**MUHLENBERG COLLEGE STUDENT GOVERNMENT ASSOCIATION BYLAWS**

**ARTICLE I. NAME**

**1.1. §1.** This organization shall be named the Muhlenberg College Student Government Association, hereinafter referred to as SGA.

**ARTICLE II. OBJECT**

**2.1. §1.** Subject solely to the statutory regulations of the Board of Trustees and of the Faculty, The SGA represents undergraduate students in voicing their concerns, promoting student interests, and advocating for student life and academic concerns at Muhlenberg College.

**ARTICLE III. MEMBERS**

**3.1. §1.** Composition.

3.1.2. SGA shall consist of the Student Body President, an advisor, and twenty-two (22) student Representatives.

**3.2. §2.** Representatives.

**3.2.1.** Qualifications. Representatives must:

**3.2.1.1.** Be students of Muhlenberg College, paying the Student Activities fee as verified by the Controller’s Office, and taking classes on campus for at least the fall semester of their term of office. Exemptions to this clause shall be permitted for the purposes of filling representative positions left vacant during the term.

**3.2.1.2.** If popularly elected, attend the annual SGA leadership retreat where formal training is given to all members. Exceptions may be granted by the SGA President.

**3.2.1.3.** Serve on at least one SGA internal committee.

**3.2.1.4.** Be in good social standing with the college. Students on disciplinary probation may run for office pending the approval of the Dean of Students.

**3.2.2.** Term of Office.

**3.2.2.1** A representative shall serve a term of one (1) academic year or until a successor is elected and installed. A representative’s term shall extend until after the subsequent General Election and until the end of the spring semester. A term shall begin with the first regular meeting of the SGA in the fall semester. There is no limit to the number of terms that a student may serve as a Representative.

**3.2.3.** Duties of Members. SGA members must:

**3.2.3.1.** Attend regular and special SGA meetings.

**3.2.3.2.** Serve on an SGA Standing Committee.

**3.2.3.3.** Fulfill (35) points per points cycle as outlined by the Points System.

**3.2.3.4.** Represent one constituency group on campus. These groups consist of several clubs and organizations with similar goals and missions.

**3.2.4.** The Points System

**3.2.4.1.** SGA members are required to log (35) points per points cycle. There are to be two cycles, to be determined upon the midpoint of the semester. For every (5) points that a member does not log, that member will lose (1) meeting absence.

**3.2.4.2.** SGA members are required to be engaged with the campus community and maintain a close relationship with the Student Body outside of regular SGA duties. These required activities are to be reported to the Recording Secretary and logged. They include but are not limited to: SGA tabling, dorm storming, membership on an ad hoc committee, attending other club meetings (of which you are not a member of), and attending campus events.

**3.2.4.3.** Tabling, dorm storming, membership on an ad-hoc, attending your constituency’s club meetings (does NOT include clubs you are in currently), attending campus events, are all worth (5) points and must be logged through the google form provided by the Recording Secretary.

**3.2.5.** Removal and Resignation.

**3.2.5.1.** Removal. A representative shall be removed for the following reasons:

**3.2.5.1.1.** Being absent from five (5) regular meetings of the SGA per semester. The absence of two committee meeting will equate to 1 regular meeting absence.

**3.2.5.1.2.** As a result of successful disciplinary proceedings against a representative in which removal from office is the recommended sanction.

**3.2.5.2.** Resignation.

**3.2.3.2.1.** A representative may resign by submitting a request in writing to the SGA Recording Secretary and President.

**3.2.6.** Vacancies.

**3.2.6.1.** Vacancies shall be filled by the candidate(s) receiving a plurality of the legal ballot votes cast by members present and voting in an election at a regular or special meeting of the SGA, for which at least 5 business days notice of the election has been given to the Muhlenberg College Student Body.

**3.2.6.2** In the event that more than 3 special elections occur in a semester, an election to fill the vacancy may be postponed until the membership deems it appropriate.

**3.2.6.2.1** If there have already been 3 special elections and membership falls under 20 members, an election must be held within the next two general meetings to fill all office vacancies.

**3.3. §3.** Advisor. **3.3.1.** The advisor to the SGA shall be appointed by the Dean of Students/Vice President of Student Affairs and shall serve a term of office at the discretion of that administrator. The advisor may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions.

**ARTICLE IV. OFFICERS**

**4.1. §1.** Qualifications.

**4.1.1.** Student Body President. The student body president shall:

**4.1.1.1.** Be a full-time, day student as verified by the College Registrar.

**4.1.1.2.** Not participate in a study abroad program while holding office.

**4.1.1.3.** Not be serving disciplinary suspension or expulsion. Students on disciplinary probation may run for the office of President pending the approval of the Dean of Students.

**4.1.1.4** The President must have served at least two full semesters of office on the SGA.

**4.1.2.** Other Officers. The Vice President, Executive Secretary, Treasurer, Recording Secretary and shall:

**4.1.2.1.**Currently be serving a term of office as representatives within the SGA.

**4.1.2.2.** The Vice President must have served at least two full semesters of office on the SGA.

**4.2. § 2.** Election of Officers.

**4.2.1.** Election of the Student Body President

**4.2.1.1.** The student body shall elect, by either written or electronic ballot, the Student Body President. A plurality of the vote is required for election.

**4.2.1.2.** Elections shall be held annually in the month of April.

**4.2.1.3.** In the event of a tie, only the names of the candidates tied will be placed on a new ballot and a new election should be conducted within ten days of the initial election.

**4.2.2.** Election of Other Officers.

**4.2.2.1.** The membership of the SGA shall elect by written ballot the Vice President, Executive Secretary, Treasurer, and Recording Secretary at the first transition meeting before the start of their elected term. A majority vote of members present and voting shall elect.

**4.2.2.2.** Elections shall be conducted in the following order: Vice President, Executive Secretary, Treasurer, and Recording Secretary.

**4.2.2.3.** If there is only one candidate for an office, the office may be filled by acclamation.

**4.3. §3.** Duties of Officers.

**4.3.1.**The Student Body President shall:

**4.3.1.1.** Chair regular and special meetings of the SGA in the absence of the Vice President.

**4.3.1.2.** Serve as a student representative to the Muhlenberg College Board of Trustees, the Campus Life Committee of the Board of Trustees, and the Muhlenberg College Committee on Campus Life (CCCL).

**4.3.1.3.** Serve as or appoint a designee to serve as a student representative to the Muhlenberg College Board of Associates, the Alumni Executive Board, and other Muhlenberg College boards and committees as requested by the administration.

**4.3.1.4.** Serve as, or appoint a designee to serve as, a representative to Muhlenberg College boards and committees as requested by the administration.

**4.3.1.4.** Appoint SGA members to SGA standing committees and designate a chairperson for each unless otherwise specified in these bylaws.

**4.3.1.5.** Serve as a member of the SGA Student Life Committee.

**4.3.1.6.** Chair the SGA Inclusivity Committee.

**4.3.1.7.** Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

**4.3.2.** The Vice President shall:

**4.3.2.1.** Chair regular and special meetings of the SGA.

**4.3.2.2.** Succeed to the office of Student Body President should the Student Body President vacate the office.

**4.3.2.3.** Chair the Student Government Association Standards Board.

**4.3.2.4.** Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

**4.3.3.** The Executive Secretary shall:

**4.3.3.2.** Notify officers, committee members, and delegates of their election or appointment; furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of existing committees and their members.

**4.3.3.3.** Update SGA social media accounts, websites, and campus digital signage.

**4.3.3.4**. Be responsible for conducting email correspondence through the Student Government Email Account.

**4.3.3.5.** Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

**4.3.4**. The Treasurer shall:

**4.3.4.1.**Chair the SGA Finance Committee.

**4.3.4.2.** Maintain a record of the SGA General Fund and SGA funded accounts.

**4.3.4.3.** Oversee the distribution of funds and shall make financial reports at each regular meeting of the SGA.

**4.3.4.4.** Review the Finance Manual once per SGA term in conjunction with the Finance committee and ensure that it is up to date prior to publication.

**4.3.4.5.** Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

**4.3.5.** The Recording Secretary shall:

**4.3.5.1.** Maintain a record of the proceedings of the SGA and executive board.

**4.3.5.2.** Prepare, prior to each meeting, an order of business to be distributed to members of the SGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.

**4.3.5.3.** Maintain the SGA’s official membership roll call.

**4.3.5.4.** Document absences and report them to the body for action.

**4.3.5.5.** Maintain record book(s) in which these Bylaws, the standing rules of order, minutes, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.

**4.3.5.6.** Make the minutes and records available to members upon request.

**4.3.5.7.** Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

**4.4. §4.** Term of Office.

**4.4.1.** Term of Office for the Student Body President.

**4.4.1.1.**The Student Body President shall serve a term of one (1) year or until a successor is elected and installed.

**4.4.1.2.** The term of office shall begin with the first regular meeting of the SGA occurring in the fall semester.

**4.4.1.3.** In the event of the President vacating the office, the Vice President shall become President and serve the remainder of that term.

**4.4.2.** Term of Office for the Vice President, Executive Secretary, Treasurer, and Recording Secretary.

**4.4.2.1.** The SGA Vice President, Executive Secretary, Treasurer, Recording Secretary shall serve a term of one (1) year or until a successor is elected and installed.

**4.4.2.2.** The term of office shall begin at the conclusion of the meeting in which they are elected.

**4.4.2.3.** In the event of succession, the term of office shall still conclude at the end of the original term.

**4.5. §5.** Limitations to Term of Office.

**4.5.1.** No member may concurrently occupy the office of more than one SGA office.

**4.6. §6.** Removal and Resignation.

**4.6.1.** Removal. An officer shall be removed for the following reasons:

**4.6.1.1.** Being absent from three (3) regular meetings of the SGA per semester (where the absence of one committee or eboard meeting will equate to one regular meeting absence).

**4.6.1.2.** Failing to maintain a minimum 2.50 cumulative grade point average, as verified by the College Registrar.

**4.6.1.3.** As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.

**4.6.2.** Resignation.

**4.6.2.1.** An officer may resign by submitting a request in writing to the SGA Recording Secretary and President.

**4.7. §7.** Vacancies.

**4.7.1.** An officer vacancy, with the exception of Student Body President, shall be filled by election at the next regular meeting of the SGA after the office is vacated.

**ARTICLE V. MEETINGS**

**5.1. §1.** Regular Meetings.

**5.1.1.** Regular meetings of the SGA will be held on at least 8 Wednesdays a semester at a time specified in the Standing Rules of Order unless otherwise determined by the membership. The first meeting of each semester shall occur no later than the second week of classes.

**5.2. §2.** Special Meetings.

**5.2.1.** Special meetings of the SGA may be called by the Student Body President or upon the written request of seven (7) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students and/or Advisor, at least five (5) days notice shall be given to members by telephone, in writing, or electronic means.

**5.3. §3.** Virtual Meetings.

**5.3.1.** Virtual meetings of the SGA may be called by the Student Body President or upon the written request of seven (7) members of SGA. Groupme, Zoom, and other platforms may be used during this meeting type. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students and/or Advisor, at least five (5) days notice shall be given to members by telephone, in writing, or electronic means.

**5.3.2.** In the event of an electronic vote, it must be available for a period of at least 12 hours and quorum shall reflect the majority of current members.  
  
**5.3.2.1** For members who do not vote by the deadline specified, they will lose 1 meeting absence, at the discretion of the Recording Secretary and/or President.

**5.3. §3.** Quorum.

**5.3.1.** The quorum for regular, special, and virtual meetings of the SGA shall be a majority of the membership. All General Assembly meetings and all votes cannot be conducted in the absence of quorum. Special meetings may be conducted without quorum.

**5.3.2.** If quorum has not been established at the start of a meeting, the assembly may wait 15 minutes and then try again to establish quorum. During this period of wait the assembly cannot conduct any formal business such as voting but can conduct informal discussion. If quorum is not established at the second attempt, the assembly may be dismissed, and the agenda and minutes, shall reflect failure to establish quorum.

**5.4. §4.** Rules of Conduct. **5.4.1.** Expenditures:

**5.4.1.1.** All main motions related to the expenditure of funds approved by the Finance Committee shall be brought before the general assembly to be voted on. All individual motions related to the expenditure of funds less than $1000 shall be combined into a single motion to be voted on when presented to the general assembly.

**5.4.1.1.1** The single combined motion will appear on the upcoming agenda containing all of the allocations individually less than $1,000 as follows: Motion to approve finance allocations for : list with clubs, amounts, and purpose

**5.4.1.1.2** Single motions separate from the aforementioned combined motion will appear on the upcoming agenda containing each individual allocation that exceeds

$1000 as follows: Motion to approve finance allocations for : list with clubs, amounts, and purpose.

**5.4.1.1.3** Approval by the Finance Committee is given on the basis of whether or not the expenditures align with the Finance Manual.

**5.4.1.2.** All motions approved by the Finance Committee must be made available to and emailed out to the General Assembly at least 24 hours in advance of the following General Assembly meeting.

**5.4.1.3.** Objections to the approvals made by the Finance Committee may be brought to the General Assembly by any member of the General Assembly in the form of a motion during New Business. Objections may be brought on the following grounds:

**5.4.1.3.1**.The allocation violates at least one of the Finance Manual’s guiding principles, including: Impacting the greatest number of students, supporting community development over personal development, demonstrating sound planning and fiscal responsibility, balancing contribution/benefit to each student

**5.4.1.3.2.** Or in any way violates or is inconsistent with the regulations stipulated in the Finance Manual.

**5.4.1.3.3.** Objections extraneous to the above stipulated, including but not limited to those made in gross personal bias, will not be entertained at the discretion of the chair.

**5.4.1.3.4.** Approval of allocations are considered final at the conclusion of the first General Assembly meeting subsequent to the Finance Committee’s approval.

**5.4.2.** Constituency Comments.

**5.4.2.1.** Regular meetings of the SGA shall provide an opportunity for comments from constituents.

**5.4.3.** Guest Speakers.

**5.4.3.1.** Guest speakers shall be limited to thirty (30) minutes for presentation and questions unless otherwise ordered by the membership.

**ARTICLE VI. EXECUTIVE BOARD**

**6.1. §1.** Composition.

**6.1.1.** The Executive Board shall consist of the elected officers and elected standing committee chairs of the SGA.

**6.2. §2.** Powers.

**6.2.1.** The Executive Board shall be authorized to conduct the business of the

SGA between academic semesters or in an emergency situation as authorized by the Dean of Students Office or Advisor with the exception of authorizing expenditures in excess of $1000.

**6.3. §3.** Meetings.

**6.3.1.** Regular Meetings.

**6.3.1.1.** The Executive Board shall meet weekly at a time and place designated by the Student Body President. Members must be provided with at least twenty-four (24) hours’ notice by telephone, in writing, or electronic means.

**6.3.2.** Special Meetings.

**6.3.2.1.** Special meetings of the Executive Board may be called by the President or upon the request of two (2) members of the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students and/or Advisor, at least two (2) days’ notice shall be given to members by telephone, in writing, or electronic means.

**6.3.3.** Quorum.

**6.3.3.1.** The quorum for regular, special, and virtual meetings of the Executive Board shall be a majority of the members.

**6.3.3.2.** If the membership of Student Government drops below 22 members, quorum is to reflect the number of current members on Student Government during that period.

**6.3.4.** Absences.

**6.3.4.1.** Eboard members may be absent from no more than 3 regular meetings throughout a semester.

**6.3.4.2**. All 22 representatives and the President must arrive within 15 minutes of the call to order and comply with business casual dress code, at the discretion of the recording secretary to be considered in attendance.

**6.3.4.3.** All 22 representatives and the President must notify the Recording Secretary if they are going to be late or leaving early; if a member neglects to do so, the member will be counted as absent.

**6.3.4.4.** Absence at two committee meeting will equate to ONE regular meeting absence at the discretion of the chair.

**ARTICLE VII. COMMITTEES**

**7.1. §1.** Standing Committees.

**7.1.1.1** There shall be the following Standing Committees: Finance, Campus Outreach, and Student Engagement.

**7.1.1.2** All committees are required to make a report at every general assembly meeting.

**7.1.1.3.** All committees are required to send minutes from their meetings to the recording secretary.

**7.1.1.4.** All committees are required to meet *once* between or during every general assembly meeting.

**7.1.1.5.** The last three bullet points are required; exceptions will be made at the discretion of the President.

**7.1.2.** Duties.

**7.1.2.1.** The Finance Committee

**7.1.2.1.1.** The Finance Committee shall recommend budgets and special funding for clubs and organizations, develop rules and policies for the distribution of funds, and investigate opportunities to fund special projects.

**7.1.2.2.** The Campus Outreach Committee may:

a. Notify the SGA of any possible changes, policies, programs, events, etc., that would impact student life b. Information regarding their current student services (if they are a campus or administrative group)

1. Campus groups could reach out to any of the following groups *and more:*

1. Student Clubs 2. Residential Services 3. Religious Life 4. Multicultural Center 5. Academic Resource Center 6. Trexler Library 7. ‘Berg Bookshop 8. Campus Safety 9. Career Center 10. Counseling Services 11. Dining Services 12. Disability Services 13. Health Center 14. Plant Operations 15. President’s Office 16. Registrar 17. Writing Center 18. MAC 19. Greek life 20. Campus Sustainability 2. The *Campus Outreach Committee* would then be responsible for providing the *Student Engagement Committee* with the information gained in consultation with these campus groups. 3. The *Campus Outreach Committee* is also responsible for the implementation of Student Government social media presence.

**7.1.2.3.** The Student Engagement Committee

**7.1.2.3.1**. The Student Engagement Committee shall be granted with the responsibility of collecting and *vetting* the ideas of the administrative and campus groups (with consideration of the information provided by the *Campus Outreach Committee).* The Student Engagement Committee is then tasked with:

**7.1.2.3.2.** Disseminating that information *to* the student body and gaining insight *from the student* body in the form of: surveys, social media updates, emails, any other form of communication that the *Student Engagement Committee* sees fit.

**7.1.2.3.3**. Planning events that will engage the Student Body in Student Government Activity. This can include but is not limited to: dorm storming, town hall meetings, meet and greets, campus programming.

**7.1.3.** Membership.

**7.1.3.1.** Standing Committees of the SGA shall be comprised solely of members of the SGA, changes of which will take effect in the general election for the 2019 term.

**7.1.3.2.** The Finance Committee will be comprised of 6members and the Treasurer.

**7.1.3.3.** The Campus Outreach Committee will be comprised of **6** members and the Chair.

**7.1.3.4.** The Student Engagement Committee will be comprised of **7** members and the Chair.

**7.1.4.** Committee Chairs

**7.1.4.1.** The treasurer shall chair the *Finance Committee*.

**7.1.4.2.** The chairs of the *Student Engagement* and *Campus Outreach* committees shall be elected by the same process as the election of Executive Board members as outlined previously in the bylaws.

**7.1.5.** Ad Hoc Committees.

**7.1.5.1.** Ad Hoc Committees shall be appointed as deemed necessary by the SGA. Ad Hoc Committees shall consist of a chair and at least two (2) other members, nominated by the Student Body President and approved by the SGA.

**7.2. §2.** The Student Government Association Standards Board.

**7.2.1.** The Student Government Standards Board is tasked with upholding the standards of the Student Government Association. This includes but not limited to: dress code, decorum, internal operations (the Bylaws and the Standing Rules)

**7.2.2.** The Student Government Standards Board will be comprised of a nominated body of 5 student government representatives and the Vice President.

**7.2.3.** At the first meeting of every term members will be nominated to fill this board. If the number of members nominated exceeds 5 members, an election run under the same procedures as the election of officers will ensue.

**7.2.4.** The Standards Board must meet at least 4 times a semester, or when deemed necessary by the Vice President, or requested by a member of the assembly.

**7.3. §3.** Powers of Committees.

**7.3.1.** Committees are not authorized to act on their own will. Committees shall make recommendations to the SGA for any action that is to be taken on behalf of the organization. Committees shall report as required or when requested by the SGA to do so.

**ARTICLE VIII. OPERATING BUDGET**

**8.1. §1.** Operating Budget

**8.1.1.** As long as student government is required to receive funding by proposing a budget to the president of the college by the Student Activity Fee Committee, the following shall apply.

**8.1.2.** The Operating Budget that is to be proposed to the committee should originate from SGA, and must be voted on and approved by Student Government as a whole before it is brought by the representatives to the Student Activity Fee Committee

**8.1.3** Before any finalized Operating Budget can be approved by the representatives on the committee, the budget proposed must first be presented to the General Assembly by the SGA members who serve on the committee, and representatives may ask questions and suggest modifications.

**8.1.4** SGA must vote to approve the operating budget before the SGA members on the committee can officially support it, and no budget can be passed without the general assembly’s approval.

**8.1.5** The SGA general assembly as a whole must look over and vote on any applications from groups that apply to become Off the Top groups or permanent organizations, and provide the reasoning behind their decisions to the representatives on the committee to take to the Activities Fee Committee.

**8.1.6** Any proposed changes to the budgets of permanent or Off the Top organizations by the Student Activities Fee Committee must be presented to the General Assembly by the SGA members who serve on the committee, and representatives may ask questions and suggest modifications.

**8.1.7** Before any finalized changes to the budgets of permanent or Off the Top organizations can be approved by the representatives on the committee, SGA must vote to approve the budget changes, and no budget can be passed without the general assembly’s approval.

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

**9.1. §1.** The Democratic Rules of Order.

**9.1.1.**The most recent edition of The Democratic Rules of Order shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with these bylaws and any standing rules of order that the SGA may adopt.

**ARTICLE X. AMENDMENTS**

**10.1. §1.** Proposing Amendments.

**10.1.1.** Amendments to these Bylaws may be proposed by a vote of two-thirds of the SGA, or by a signed petition representing ten percent (10%) of the student body.

**10.2. §2.** Approval of an Amendment.

**10.2.1.** Amendments to the Bylaws shall be adopted by receiving two-thirds of the legal votes cast at a regular or special meeting of the SGA for which notice of the proposed change has been announced to the Student Body at least 14 days in advance.

**10.3. §3.** Amended Bylaws.

**10.3.1.** Amendments to the Bylaws take effect upon the approval of the SGA unless otherwise directed in the motion.