

Student Government Association

Constitution

PREAMBLE

Whereas the Student Government Association of Albertus Magnus College is hereby established pursuant to the following resolutions of the Board of Trustees: By the authority of the Board of Trustees of Albertus Magnus College and subject to reserve power of control, the President and Officers of the Administration of Albertus Magnus College grant the Student Government Association the power to make and enforce regulations with regard to the following matters concerning the conduct of the students in their college life and activities:

- Recognition of clubs and student organizations contingent on the approval of a submitted proposal.
- Student Organization Funding: No funds will be allocated to any unrecognized clubs or student organizations. Recognized Student Organizations may submit the appropriate paperwork to seek funding for individual events. Student Organizations must follow guidelines for event planning in order to request funding from SGA.
- Supervision and coordination of the Student Body and its co-curricular activities through the planning and implementation of those activities by working in cooperation with students, faculty, and administration are directly responsible to the Assistant Dean for Campus Activities & Orientation.
- Financial management of student activities, determination, and apportionment of the Student Activities Fee.
- The power of recommendation on all issues concerning the College.

ARTICLE I: NAME

The name of this organization shall be the Student Government Association of Albertus Magnus College, herein referred to as SGA.

ARTICLE II: PURPOSE

The purpose of this organization is to plan, implement and execute the coordination of student programs and events (social, educational and cultural), regulate chartered clubs and organizations, and provide funds derived from Student Activity Fees. In addition, SGA is to make and enforce regulations concerning the students' cooperation with the regulations set forth by the Board of Trustees in the Preamble.

ARTICLE III: MEMBERSHIP

All full-time day matriculating students of Albertus Magnus College paying the student activity fee are eligible to join the volunteer committee of SGA. SGA Executive Board Officers must maintain a minimum cumulative G.P.A. of 2.5 in order to hold a position. SGA Executive Board Officers will be selected through an application and interview process each year.

ARTICLE IV: ORGANIZATION

EXECUTIVE BOARD

- Shall be composed of the SGA President, SGA Vice-President, Secretary, Student Concerns Chair, Historian, Advertising Chair, Senior Events Coordinator, Communications Chair, Late Night Coordinator, and Volunteer Coordinator.
- Shall a) prescribe to Student Government members any matters of student concerns; b) receive, legislate and discuss all matters brought to them by the student body.
- Shall a) serve as role models for student conduct within the college community; b) abide by and enforce college regulations.
- Shall a) supervise all student clubs and publications upon official recognition by the SGA b) shall have the power to suspend/terminate any student club, or publication, or start impeachment proceedings against any officer(s).
- Shall vote on financial matters concerning student programming and club special funding requests.
- Shall represent the student body at formal functions.
- Shall work with student volunteers on the Volunteer Committee during events and programs throughout the year.
- Shall receive petitions from the student body.

ARTICLE V: MEETINGS AND ATTENDANCE

STUDENT GOVERNMENT MEETINGS/ATTENDANCE/OFFICE HOURS/EVENTS

a. Meetings – Meetings of the Student Government Association shall be held weekly (at the discretion of the SGA President and Assistant Director for Campus Activities & Orientation). The specific dates and times will be determined by the Executive Board. Attendance is mandatory for all Student Government Association Officers. No more than two unexcused absences are permitted during the academic year. Excused absences are approved by the SGA President prior to the meeting that will be missed. Members must call/email the SGA President at least 24 hours before the meeting. Unacceptable excuses include homework, athletic practices, other club meetings, work, etc. Acceptable excuses are athletic

competitions, illness and emergency situations, etc. SGA members with more than two unexcused absences may be impeached if the SGA deems necessary.

b. Office Hours – The Student Government has an office that makes them more accessible to the student body on a regular basis. Each SGA Officer is required to hold office hours at least one hour per week.

c. Event expectations – SGA members are expected to sign up to chair events as well as set up, clean up, and participate in at least 3 events per month. It is also recommended that SGA members attend Committee members are required to work at least two events per semester.

- **PROCEDURE**

All bodies and committees of the Student Government Association shall conduct their meetings according to the procedures outlined in Robert's Rules of Order.

ARTICLE VI: VOTING PROCEDURES

Quorum: Quorum is required for the SGA to vote on any SGA business. Quorum is determined by 2/3 of all eligible members in attendance at the time of the vote – also referred to as 2/3 majority.

- The SGA President will call for a motion to vote on the topic at hand. Once a motion has been made and seconded; the SGA President will open the floor for discussion. If there is discussion, the SGA President will determine the length of time given to discussion before calling for a vote. If there is no discussion, the SGA President will call for a vote. If Quorum is not met, the SGA President can table the matter until Quorum has been met.

- TABLING A MOTION**

a. If the SGA requires more information and/or time than is available at the present meeting, a motion to table the discussion can be made.

ARTICLE VII: DISMISSAL OF OFFICERS

Members of the Student Government Association can be dismissed for:

- Meeting attendance (SGA meetings, office hours)
- Academic and/or behavioral misconduct
- Lack of participation in SGA sponsored events

The SGA President and Assistant Dean for Campus Activities & Orientation will determine if an officer must be removed from office based on the aforementioned reasons.

Notifications:

1. If the cumulative G.P.A. of an SGA member drops below a 2.5 (regardless of incompletes), they will be dismissed immediately. Grades are checked before the start of each semester. If there happens to be any administrative glitches, students will have 5 business days to rectify the issues, otherwise they will be dismissed immediately.

2. If an SGA Board Member misses 2 meetings, they will be notified via an email. This will serve as a warning that if the member misses an additional meeting, they will then receive a dismissal letter.

- If an SGA member continues to not participate in and sign up to help with SGA sponsored events, they can be relieved of their position on SGA.
- If an SGA member receives judicial sanctions based on behavior unbecoming of a student leader, they may be removed from their position on SGA at the discretion of the Assistant Dean for Campus Activities & Orientation and/or the Dean for Student Services.

ARTICLE VIII: SELECTION PROCESS AND APPOINTMENT

ELIGIBILITY

1) Any matriculating full time day student of Albertus Magnus College who has paid the Student Activity Fee, maintains a minimum GPA of 2.5 (regardless of incompletes), and is not on College Probation shall be eligible to apply for the following offices:

- President
- Vice President
- Secretary/Treasurer
- Student Concerns Chair
- Historian
- Volunteer Coordinator
- Advertising Chair
- Late Night Coordinator
- Communications Chair
- Senior Events Coordinator

2) A candidate running for the office of the Student Government President and Student Government Vice President must have, in addition to the stated eligibility requirements, at least one year of

experience on the Executive Board. If there are no students eligible for these positions, it is up to the discretion of the Assistant Dean for Campus Activities & Orientation to allow them to apply for these positions.

3) Prior to each selection process, a selection packet will be made available to all students who are interested in applying for an SGA officer position. These packets are available in the Office of Campus Activities. Included in the packet are:

- Application Form (paper or electronic copies)
- Selection Guidelines
- Selection Timeline
- Information on each position

SELECTION PROCEDURES

1. The selection process will happen during each spring semester. Officers shall be in place before the end of April.
2. Applicants will complete and submit an application for the position they wish to be considered for. The current SGA President or designee and the Assistant Dean for Campus Activities & Orientation will interview and select the officers.
3. Upon picking the newly selected SGA Board Members the Assistant Dean for Campus Activities & Orientation will contact them candidates via an email.

APPOINTMENTS AND VACANCIES

If an SGA position is vacant for any reason, the SGA Board Members can make a recommendation to appoint a person to fill the vacancy for the duration of that term or until the next selection process is held. The recommendation must be approved by a 2/3 majority vote at an SGA meeting.

LENGTH OF OFFICE

All persons elected to Student Government Association will stay in office for a term of one year, barring extraordinary circumstances. If a position becomes available mid-year, the SGA President (after consulting with the SGA members) will appoint someone. If a person is appointed at mid-year, the term of office will be considered completed at the end of the academic year.

ARTICLE IX: POWERS AND DUTIES OF STUDENT GOVERNMENT MEMBERS

A. EXECUTIVE BOARD

As student activity programming is a primary responsibility of the SGA (See Article II – Purpose), all members of the Executive Board shall participate in the planning, promotion, and production of all SGA sponsored events. These events shall be coordinated by the SGA Vice-President. The SGA Executive Board shall approve all expenses related to student activity programming prior to the scheduled event. The programs and events offered on campus are chosen by the SGA members based on feedback from the student body. Any member of the student body may offer a suggestion or idea to any member of the SGA or the Assistant Dean for Campus Activities & Orientation.

Description of SGA positions

1. The Student Government President shall call and preside over all meetings of the Student Body, and shall call and preside over all meetings of the Executive Board. S/he shall be a liaison between the student body, the faculty and the administration, in particular, the Assistant Dean for Campus Activities & Orientation and the Dean for Student Services. S/he handles all formal correspondence. S/he shall be a voting member of the Executive Board.
2. The Student Government Vice-President shall assume the duties of the Student Government President in case of temporary absence. The Vice-President shall provide a mainline of information to the Assistant Dean for Campus Activities & Orientation. S/he shall be responsible for coordinating the student activity programming efforts of the SGA. S/he shall be a voting member of the Executive Board.
3. The Secretary shall record all minutes of all SGA Meetings. S/he shall be responsible for the relaying of messages to all officers of the Student Government Association. S/he is responsible for distributing the minutes of SGA Executive Board meetings to the SGA officers and the appropriate administrative staff within 24 hours of the previous meeting. S/he will be responsible for keeping an attendance record of the SGA meetings. S/he will also be responsible for working with the SGA Advisor to keep an accurate record of money spent on SGA sponsored events and giving a report to the SGA Executive Board regularly. S/he shall be a voting member of the Executive Board.
4. The Student Concerns Chair will act as a spokesperson for all resident students and commuter students; liaison among students, faculty, administration, and staff in conjunction with the Dean for Student Services and/or other staff in the Department of Student Services. S/he shall chair the Food Service Committee. S/he will also be responsible for planning and implementing a Commuter Appreciation Day at least once per semester. S/he will be responsible for coordinating any assessment done by SGA as well as surveying the student body for feedback. S/he shall be a voting member of the Executive Board.
5. The Historian shall record all campus activities sponsored by the Student Government Association and registered clubs. This involves taking photographs (or assigning another member to do so in your absence), as well as posting them/creating a photo album. S/he is responsible for keeping track of the SGA office (upkeep of the office) as well as tracking office hours for the SGA members. S/he will also record participation in SGA events by members on a regular basis. S/he shall be a voting member of the Executive Board.

6. The Advertising Chair shall oversee all the advertising and promotional efforts for SGA. This person is responsible for making sure that SGA members are promoting events in a creative and timely manner. This position works with the Vice President to ensure that all events are properly marketed to the student body. S/he shall be a voting member of the Executive Board.

7. The Volunteer Coordinator shall oversee the volunteer committee and its members. Meetings will be held regularly in order for the committee members to have a sense of belonging and responsibility. This position is responsible for all volunteer needs and efforts in conjunction with the planning and implementation of SGA sponsored events and programs. S/he shall coordinate the recruitment and retention efforts for SGA officers and committee members. S/he shall be a voting member of the Executive Board.

8. The Senior Events Coordinator shall oversee the senior events committee and all senior events such as; senior week, yearbook, and senior related events. S/he shall be a voting member of the Executive Board.

9. The Communications Chair shall oversee the upkeep with the social networks such as Twitter and Facebook. S/he will contact performers and work with the advertising chair about upcoming events. S/he shall be a voting member of the Executive Board.

10. The Late Night Coordinator shall oversee in the planning of every late night event. S/he shall be a voting member of the Executive Board.

ARTICLE X: PETITIONS, REFERENDUM, INITIATIVE, AND RECALL

Sec 1: The Student Government Association shall have the power to poll students at any time.

Sec 2: One-third of the members of the Student Body may, by signed petition presented to the Executive Board, require that any matter before the Executive Board be referred for decision to the Student Body by vote.

Sec 3: If students have an issue with a decision made by the Student Government Association they are encouraged to speak to the SGA President, the Assistant Dean for Campus Activities & Orientation or come to a meeting to voice their concerns.

Sec 4: Any recognized club may petition for money from the Student Government Association to be applied towards a program approved by SGA. The petition for money must be submitted in writing a minimum of two weeks prior to the event date. All clubs must keep receipts and return them to the Office of Campus Activities within 48 hours of their event. Failure to do so may result in disciplinary action and/or the possibility to be unable to ask for more funding for the remainder of that year.

ARTICLE XI: CLUB RECOGNITION

Club membership eligibility: All full-time day matriculating students of Albertus Magnus College paying the student activity fee are entitled to join any recognized student club or submit a Club Proposal Form to organize a new student club.

1. FORMING A STUDENT CLUB

- Submit a Club Proposal Form to the Assistant Dean for Campus Activities & Orientation. The forms can be obtained from the Office of Campus Activities, room 113 in the Campus Center.
- Clubs must have a minimum of six (6) members (officers count as members)
- Clubs must have four (4) officers: President, Vice President, Secretary and Treasurer (other titles are acceptable, pending approval of the Office of Campus Activities)
- Clubs must create a constitution prior to official recognition. The constitution must address the following areas:
 - Purpose/Description
 - Membership
 - Officers & Election Procedures
 - Voting procedures
 - Meeting information
- Clubs are NOT officially recognized until the Club Proposal Form and the Club's constitution is voted on and passed by the 2/3 majority vote of the SGA. The Club President will receive written notification of club recognition from the SGA President.
- Clubs must complete a Club Registration Form within 5 business days of receiving official notification of recognition in the Office of Campus Activities. The Club Registration Form must be completed annually for a club to remain active.
- Clubs must participate in the Student Activities Fair each fall.
- Each club is required to host at least one event per semester in order to be an active club.
- Clubs will move to inactive status if their membership falls below the required six (6) for more than one academic semester and if the club fails to register with the Office of Campus Activities.
- Posters and advertising must be approved

2. REGISTERING A STUDENT CLUB

- Clubs active the previous academic year must update the Club Registration form with the Office of Campus Activities by October 1 of each academic year.

3. REVIVING A STUDENT CLUB

- Clubs that have moved to inactive status with the Office of Campus Activities must do the following to move back to active status.
- Updated versions of the following documents filed with the Office of Campus Activities:
 - Club Registration Form
 - Club Constitution
- Have a minimum of six (6) active members

4. CLUB FUNDING

All recognized student clubs may request funding from the SGA by submitting a Special Funding Request Form a minimum of two weeks prior to the date they would like to host the event. The forms are available from the Office of Campus Activities. The SGA will vote to approve or deny funding requests on a case by case basis. Clubs will receive notification of their funding request status. Clubs may also be asked to attend the SGA meeting to answer any questions the SGA may have regarding the funding request.

Recognized clubs may also do fund raising. All fund raising efforts must be approved by the Assistant Dean for Campus Activities & Orientation and/or the Dean of Student Services. The Assistant Dean for Campus Activities & Orientation will provide assistance regarding local and state laws regarding fundraising.

ARTICLE XII: AMENDMENT OF THE CONSTITUTION

This constitution may be amended as necessary by a two-thirds majority vote, by closed ballot, or the members of the Executive Board. A meeting prior to the vote, explaining the constitutional amendment, shall be mandatory. When approved by the Executive Board, the document must be presented to the Assistant Dean for Campus Activities & Orientation and the Dean of Student Services for final approval.

ARTICLE XIII: EVALUATION

The constitution of the Student Government Association may be reviewed and/or revised once every year by a committee formed of members of SGA and under the direction of the Student Government Vice-President.