the night of vote verification. Results will be made public thereafter.

Clause 7. In the case of a tie, a runoff election will be held within one week of the general election.

Clause 8. Upon completion of the election, candidates have 48 hours to file a formal, written appeal with the Elections and Credentials Council.

Clause 9. Upon receiving a written appeal, the Elections and Credentials Council will convene to discuss and determine the next steps in the appeals process.

Clause 10. The elected President/Vice President will be considered the President/Vice President Elect until the first Tuesday in April.

Clause 11. 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.

Section 2. Campaigning

Clause 1. All candidates must be full-time Concordia College students with a minimum 2.5 GPA (cumulative).

Clause 2. All candidates are expected to read the campaign and election handbook and to abide by all election rules.

Article V. Removal of Student Government Officials

Section 1. 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.

Section 2. Probation Procedures

- § Anyone seeking SGA positions must have a cumulative GPA of 2.5 or higher at the time of appointment.
- § At the end of each academic term, SGA administrative staff advisors shall be responsible for verifying the cumulative GPA requirement.
- § SGA officials must show continued academic success by maintaining a minimum cumulative GPA of 2.5. Any SGA official with a GPA under 2.5 will be placed on probation wherein they may maintain their office and the responsibilities of that office.
- § During the period of probation the student must demonstrate satisfactory academic progress.
- § The SGA administrative staff advisors shall be responsible for determining necessary steps to demonstrate satisfactory academic progress and the circumstances by which an SGA official will need to be removed from office.

Article VII. Activity Fee Policy

Section 1.

Student Activity Fee

- § The SGA Executive Team will propose the Student Activity Fee for the following year to the Student Affairs Committee by the timeline deemed appropriate.
- § 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.

Section 2.

Student Government Association Funds

Clause 1. 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.

Clause 2. 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 Diversity 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.

Section 3.

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.

Article VIII. Amending 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 Council 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.

Article IX. 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.