

# Student Government Association

## Grant of Power

Each student of Agnes Scott College is a member of the Student Government Association. Student Government Association was founded and given a grant of power from the faculty in 1906. As students assumed increasing responsibility, they were given a larger grant of power by the Board of Trustees in 1923. The student body elects the officers of the Student Government Association and officers and representatives of Honor Court, Student Senate, Judicial Board and Programming Board.

The Constitution of the SGA establishes the basis for self-government. The Student Senate, Honor Court and Judicial Board act through power delegated to them by the SGA in accordance with this constitution. The Student Senate incurs legislative and executive powers affecting all students. The Honor Court serves as a judicial body in matters relating to the Honor System. The Judicial Board has executive powers relating to residence hall life. These organizations work in tandem to ensure the application of student government and the Honor System under the leadership of the officers of the Association.

## The Privilege of Self-Government

Agnes Scott students have the potential to enjoy a maximum amount of freedom and responsibility in shaping the policies and regulations of the college. Regulations which currently govern student life are the legacy of past generations of Agnes Scott students. In addition to the regulations established through the approval of Student Senate proposals by the Judicial Review Committee, students have representation in a number of campus committees involved in policy-making. In her commitment to the Honor System, each student agrees to abide by these policies and regulations. As with other college procedures, neither the college nor the student shall have attorneys or legal representation at any judicial proceeding. Students are encouraged to voice their opinions on policy by contacting the appropriate student representatives and participating in forums and open meetings hosted by SGA bodies.

The SGA Constitution is published in this handbook as a matter of public record for campus community use. Copies of other campus organizations' constitutions should be maintained by the organization and kept on reserve in the office of student activities.

*"To learn to live honorably and unselfishly in a community and to share in the responsibility of the government is a part of the broader education for which we came to college."*

—Agnes Scott College,  
1994-95 *Student Handbook*

## Executive Board

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### Oath of Office

"As an officer of the Executive Board of the Student Government Association of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Association and of Agnes Scott and will endeavor continually to bring them to full realization."

### The mission of the Board:

The mission of ASC SGA is to consider issues that affect the campus community, facilitate the exchange of information between member organizations and uphold ASC's standards of honor and integrity.

—Adopted Spring 2009

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# Student Senate

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## Oath of Office

“As a member (or as an officer) of the Student Senate of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Student Senate and of Agnes Scott, and will endeavor continually to bring them to full realization.”

## Agnes Scott College Student Government Association Constitution

### PREAMBLE

We, the student body of Agnes Scott College, with the goal of unifying the student body through one shared system of self-governance, do hereby establish the Agnes Scott College Student Government Association and endow it with our grant of power, pledging to support it, respect it and sustain it.

### ARTICLE I THE ASSOCIATION

#### Section I: Name

The organization shall be called the Agnes Scott College Student Government Association (ASCSGA)

#### Section II: Membership

All students of Agnes Scott College shall be members of the Association.

#### Section III: Action of the Association

- A. The association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.
- B. For the transaction of business, a quorum shall consist of one-fourth of all enrolled students.
- C. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the association, two-thirds vote by the students choosing to vote shall be required.

#### Section IV: Non-Discrimination Policy

All benefits and privileges of the ASCSGA shall be available to all members regardless of race, gender, creed, color, religion, national origin, age, sexual orientation and/or disability.

### ARTICLE II EXECUTIVE BOARD OF THE ASSOCIATION

#### Section I: Membership

Members of the Executive Board of the Association shall be the president of the Association, president of Student Senate, president of Honor Court, president of Judicial Board, ASCSGA treasurer, chair of the Committee of Student Multicultural Organizations (COSMO), Inter-Organizational Council (IOC) chair, ASCSGA Secretary/Chair of Elections Board, Orientation Council president and the president of Programming Board.

#### Section II: Powers and Duties

- A. All members of the Executive Board of the Association shall be given one vote except for the president of the Association, who will vote only in the case of a tie. Business shall be conducted by a simple majority.
- B. It shall be the responsibility of the Executive Board to facilitate communication within the campus community and act in accordance with student interests.
  1. President of the Association
    - a. To provide executive leadership to the ASCSGA and assume primary responsibility for the fulfillment of the Association's purpose (see Preamble).
    - b. To serve as a liaison between the student body and the administration.
    - c. To call and preside over meetings of the Association.
    - d. To serve as chairperson of the ASCSGA Executive Board.
    - e. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.

- f. May create special committees that meet the needs of the students. Members of such committees need not be Executive Board members.
  - g. May veto an allocation made by the Allocating Committee within five school days, subject to override by the Student Senate.
  - h. To call all regular and emergency Executive Board of the Association meetings.
  - i. To serve as a member of the Judicial Review Committee.
  - j. Upon appointment by the chair of the Board of Trustees, to represent the student body as an associate member at meetings of the full Board of Trustees without vote or voice.
  - k. To uphold the Constitution and to ensure that other elected officers do the same.
  - l. To serve as chairperson of the Supreme Court, voting only in the case of a tie.
  - m. To serve on any committee appointed by the college's administration in order to represent the student body's point of view.
  - n. Must be of junior or senior standing and have served at least one term as a member of an executive board of an organization at ASC.
2. Treasurer of the Association
- a. To serve as chairperson of the ASCSGA Allocating Committee, voting only in the case of a tie.
  - b. To have the power and responsibility to examine all of the financial records of ASCSGA supported organizations.
  - c. To present a monthly financial report of ASCSGA supported organizations to the Executive Board of the Association.
  - d. To call and preside over budget hearings.
  - e. To serve on the Budget Work Group of the college.
  - f. To attend all meetings of the Executive Board of the Association.
  - g. To supply such information and documentation as is necessary for the college to file accurate annual income taxes for the organization.
  - h. Must have a year of experience in the Allocating Committee. If there is not an interested candidate who has previously served on the Allocating Committee,  
a candidate without Allocating Committee experience may be elected.
3. Chair of Committee of Student Multicultural Organizations (COSMO)
- a. To advise the Executive Board of the Association of the concerns of under-represented students on campus.
  - b. To serve on the President's Committee on Community Diversity.
  - c. To serve as a voting member of the Allocating Committee.
  - d. To attend all meetings of the Executive Board of the Association.
  - e. To serve as chair for the advisory group the Committee of Student Multicultural Organizations (COSMO).
  - f. To serve as a voting member of the Supreme Court.
  - g. Must have been an active member of one of the campus organizations of underrepresented students.
  - h. Must not serve on the executive board of any organization while serving as COSMO Chair.
4. Inter-Organizational Council Chair
- a. To chair and coordinate regular Inter-Organizational Council meetings.
  - b. To assist in the coordination of ASCSGA student group activities.
  - c. To serve as a voting member of the Allocating Committee.
  - d. To attend all meetings of the Executive Board of the Association.
  - e. To serve as a voting member of the Supreme Court.
  - f. Must not serve on the executive board of any organization while serving as IOC Chair.
5. ASCSGA Secretary/Chair of Elections Board
- a. To attend all meetings of the Executive Board of the Association.
  - b. To take minutes at all meetings of the Executive Board of the Association.
  - c. To publish these minutes for the student body.
  - d. To chair Elections Board.
  - e. To send copies of the minutes to absent members of the ASCSGA Executive Board for a specific meeting.
  - f. To maintain and accept petitions for all Student Government Association offices.
  - g. To conduct elections in a manner that upholds the Agnes Scott Honor Code.
6. Orientation Council President
- a. To attend all meetings of the Executive Board of the Association.
  - b. To act as a voice for the incoming class of students.
  - c. To assist the Executive Board of the Association in the planning and execution of new student events.
7. Senate President
- a. To attend all meetings of the Executive Board of the Association.
  - b. To serve as the liaison between Student Senate and the Executive Board during the process of constitutional changes.

8. Programming Board President  
To attend all meetings of the Executive Board of the Association to be a voice for student activities on campus.
9. Judicial Board President  
To attend all meetings of the Executive Board of the Association to be the voice for Judicial Board.
10. Honor Court President  
To attend all meetings of the Executive Board of the Association to be the voice for Honor Court and to ensure that the Executive Board upholds the Honor Code in all meetings and decisions.

### **ARTICLE III SPECIAL FUNCTIONS OF THE EXECUTIVE BOARD**

#### **Section I: Allocating Committee**

##### **A. Membership**

1. There shall be an Allocating Committee composed of the following members: the ASCSGA treasurer as chairperson, the director of student leadership as adviser, the COSMO chair, the IOC chair, one representative each from Student Senate, Judicial Board and Honor Court and four students elected at large in the fall elections. The representatives from Student Senate, Judicial Board and Honor Court shall be chosen by the respective organizations.
2. If four students at large are not elected at the time of elections or if any of those four members are unable to serve due to resignation or impeachment, then such positions shall be filled by the president of the Association, subject to approval by the Student Senate.
3. Members of the Allocating Committee are not allowed to hold the following positions: officer or member of Student Senate; officer or member of Honor Court; officer or member of Judicial Board; officer of her class; executive board member of any organization.

##### **B. Powers and Duties**

1. The Allocating Committee shall have the sole authority to make allocations of student monies, which shall become effective if not vetoed by the president of the Association.
2. To adopt and amend the Committee bylaws by the affirmative vote of a majority of its members. These bylaws shall govern the operation and procedure of the committee.

##### **C. Meetings**

All meetings must be held on campus and members shall be notified at least 24 hours in advance of emergency meetings.

#### **Section II: Supreme Court**

##### **A. Membership**

Members of the Supreme Court shall be the president of the Association, the Inter-Organizational Council chair, the chair of COSMO and two representatives each from Student Senate, Judicial Board and Honor Court. The representatives from Student Senate, Judicial Board and Honor Court shall be chosen by their respective organizations through a majority vote.

##### **B. Powers and Duties**

1. Each member of the Supreme Court, excluding the president of the Association, will be given a vote in constitutional issues.
2. The president of the Association will serve as the chairperson of the Supreme Court. She will vote only in the case of a tie. If the president of the Association is called before the Supreme Court, then the chair of COSMO shall serve as the chairperson in her place.

##### **C. Supreme Court Jurisdiction**

1. If an issue of violation of the ASCSGA Constitution is in question.
2. If there is a call for impeachment.

##### **D. Bringing a Case of Constitutionality to the Supreme Court**

1. A concerned student or organization contacts a member of the Supreme Court.
2. The Supreme Court will organize a meeting in a timely manner.
3. The concerned student or organization must state the Article(s) in question.
4. The Supreme Court will research and review the case in a timely manner and determine if a student or organization is in violation of the constitution.
5. Decisions made by the Supreme Court shall be made by a 2/3 vote.
6. If the Supreme Court determines that a student or organization is not in violation of the constitution, the situation will remain unchanged.
7. If the Supreme Court determines that a student or organization is in violation of the constitution, the Supreme Court will mandate a solution that is in agreement with the constitution.
8. All decisions made by the Supreme Court shall be abided by immediately.
9. If the concerned student or organization chooses to appeal, the decision made by the Supreme Court shall remain in effect

until the appeal process is complete and another decision has been reached.

E. Appeal Procedure

1. Right of Appeal

If the concerned party is displeased with the ruling of the Supreme Court, the party has the right to appeal the decision.

2. Petition

- a. Said party must secure the signature of thirty (30%) percent of the ASCSGA body.
- b. The petition shall set forth in exact words the action sought and shall have the proposed action written at the top of each page. The petition must include the name and phone number for each signer of said petition.
- c. The petition shall be submitted to the president of Student Senate. The president reserves the right to verify the signatures on the said petition. If the action concerns the president of Student Senate, the petition shall be submitted to the vice president of Student Senate.

3. Action on Appeal

If these signatures are secured and verified, the proposed action will then follow the procedures as listed in this Constitution.

**Section III: Student Activity Fee**

- A. The student activity fee shall be set by the ASCSGA Executive Board in consultation with Budget Work Group and the college administration. Student Senate will vote on approval or rejection of the proposed fee.
- B. The current student activity fee is \$215 and shall be used to fund activities of the organizations of the Association.

**ARTICLE IV  
EXECUTIVE ORGANIZATIONS OF THE ASSOCIATION**

**Section I: Student Senate**

A. Membership

1. Members of the Executive Board of Student Senate shall be the president, vice president, secretary, treasurer and parliamentarian.
  - a. The president of Student Senate, vice president, secretary and treasurer will be elected at large.
  - b. The parliamentarian, an elected Student Senator, shall be appointed by the president of Student Senate.
2. The number of Student Senators shall be defined as follows:
  - a. The total number of student senators shall be twenty-four (24).
  - b. In the general fall elections residential students shall elect 17-to-19 of the total 24 at large.
  - c. 1-to-3 of the total 24 shall be elected as non-residential students in the fall elections.
  - d. Newly enrolled students shall elect four of the total 24 in First-Year elections held early in the fall term, prior to general elections.

B. Eligibility

Student Senators are not permitted to be an officer or member of Honor Court; officer or member of Judicial Board; executive board of Programming Board; officer of her class; member of the Allocating Committee.

C. Powers and Duties

1. President of Student Senate
  - a. To serve as chairperson of the Student Senate, voting only in the case of a tie.
  - b. To serve as a member of the Executive Board of the Association.
  - c. To serve as a liaison between the Executive Board of the Association and Student Senate.
  - d. To assume the duties and powers delegated to the president of the Association in her absence.
  - e. To call all regular and emergency Student Senate meetings pursuant to the procedures in the Senate bylaws.
  - f. To fill Student Senate committees.
  - g. To appoint a parliamentarian from Student Senate by the third meeting of the Senate.
  - h. To serve as a member of the Judicial Review Committee.
  - i. To be responsible for violations of the Constitution by the officers and members of Student Senate and to deal with the situations accordingly.
2. Vice president of Student Senate
  - a. To serve as a member of the Executive Board of Student Senate.
  - b. To assume the chair of Student Senate meetings in the absence of the President. However, while chair, she may vote only in the case of a tie.
  - c. To serve as chairperson of the Constitutional Review Committee of the Student Senate.
  - d. To coordinate the petition process for student members of all College, faculty and Board of Trustees committees as listed in the bylaws.
3. Secretary of Student Senate
  - a. To maintain individual attendance records of meetings of the Executive Board of Senate and Student Senate

- b. To notify members of violation of Senate bylaws and of any action taken by the Executive Board and/or Senate against such members.
  - c. To record minutes of Student Senate and Executive Board meetings and to distribute minutes to Executive Board and administrative offices requesting them.
  - d. To post the minutes of the Student Senate meetings in areas provided.
  - e. To prepare and present to the Executive Board of the Association a concise summary of Student Senate's year's activities at its final session.
4. Treasurer of Student Senate
- a. To serve as a member of the Executive Board of the Student Senate.
  - b. To keep the financial records of the Student Senate.
  - c. To deliver a copy of the records of the Student Senate to the treasurer of the Association and the Student Senate on a monthly basis.
  - d. To draft the yearly budget of the Student Senate.
  - e. To preside as head of the Student Development Fund Committee.
5. Parliamentarian
- a. To have a working knowledge of the rules of parliamentary procedure, specifically Robert's Rules of Order, and shall advise the Executive Board of Student Senate on points of procedure when asked.
  - b. To attend all meetings of the Executive Board and Student Senate.
  - c. To assist the Executive Board in the maintenance of order.
6. Student Senators
- a. It shall be the primary function of Student Senators to express the views and concerns of the student body of Agnes Scott College.
  - b. To be informed of the needs and interests of the student body, college and community and to undertake and support projects which serve these interest.
  - c. To meet the attendance guidelines of the Student Senate bylaws.
  - d. To consult with and make proposals to college committees as well as the administration and faculty in matters concerning the students.
  - e. To adopt and amend bylaws by the affirmative vote of a majority of its members. These bylaws shall govern its operation and procedure.
  - f. Upon appeal, and only by a super majority vote, may the Student Senate override a veto by the president of the Association, on an allocation made by the Allocating committee. A vote to override must take place within ten (10) school days.
  - g. To be able to approve or reject, by a majority vote, all presidential appointments.
  - h. To read, understand and always act in accordance with this constitution.
  - i. To recommend recognition as well as suspension of student organizations.
  - j. To serve on at least two committees as set forth in the bylaws.
  - k. To serve as a liaison to a department or office on campus.
  - l. To approve constitutions of organizations seeking official recognition and/or ASCGA funding.
- D. Constitutional Review Committee
- 1. Membership
 

There shall be a Constitutional Review Committee composed of the following seven members: the vice president of Student Senate as the chairperson, four representatives from Student Senate and one representative each from Judicial Board and Honor Court, to be elected by their respective organization.
  - 2. Powers and Duties
    - a. To be responsible for the maintenance of the ASCSGA Constitution.
    - b. To be responsible for handling the amendment process.
    - c. Members will have one vote each, with the chairperson voting only in case of a tie.

## **Section II: Honor Court**

### **A. Membership**

#### **1. Executive Board**

- a. Members shall be president, vice president, secretary and treasurer of Honor Court
- b. The president of Honor Court, vice president, secretary and treasurer will all be elected at large.
- c. The president of Honor Court must be a rising junior or senior and have one year of Honor Court experience at Agnes Scott College.
- d. All other Honor Court Executive Board members must have one semester of Honor Court experience at Agnes Scott College

#### **2. Members: Honor Court Representatives**

- a. Two senior members of Honor court
- b. Two junior members of Honor court
- c. Two sophomore members of Honor Court
- d. Two first year members of Honor Court
- e. One Woodruff Scholar members of Honor Court
- f. One transfer student member of Honor Court.
- g. Members of Honor Court are not permitted to be an officer or member of Student Senate; officer or member of Judicial Board; on the executive board of Programming Board; an officer of her class; a member of the Allocating Committee.

B. Duties and Powers

1. President of Honor Court

- a. To serve as president of Honor Court and to preside over its meetings.
- b. To serve as a member of the Executive Board of the Association.
- c. To assemble material and work with cases over which Honor Court has primary jurisdiction.
- d. To serve as a member of the Judicial Review Committee and present the decision made by Honor Court.
- e. To serve as a liaison between Honor Court and the administration.
- f. To be responsible for violations of the Constitution by the officers and members of Honor Court and to deal with the situations accordingly.
- g. To meet with the president of Judicial Board as necessary to discuss procedures pertaining to their judicial bodies.
- h. To meet each accused student to discuss the student's rights during the process.
- i. To appoint one investigator for each case and one advocate for each student accused of an Honor Court violation.
- j. To notify the accused by electronic mail/letter of the outcome of an investigation and of the case.
- k. To coordinate all meetings, trainings, cases and committees of the Honor Court.

2. Vice president of Honor Court

- a. To act as vice president of Honor Court and to assume the duties of the president in her absence, at her resignation, or at her request.
- b. To aid the president in assembling material for cases and to work with the president with individual cases involving referrals or appeals.

3. Secretary of Honor Court

- a. To take minutes at all Honor Court meetings.
- b. To maintain all records
- c. To assume the responsibilities of the vice president in her absence, at her resignation or at her request.

4. Treasurer of Honor Court

- a. To serve as treasurer of the Honor Court
- b. To plan the budget
- c. To record all expenses and maintain a balanced budget.
- d. To submit for reimbursement of all Honor Court expenses to the treasurer of the Student Body.
- e. To assume the responsibilities of the secretary in her absence, at her resignation or at her request.

5. All members of Honor Court

- a. To attend all Honor Court meetings.
- b. To maintain confidentiality in regards to all information pertaining to cases, both past and present.
- c. To serve as an advocate or investigator on a case if so asked by the president of Honor Court.

6. Quorum

- a. A quorum shall consist of eight voting members of Honor Court.
- b. When the penalty of probation is recommended, there shall be no more than two negatives or three abstentions or a combination of one negative or two abstentions.
- c. When the penalty of suspension or dismissal is recommended, there shall be no more than one negative or two abstentions.

7. Areas of Primary Jurisdiction

In matters injurious to the interest of the college, including, but not limited to the following:

- a. Academic dishonesty
- b. Stealing
- c. Lying
- d. Violation of the drug policy
- e. Violent Behavior
- f. Harassment
- g. Breaches of Confidentiality

8. Areas of Appellate Jurisdiction

- a. Referrals from the dean of students.
  - b. Referrals from the Judicial Board.
  - c. Appeals by students of decisions made by the Judicial Board.
9. Honor Court shall impose penalties subject to the following procedures:
- a. When the penalty of disciplinary probation for violation of social regulations is administered by the Honor Court, it shall be the duty of the president to inform the Judicial Review Committee.
  - b. When the penalty of suspension, dismissal or disciplinary probation for violation of academic regulations is recommended the decision shall be submitted to the Judicial Review Committee.

### **Section III: Judicial Board**

#### **A. Membership and Election**

- 1. Executive Board
  - a. Members shall be president, vice president and secretary of Judicial Board. The Adviser to Judicial Board shall be the dean of students staff member responsible for Residence Life.
  - b. The president of Judicial Board, vice president and secretary will all be elected at large
  - c. The president of Judicial Board must be of junior or senior standing and have one year of Judicial Board experience at Agnes Scott College
  - d. All other Judicial Board Executive Board members must have one semester of Judicial Board experience at Agnes Scott College.
- 2. Members: Judicial Representatives
  - a. Two Judicial Representative will be selected for each class year
  - b. Two first-year representatives elected in the fall
- 3. Positions vacated will be filled by petition as stated in the Constitution

#### **B. Eligibility**

- 1. Executive board members may not be an officer or member of Student Senate; an officer or member of Honor Court; on the executive board of Programming Board; an officer of her class; a member of the Allocating Committee.
- 2. Judicial Representatives may not be an officer or member of Student Senate; an officer or member of the Residence Life staff; on the executive board of Programming Board; an officer of her class; a member of the Allocating Committee.

#### **C. Duties and Powers**

- 1. President of Judicial Board
  - a. To serve as president of Judicial Board and to preside over all aspects of the Executive Board and Judicial Board meetings
  - b. To present referrals from the Judicial Board to the Honor Court
  - c. To assemble material and work with Judicial Board cases
  - d. To serve as a liaison between the Judicial Board and the Administration
  - e. To serve as a member of the Judicial Review Committee
  - f. To serve on the Executive Board of ASCSGA
  - g. To have communication with the Judicial Board Adviser on a regular basis
  - h. To meet with the president of Honor Court as needed to discuss procedures pertaining to their judicial bodies
  - i. To ensure adherence to the penalties sanctioned by the Judicial Board
  - j. To keep all records of the Judicial Board and to send such notification of the penalties as the Judicial Board directs
  - k. To notify all members of scheduled meetings
- 2. Vice president of Judicial Board
 

To serve as vice president of the Judicial Board and to assume the duties of the president upon her request or at her resignation.
- 3. Secretary of Judicial Board
  - a. To serve as secretary of the Judicial Board
  - b. To keep the minutes of the meetings of the Judicial Board
- 4. Executive Powers and Duties
  - a. To establish uniform regulations for the residence halls within the framework of college regulations
  - b. To complete a training session in the fall for the Executive and Judicial Board members
    - c. To serve as needed on College committees
  - d. To establish automatic sanctions for residence hall violations within the framework of college regulations
- 5. Judicial Representatives
  - a. To serve on Judicial Board as an elected representative
  - b. To hold judicial powers in the residence halls
  - c. To serve as a liaison between Judicial Board and the Residence Life staff

#### **D. Meetings**



1. The Judicial Executive Board shall meet as requested by the president of Judicial Board
2. The Judicial Board shall generally meet weekly. The president of Judicial Board will notify the Board of exceptions.
3. Attendance Policy – members must meet the attendance guidelines as stated in the by-laws.
4. Each member of Judicial Board will be evaluated as needed.

#### E. Judicial Powers

1. To maintain uniform regulations for the residence halls
2. To constitute the court of primary jurisdiction in the following matters:
  - a. Alcohol Policy
  - b. Smoking Policy
  - c. Visitation
  - d. General residence hall regulations
  - e. Quiet hours
  - f. Signing in/out procedure for first year students
  - g. Avery Glen apartment policies
  - h. To constitute the court of primary jurisdiction in matters jeopardizing the safety and property of others, including
    - i. Carelessness in keeping exterior doors locked after residence hall closing hours
    - ii. Misuse of keys, including but not limited to:
      - aa. Residents lending keys to any on or off-campus visitors
      - bb. Residence Life Staff members in possession of master keys, loaning their master key(s) to another person; only Resident Directors, Resident Assistants or acting Resident Directors should have master keys
      - cc. Students who fail to wait until the designated time to enter residence halls after the break
      - dd. Students who fail to vacate the residence hall prior to breaks.
3. To impose the following penalties, but are not limited to:
  - a. Auto-sanctions: At the discretion of the president of Judicial Board under the advisement to the Board or the dean of students, the following penalties are automatic in cases of clear violations as seen by a Judicial Board member, Residential Assistant or Residential Director:
    - i. Alcohol
      - aa. First violation: \$50-\$100 fine; 10-15 hours community service depending on the severity of the offense; and a written 250-word essay of the Judicial Board's choosing. The essay must be turned in within 30 days and carbon copied (CC'ed) to the Judicial Board's adviser
      - bb. Second violation: \$100-\$300 fine; 15-30 hours of community service depending on the severity of the case; a recommendation for referral for alcohol awareness course with Health Services or an outside facility
      - cc. Third violation: \$300-\$500 fine; 30+ hours community service; recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), Judicial Board may also present the case to Honor Court with the recommendation of suspension or expulsion for the third or additional violation(s) of the alcohol policy.
    - ii. Visitation
      - aa. First violation: warning file to be kept on file for the academic year and 30 days without visitation
      - bb. Second violation: warning file to be kept on file for the academic year, one semester's worth of days without visitation and required to make signs outlining the parietals policy to be put up in her dorm
    - iii. Smoking
      - aa. First violation: warning file to be kept on file for the academic year and a 500 word essay on smoking to be submitted to the president of Judicial Board, the dean of students and the student's advisor within 15 days
      - bb. Second violation: warning file to be kept on file for the academic year and fill a 16oz water bottle with cigarette butts from campus grounds
    - iv. Kitchens: Failure to clean a kitchen after a 24 hour warning will result in its closure for one week
  - b. Non-auto-sanction violations
    - i. Warnings
      - aa. Warnings are given at the discretion of the president of Judicial Board for minor offences that do not warrant a case.
      - bb. Quiet hour offenses: three warnings within one semester will result in a Judicial Board case
      - cc. Students who miss residence hall meetings and floor meetings without providing 24 hours notice to their Resident Director or Resident Assistant and/or for unexcused reasons will receive
        - (i) verbal warning on first offense
        - (ii) written warning on second offense
        - (iii) a Judicial Board case on third offense
    - ii. Judicial Board cases due to the accumulation of warnings
    - iii. Failure to sign in/out for first year students

- iv. Violations of the pet policy as stated in the student handbook.
- c. Other violations of Judicial Board will be dealt with on a case-by-case basis at the discretion of the president.
- 4. Penalty procedures
  - a. A suspected offender has a maximum of 24 hrs to acknowledge any accusations of the alleged violations of college and/or residence hall policy to the Judicial Representative in her residence hall
  - b. Any written warning distributed will be filed with the Judicial Board president, remain on file for the academic year and may be referred to if the student repeats the offense for which the warning was given
  - c. The first and second offense each result in a Judicial Board case
  - d. The third offense of a given violation results in an Honor Court case
  - e. Alcohol violations include both on campus and off campus events sponsored by the college, in addition to what the policy stipulates
  - f. The Judicial Board reserves the right to refer a case involving frequent or flagrant violation, or case involving a more serious penalty, to Honor Court as is deemed necessary
  - g. Judicial Board shall impose penalties through a quorum consisting of eight persons

#### **Section IV: Orientation Council**

- A. Membership
  - 1. A president or Co-Presidents selected by the former president of Orientation Council and the adviser after the current year's orientation process is complete. The Orientation Council Presidential selection must then be confirmed on the elections ballot to become active and official.
  - 2. Members appointed by president and the adviser .
  - 3. Adviser from Dean of Student's staff
- B. Duties and Powers
  - 1. President of Orientation Council
    - a. To assist the Orientation Council adviser
    - b. To serve on the SGA Executive Board as a voting member.
    - c. To appoint board members of Orientation Council. Position titles and number are subject to change by approval of the Orientation Council adviser and President.
    - d. To call and preside over all meetings of Orientation Council
    - e. To appoint leaders of ASC 101 in coordination with the ASC 101 Coordinator
    - f. To assist the Orientation Council adviser with Spring Orientation for new students
  - 2. The Council
    - a. To plan and execute Fall Orientation for new students
    - b. To serve as support system for new students
    - c. To plan and execute additional programming for Fall Semester for new students
- C. Terms of Office
 

The activities of the Council shall begin as soon as the president and the Council have been selected at the end of Fall semester and shall continue until new officers are selected at the end of the following Fall semester.
- D. Eligibility
  - 1. The president shall have served at least one year on Orientation Council.
  - 2. The president and ASC 101 Coordinator are required to remain on campus during the summer immediately preceding Orientation and are paid by the dean of students.

#### **Section V: Programming Board**

- A. Membership
  - 1. Executive Board
    - a. The Executive Board shall consist of the president, coordinator of special events and finance, coordinator of communications, and director of campus relations, all of whom shall be elected by a student body vote.
    - b. Executive board members are not allowed to hold the following positions: officer or member of Student Senate; officer or member of Honor Court; officer or member of Judicial Board; officer of her class; member of the Allocating Committee.
  - 2. Members
 

Members shall be selected by application and interviews conducted by the Programming Board executive board.
- B. Duties and Powers
  - 1. President of Programming Board
    - a. To preside over all meetings of Programming Board
    - b. To approve all events hosted by the Board
    - c. To hand out all disciplinary measures to Coordinators, Chairs and Members
    - d. To hold interviews for chairs and members, for every semester.
  - 2. Coordinator of special events and finance

- a. To direct the formal functions each semester.
- b. To work with the President and Advisor on monitoring the Board's Budget.
- c. To participate in the interviews for chairs and members.
- 3. Coordinator of communications
  - a. To handle all matters of internal communication, including the board's roster and contact sheet, reminder e-mails and coordination of interviews.
  - b. To manage the attendance policies and inform the president when disciplinary action needs to be taken.
  - c. To participate in the interviews for chairs and members.
- 4. Coordinator of campus relations
  - a. To attend all IOC and COSMO meetings as the Programming Board representative.
  - b. To coordinate Programming Board's participation in campus wide events like the Activities Fair and Diversifest.
  - c. To work with the executive board to host Spring Fest.
  - d. To participate in the interviews for chairs and members.
- 5. Chairs of the Board
  - a. To be responsible for advertising, scheduling and planning of one event per month.
  - b. To lead and mentor the group of members serving on their committee.
  - c. To discuss with the executive board the progress, or any concerns about their members.
- 6. Members of Programming Board
  - a. To attend all meetings, although two absences can be excused.
  - b. To attend one event a week.
  - c. To serve on two committees.

#### **Section VI: Inter-organizational Council (IOC)**

- A. Membership
  - 1. Membership shall consist of one representative from each student organization at Agnes Scott College. These organizations include both those funded by the ASCSGA and those with independent sources of funds.
  - 2. Officers may be elected from within the Inter-Organizational Council at the discretion of the chair.
- B. Meetings
  - 1. Meetings shall be held regularly and shall be chaired by the Inter-Organizational Council chair.
  - 2. In order to avoid absent group representatives, reminders must be sent out before each meeting.
- C. Powers and Duties
  - 1. IOC's purpose is to facilitate communication among campus organizations [themselves, as well as with the SGA].
  - 2. Each student organization will be required to submit a "student organization registration form" along with the appropriate attachments (member roster and constitution) at the beginning of each semester. Failure to submit this form will result in the loss of organizational status and the inability to participate in the budget allocations process and reserve event space on campus. If an organization loses organizational status and would like to re-establish itself, it must re-apply to Student Senate for approval.
  - 3. All groups will submit proper EMS forms to reserve all spaces. Failure to use spaces upon their reservation may result in penalties to be decided upon by the IOC chair or director of student activities, including, but not limited to billing for up to 50% of the cost of set-up.

#### **Section VII: Committee of Student Multicultural Organizations (COSMO)**

- A. Membership
 

Advisory board members will consist of one member of each of the student organizations of underrepresented students on campus based on race, ethnicity/culture, sexual orientation, religion and/or ability.
- B. Powers and Duties
 

Each member of the advisory board committee will submit monthly reports detailing the concerns of each organization regarding campus relations, incidents of harassment based on race, ethnicity/culture, sexual orientation, religion and/or ability to the chair of the Multicultural Student Affairs

### **ARTICLE V ELECTIONS**

#### **Section I: Elections Board**

- A. Membership
  - 1. Members of the Elections Board shall be members that are chosen at the discretion of the chair of Elections. The board will be headed by the chair of Elections, but will have alternating members for each election period to ensure that there will be an unbiased campaign for petitions.

- a. For Spring Elections (voting for Class Officers), members of the Student Senate and Honor Court will be members of the Elections Board and will assist the chair of Elections in all facets of publicity, preparations for Election events and clean-up of all Election materials and flyers.
  - b. For Fall Elections (voting for Student Senate, Student Government Executive Board, IOC, COSMO, Honor Court, Judicial Board, Programming Board and Allocating Committee) Class Officers will be members of the Elections Board and will assist the chair of Elections in all facets of publicity, preparations for Election events and clean-up of all Election materials and flyers.
2. The chair of Elections may call meetings at any time. If a member of the Elections Board fails to attend more than one (1) meeting during an election cycle, they will be asked to resign from the committee.
- B. Duties of the Elections Board**
1. To assist the SGA secretary/Chair of Elections
  2. To be responsible for all publicity concerning elections, excluding individual campaign materials.
  3. To distribute petitions for all offices to be filled.
  4. To assist in verifying the eligibility of all candidates.
  5. To assist in the Elections Kick Off event.
  6. Election Board Members will never handle the electronic ballot nor will they personally receive petitions.
- C. Procedures**
1. Any student wishing to become a candidate for a Student Government Association office or for any office to be elected by her class, must submit a petition to Elections Board at a time to be determined by Elections Board.
  2. A student may not run for more than three offices.
  3. The Elections Board will send preference cards to those students appearing on the ballot more than once. The student must rank the offices according to her preference and return the card by the date specified to the Elections Board. If she fails to do so, her name will be removed from the ballot.
  4. Will post the names of the candidates of each office alphabetically on a final ballot.
  5. Will post the final ballot and petitions as they are submitted before the student body votes.
  6. Speeches will be required of the candidates for president of the Student Government Association, the executive board of Student Senate, the executive board of Honor Court, the executive board of Judicial Board and the executive board of Programming Board.
  7. Voting will last for three (3) consecutive school days.
- D. Emergency Elections**
1. If any positions are left open after an election period, the chair of Elections will make a call for petitions the following semester within the first three (3) weeks of return.
  2. Petitions will be gathered and candidates will be interviewed by the ASCSGA Executive Board.
  3. ASCSGA Executive Board will elect which candidates will be chosen to fill the available spots.
  4. The chair of Elections will notify all candidates of the status of their approval. She will subsequently inform the student body of the results.

## **Section II: Eligibility**

- A. All candidates**
1. Must have a 2.5 GPA at the time of the election.
  2. Must not be found responsible for an Honor Court violation.
  3. Must not be found responsible for no more than two Judicial Board violations of any kind and no more than one alcohol violation.
  4. If candidates do not meet one or all of the requirements above they must submit an appeal letter to the Executive Board of the Association at the time the petition is submitted. The Executive Board will notify the candidate prior to the campaign period.
- B. All elected officers are not eligible to hold more than one office elected by the student body at large without approval from the Executive Board of the Association.**
1. If approval is given to the candidate, they will be notified with a hard copy letter from the chair of the Elections Board prior to the campaign period.
  2. If a candidate for ASCSGA Executive Board wishes to petition to hold more than one position in ASCSGA or other responsibilities at Agnes Scott College (i.e., Resident Director, editor of a publication, etc.), they should discuss this with the Director of Student Leadership.

## **Section III: Elections Timing**

- A. All elections will be conducted in accordance with the policies and procedures of Elections Board .**
1. Campus-wide elections will be held three times per academic year: once at the beginning of fall semester, once at the end of fall semester and once at the end of spring semester.

- a. Elections to elect First-Year representatives to Student Senate, Honor Court, Judicial Board and First-Year Class Officers will be held at the beginning of the fall.
  - b. Elections to elect representatives to Honor Court (including president, vice president, treasurer and secretary), Student Senate, (including president, vice president, treasurer and secretary), Judicial Board (including president, vice president and secretary), Programming Board (including executive board positions) and ASCSGA Executive Board will be held at the end of the fall.
  - c. Elections to elect Class Officers (including president, vice president, treasurer and secretary) will be held in the spring. Class officers are voted on by their respective classes.
2. Students running for positions with residential stipulations must run according to expected residential status in the fall. If, in the fall, there is a change in residential status she must resign from office.

## **ARTICLE VI RESIGNATIONS OR VACANCIES**

### **Section I: Resignation of Student Government Executive Board Members**

- A. Resignations will be filled as soon as possible. All resignations must be verified in writing to the president of the Association.
- B. During the period of the vacancy, the president of the Association will fulfill both her own position and the vacant position. If the president of the Association resigns or is impeached, the president of Student Senate temporarily fulfills both her own and the vacant position

### **Section II: Vacancies of Office in Organizations of the Association**

If the president of any organization resigns or is impeached, the vice president assumes the president's duties. The now-vacant vice-president position will be filled according to regular election procedures as outlined in this constitution.

## **ARTICLE VII IMPEACHMENT PROCESS FOR ASCSGA ELECTED OFFICERS**

### **Section I: Grounds for Impeachment**

- A. Gross violations of the ASCSGA Constitution
- B. Embezzlement
- C. Gross negligence of duties
- D. Abuse of Power

### **Section II: Impeachment Process**

- A. A concerned student contacts a member of the Supreme Court.
- B. The student meets with the Supreme Court to state her case. The student must give grounds for impeachment.
- C. The Supreme Court, excluding member(s) being impeached, would research and review the case in a timely manner and determine if there are sufficient grounds for impeachment
- D. If sufficient grounds for impeachment are determined by a 2/3 vote, there will be a student forum held by the Supreme Court within one week. At the forum, both sides of the issue will be presented.
- E. A campus wide vote will be held within 72 hours of the forum, not including weekends, to determine if the officer shall be impeached.
- F. The secretary/Chair of Elections Board will oversee the voting.. If the Secretary/Chair of Elections Board is being impeached, the president of the Association will oversee the voting..
- G. Impeachment requires a 2/3 agreement of the quorum.
- H. Decision of vote takes effect immediately after the results of the vote are announced.
- I. The open position is filled according to the ASCSGA Constitution of the respective organization.

## **ARTICLE VIII PROCEDURES FOR AMENDMENTS TO THE SGA CONSTITUTION**

### **Section I: Procedure**

- A. Proposed Amendment  
Amendments must be submitted in writing by a member of the Student Senate or by the ASCSGA to the Constitutional Review Committee which is a Student Senate committee.
- B. Amendment Research  
After submission, the Constitutional Review Committee shall research the amendment. By consensus, the committee shall have

the right to determine if the proposed amendment is relevant.

C. Vote on Said Amendment

If relevant, the committee shall take the amendment to the general body of Student Senate. The Student Senate shall vote to approve or reject forwarding the amendment to a student body vote in the next general election.

D. Approval

1. The ASCSGA shall vote on the proposed amendment at the next ASCSGA Election. A two-thirds (2/3) affirmative vote of a quorum, in favor of the amendment is required for approval of the proposed amendment.
2. The ASCSGA Elections Board shall supervise such voting and judge the returns.

E. Denial

1. If the Constitutional Review Committee does not approve the amendment, the committee shall send a written statement to the person who submitted the proposal. The statement shall explain the committee's decision.

**Section II: Appeal Procedure**

A. Right of Appeal

If the proposed amendment is rejected at either the committee consensus or the Senate vote, the student who proposed the amendment has the right to appeal the decision.

B. Petition

1. Said student must secure the signatures of thirty (30%) percent of the ASCSGA body.
2. The petition shall set forth in exact words the action sought and shall have the proposed amendment written at the top of each page. The petition must include the name and phone number for each signer of said petition.
3. The petition shall be submitted to the president of Senate. The president reserves the right to verify the signatures on the said petition.

C. Action on Appeal

If the signatures are secured and verified, the proposed amendment will then follow the procedures as listed in Article VIII, Section I., D-E.

**Section III: Emergency Procedure**

A. Right of Declaration of Emergency

The ASCSGA has the right to declare a proposed amendment an emergency if the amendment must have a student body vote before the next ASCSGA Election.

B. Procedure for Emergency Priority

1. A motion for emergency action can be made by any student body member at a Student Senate meeting.
2. A vote to approve the motion must be passed by a super majority (75%) in the affirmative.
3. If approved, the president of Senate shall take the proposal to the president of the Association. The president of the Association shall be required to make arrangements for holding of a general election, in conformance with the rules governing general election, in thirty (30) days after receipt of said proposed amendment.
4. If the motion is rejected by the Student Senate, the ASCSGA student body can initiate emergency action by securing the signatures of thirty percent (30%) of student members of ASCSGA according to guideline set forth in Article VII, Section II.B..
5. If these signatures are secured, the said petition shall be taken to the ASCSGA President. The president shall be required to make arrangements for the holding of a general election, in conformance with the rules governing general elections, within thirty (30) days after receipt of said petition.

**ARTICLE IX**

**PROCEDURES FOR BYLAWS FOR MEMBER ORGANIZATIONS OF THE ASSOCIATION**

**Section I: Adoption**

A. Notification

Notice of proposed initial bylaws must be given to all members of the organization at least one week in advance of vote.

B. Voting

A quorum of three-fourths (3/4) of the body must be present to adopt bylaws. Bylaw proposals will be treated as main motions, with the exception that initial bylaws must receive an affirmative vote of at least two-thirds (2/3) to be adopted.

**Section II: Revision and Amendments**

A. Notification

Notice of a proposed revision or amendment of the organization's bylaws must be given to all members at least one week in advance of a vote.

B. Voting

A quorum of the three-fourths (3/4) of the body must be present to revise or amend the bylaws. Revision and amendments of the

bylaws will be treated as main motions, with an affirmative majority vote required to change the bylaws.

### **Section III: Extent**

#### **A. Immediacy**

Bylaws adoption, revision or amendment will be effective immediately upon passage unless passed with a proviso of delay.

#### **B. Constitutionality**

All bylaws are subject to the restraint of the Agnes Scott College Student Government Association constitution and bylaws in conflict with the constitution shall be declared null and void.

#### **C. Jurisdiction**

A member's failure to conform to the bylaws of the organization shall be grounds for impeachment.

## **STUDENT SENATE BYLAWS**

### **Section I: Membership**

#### **A. Composition of Student Senate**

1. There shall be five members of the Executive Board: president, Vice-President, secretary, treasurer and Parliamentarian.
2. There shall be a total of twenty Student Senators defined as follows:
  - a. Seventeen of the total twenty-four shall be residential senators elected at large by the residential students in the general fall elections.
  - b. Three of the total twenty-four shall be non-residential senators elected at large by the non-residential students in the general fall elections.
  - c. Four of the total twenty-four shall be representatives of first-year students elected during first-year elections early in the fall term.

#### **B. Qualifications**

1. Senators
  - a. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
  - b. Be present and enrolled at Agnes Scott College during the elected term which runs from the time of the election to the time of the next elections
2. Executive Board
  - a. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
  - b. All executive board members must be of second semester first year or higher standing.
  - c. President and Vice-President must each have two semesters of Senate experience at Agnes Scott College
  - d. Secretary and treasurer must each have one semester of Senate experience at Agnes Scott College.

### **Section II: Meetings and Attendance Policy**

#### **A. Meetings**

Senate meets every Tuesday evening at 7 p.m. in an agreed upon meeting room. All meetings are open to the campus community.

#### **B. Attendance**

1. Senators are allowed three (3) absences during their term.
  - a. Missing a Tuesday night meeting is equivalent to one (1) absence
  - b. Missing a committee meeting or responsibility is equivalent to 1/3 of an absence.
  - c. Failing to complete a liaison-related issue within two meetings or failing to complete any other task designated by the Executive Board is equivalent to 1/3 of an absence.
  - d. Arriving more than ten minutes late to a senate meeting or leaving before the meeting is officially adjourned results in one absence.
2. All absences from a Tuesday night meeting are to be turned into the secretary and president .
3. One the third absence, a verbal and written warning will be given.
4. After the third absence, if there is a failure to complete any liaison or committee duties or miss any committee or Senate meetings, the senator is obligated to tender a letter of resignation.
5. For special circumstances (i.e. sickness, death, etc.), Executive Board can make allowances on a case by case basis. Disputed policies can be appealed to the Senate.

### **Section III: Duties and Responsibilities**

#### **A. Committees**

1. Each senator will be an active member of at least two committees, one of which must be standing committee.
2. If a senator is on a standing committee that is only active in the spring, she must join another standing committee in the fall.

3. Committee chairpersons are responsible for keeping track of the duties of their committee. They must turn in an attendance sheet for all committee meetings and they must report any unfulfilled duties to the Executive Board vice president.

B. Liaisons

1. Each Senator will be a liaison to a department or office on campus.
2. Each Senator will keep a record of their correspondence with their liaison, which will include any letters and a summary of all liaison activity.

C. Other Responsibilities

All Senators and Executive Board members are also responsible for the duties listed in the ASCSGA Constitution Article IV: Section 1: C.

Section IV: Committees

A. Standing Committees

Senators must be assigned to standing committees as follows but the president may use her discretion regarding the number of Senators serving on a committee.

1. Constitutional Review Committee

- a. The committee is responsible for the ASCSGA Constitution.
- b. The committee is responsible for handling the amendments to the ASCSGA Constitution.
- c. The Vice-President of Student Senate shall chair the committee.
- d. The committee shall be composed of the chairperson, four Student Senators, one member from Honor Court and one member from Judicial Board.

2. Bylaws Committee

- a. The committee is responsible for the Bylaws of Student Senate.
- b. The committee is responsible for preparing amendments to the Student Senate Bylaws.
- c. The Vice-President of Student Senate shall chair the committee.
- d. The committee shall be composed of the chairperson and four Student Senators.

3. Public Relations Committee

- a. The Public Relations Committee is responsible for coordinating the efforts of the Publicity, Walls and Stalls and Web page subcommittees.
- b. The committee is also responsible for ensuring that the campus community remains informed of Student Senate activities and issues.
- c. The committee shall be composed of one chairperson and two student senators.
  - i. The Publicity Subcommittee
    - aa. is responsible for informing the campus community, in a timely manner, of events sponsored by Student Senate and important community issues through such means as E-mail, voice-mail and posters.
    - bb. is responsible for maintaining an SGA bulletin board in a public space.
    - cc. the subcommittee shall be composed of one chairperson and five Student Senators.
  - ii. The Walls and Stalls subcommittee:
    - aa. is responsible for the monthly production of a newsletter to be hung in restrooms and other public places.
    - bb. the subcommittee shall be composed of no more than two Student Senators.
  - iii. The Web page subcommittee:
    - aa. is responsible for working with information technology services to create and maintain a Web page containing information about Student Senate and its activities.
    - bb. the subcommittee shall be composed of two Student Senators.

4. Elections Board Committee

- a. The committee shall be composed of two Senators elected by Student Senate.
- b. These Senators shall serve on the ASCSGA Elections Board under the ASCSGA secretary/Chair of Elections Board in planning and running fall and spring elections.

5. Supreme Court Committee

- a. The committee shall be composed of two Senators elected by Student Senate.
- b. It is the responsibility of these Student Senators to attend all meetings of the Supreme Court and report all valuable information from the Supreme Court to Student Senate.

6. Forum Committee

- a. The committee is responsible for informing the student body of specific issues through the use of an open panel.
- b. The committee is responsible for gathering student feedback on pertinent issues and reporting back to Student Senate.
- c. Forum Committee is also responsible for arranging the time and place for the forum to occur.
- d. The committee shall be composed of one chairperson and 5 Student Senators.

7. Inter-Organizational Committee



- a. The committee shall be composed of two Student Senators who will represent Student Senate at all IOC meetings.
  - b. It is the responsibility of these Student Senators to report all valuable information from the IOC meetings to Student Senate.
8. Allocating Committee
- a. The committee shall be composed of one Student Senator who will represent Student Senate at all meetings of the Allocating Committee.
  - b. It is the responsibility of this Student Senator to report all valuable information from Allocating Committee to Student Senate.
- B. Rotating Committees
- The Executive Board of Student Senate reserves the right to create any rotating committees throughout the term if the need arises.

#### **Section V: Liaisons**

1. Each senator shall be responsible for acting in one liaison position. The departments listed below are recommended but the president may use her discretion to add or change offices.
2. Senators assigned to the following offices shall be responsible for maintaining regular contact with the head of that office with the purpose of representing student concerns and acting as a student resource to the office.
  - a. Accounting
  - b. Alumnae/Admissions
  - c. Athletics
  - d. Bookstore
  - e. Career Planning and Counseling
  - f. Dean of the College
  - g. Dean of Students
  - h. Office of Facilities
  - i. Financial Aid
  - j. Finance and Development
  - k. Food Services
  - l. Health Services
  - m. Information Technology Services
  - n. International Education
  - o. Library
  - p. Multicultural Affairs/Chaplain
  - q. Public safety
  - r. Residence Life
  - s. Student Activities
3. Senators assigned to the following meetings are responsible for attending the meetings with the purpose of reporting to Student Senate and, when necessary, to voice concerns of the student body.
  - a. Faculty Meetings
  - b. Master Plan Meetings
4. Each Senator shall provide the secretary of Student Senate with copies of all correspondence with the office or series of meetings to which she is assigned.
5. Each senator shall, at the end of her term, produce a brief report for the secretary including copies of correspondence and a summary of that office's activities that involved the liaison for the year.
6. The Executive Board of Student Senate reserves the right to amend the liaison positions throughout the term if the need arises.

#### **Section VI: Voting**

- A. Definition of Voting Terms
1. Majority: The majority of a voting body is defined as more than fifty percent (50%) of the voters.
  2. Super Majority: The super majority of a voting body is defined as at least seventy-five percent (75%) of the voters.
  3. Quorum: The quorum of a voting body is defined as at least three-fourth (3/4) of the voting members.
- B. Voting Procedure
1. There must be a quorum of Student Senators present in order to vote on legislation.
  2. Student Senate shall follow the standard voting procedure outlined in Robert's Rules of Order.
  3. Revisions and amendments to the bylaws shall be treated as main motions, with an affirmative majority vote required to amend the bylaws.
- C. Voting Privileges

1. The president of Student Senate shall not have voting privileges.
2. All Student Senators shall have voting privileges.
3. The president of Student Senate shall vote in the case of a tie.

**Section VI: Ambassadors**

- A. Appointed senators will be responsible for serving as residential ambassadors.
- B. Senators assigned to a specific residential block will be responsible for maintaining regular contact with the residential block for the purpose of promoting communication between the residential block and Student Senate.
  1. Specifically, regular contact will take place between the senator, the Residence Life staffers working in that block and the residents of the block.
  2. Regular contact will include:
    - a. Attending all dorm meetings required of residents, except meetings with the purpose of surveying students
    - b. Efforts to develop relationship between residents of the block, so that each resident is aware of the resources to them by Student Senate
    - c. Other efforts as needed at the discretion of the senator
  3. Residential blocks will be assigned by Executive Board
- C. Each senator shall keep record of all contact with their residential block and all points of meetings with relation to Student Senate.
  1. These records shall then be used to produce a brief report for the records of Student Senate.
  2. Reports will be collected by the secretary of Student Senate
- D. The residential ambassador's responsibility does not limit senators to report concerns only of their block, nor shall it mean that students can only bring concerns to their ambassador.
- E. This appointment will be taken into consideration by Executive Board when assigning other responsibilities.
- F. The Executive Board of Student Senate reserves the right to amend the liaison positions throughout the term if the need arises.