

# The Constitution of the Albright College Student Government Association

## Preamble:

The Student Government Association of Albright College shall be the executive, legislative, and judicial organization whose goal it is to serve the student body of Albright College and its interests while striving to promote the best interest of the College in its constant pursuit of advancement. It shall be subject to the final authority of the Board of Trustees, of which the President of Albright College shall be the executive agent, and guided by its Advisory Board, headed by the Dean of Students (DOS).

- I. Name and Mission
  - A. The name of this organization shall be the Albright College Student Government Association (SGA);
  - B. Serving as an advocate for the student body and acting as a liaison between it and the college administration, the SGA works to establish strong communication between all college stakeholders and strives to provide opportunities for leadership development, involvement, and personal growth within the Albright College community. It also hopes to serve as a forum that student organizations may approach for encouragement and support.
- II. Roles and Responsibilities of the SGA and its Allocated Organizations
  - A. To realize the aspirations set forth by the Mission Statement, as outlined in Article I, Section B of this Constitution, the SGA shall:
    1. Make all necessary and proper policies in order to maintain jurisdiction and promote the good and welfare of the Albright College student body and of the institution itself;
    2. Promote campus unity through the collaboration and interaction with the student body and its founded organizations;
    3. Provide and sponsor campus-wide activities that engage the broader interests of the student body;
    4. Inform the student population of important and relevant campus matters and concerns;
    5. Act as a governing body for student organizations, ensuring effective teamwork and encouraging the growth of student interests by authorizing the founding of new organizations and advising said organizations in their development;
    6. Follow Robert's Rules of Order, Newly Revised, except that the SGA President shall have full voting privileges;
    7. Hold weekly General Cabinet meetings, which any student may attend;
    8. Facilitate monthly meetings with the student organizations' SGA Senators to maintain open communication between the SGA and its allocated organizations and to provide said organizations with useful information, tools, and guidance;
    9. Aid student-run organizations in their pursuit of success by:
      - a. Allocating funds obtained by the SGA from the Student Activity Fee. For further information regarding Allocations, please refer to

the Albright College Student Government Association Allocations Policies and Procedures;

- b. Assisting, at the request of an organization or organizations, in holding elections, serving as officiator and mediator;

B. To realize the aspirations set forth by the Mission Statement, as outlined in Article I, Section B of this Constitution, and to be considered eligible for SGA-allocated funding, as outlined in the Albright College Student Government Association Allocations Policies and Procedures, the SGA-allocated Organizations shall:

1. Hold free and fair elections once every academic year;
2. Attend the mandatory monthly events organized by the SGA;
3. Submit an updated, ratified version of the organization's constitution;
  - a. This must be submitted once every four years;
  - b. In the event that an organization updates its constitution in such a way that the changes significantly alter the organization's stated purpose and/or executive board structure, said organization shall submit the proposed document to the SGA for approval even if said changes are made prior to the current constitution's update/ratification deadline;
  - c. The updated document must be approved by a majority vote of the SGA Cabinet;
4. Submit an updated Executive Board Registration to the SGA every semester;
5. Submit an updated Organization Roster to the SGA every semester;
6. Adhere to all policies and procedures set forth by the SGA.

### III. Officers, Advisors, and Elections

#### A. Officers

1. The Albright College Student Government Association shall consist of the following:
  - a. An Executive Cabinet comprised of five members—the President, the Executive Vice President, the Vice President of Finance, the Recording Secretary, and the Corresponding Secretary;
  - b. Five Members-at-Large;
  - c. Three Special Organization Representatives; one representative from the African-American Society (AAS), one representative from the Commuter Students Association (CSA), and one representative from the International Students Association (ISA);
2. This body will be known as the Student Government Association General Cabinet;
3. Each member of the General Cabinet shall be elected for a term not to exceed one academic year;
4. Each member of the General Cabinet shall sign a Confidentiality Agreement. In the event that a member of SGA breaks said Confidentiality Agreement or exhibits an inability to comply to the policies and regulations set forth by the SGA Constitution and/or the SGA itself, that individual runs the risk of being impeached. For more

information regarding the SGA Impeachment Policy, please see Article III, Section D of the SGA Constitution;

5. When it comes to circumstances that require voting, each member of the General Cabinet shall have one vote;
6. Officer and Member Responsibilities
  - a. The President of the Albright College SGA shall:
    - i. Act as the official representative of the SGA in all matters;
    - ii. Act as the student representative to the Albright College Board of Trustees;
    - iii. Act as a liaison to the administration, alumni, faculty, staff, and students;
    - iv. Act as a liaison with the Executive Vice President to all Class Officers;
    - v. Act as liaison with the Vice President of Finance to all Priority One organizations (See the Albright College Student Government Association Allocations Policies and Procedures);
    - vi. Act as a liaison with the Executive Vice President to all newly founded organizations;
    - vii. Preside over Executive Cabinet, General Cabinet, Senate, and Town Hall Meetings;
    - viii. Set the agenda for all proceedings;
    - ix. Act as the primary parliamentarian during all meetings;
    - x. Hold a President and Treasurer workshop with the SGA Vice President of Finance for all organizations at the beginning of both the fall and spring semesters and, most importantly, prior to the beginning of the Allocations process. For more information regarding Allocations, please refer to the Albright College Student Government Association Allocations Policies and Procedures;
    - xi. Meet with any organization whose account has been frozen;
    - xii. Sign/authorize check request forms and fund transfers for student organizations;
    - xiii. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
    - xiv. Organize and lead a summer session planning meeting with new members of the SGA to plan for the fall semester;
    - xv. Plan the semester calendar;
  - b. The Executive Vice President of the Albright College SGA shall:
    - i. Serve as the Chief of Staff to the President;
    - ii. Assume all presidential duties, except for the authorization of funds to be withdrawn, in the absence of the President;
    - iii. Act as a liaison with the President to all Class Officers;

- iv. Act as a liaison with the President to all newly founded organizations;
  - v. Coordinate the committee selection process and inform students and committee chairs of their placement;
  - vi. Monitor committee activities and reporting said activities to the SGA;
  - vii. Assign the Members-at-Large to the outlined SGA committees as discussed with the President;
  - viii. Assign all SGA Cabinet members, except for themselves, the President, and the Vice President of Finance, to all recognized student-run organizations to serve as SGA liaisons;
  - ix. Reserve all rooms and submit all facilities requests necessary for all meetings, particularly Senate and Town Hall Meetings;
  - x. Organize team-building activities to help foster communication and solidarity amongst the SGA;
  - xi. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- c. The Vice President of Finance of the Albright College SGA shall:
- i. Recommend a budget for all allocations of SGA funds to the SGA itself and to the SGA-allocated organizations;
  - ii. Hold a President and Treasurer Workshop with the SGA President for all organizations at the beginning of both the fall and spring semesters to discuss the Allocations process. For more information regarding Allocations, please refer to the Albright College Student Government Association Allocations Policies and Procedures;
  - iii. Monitor the spending of the SGA-allocated organizations to ensure their sound financial operation;
  - iv. Work with the Corresponding Secretary to inform organizations of their account statuses, especially in the event that an organization has overdrawn on their account or their account has been frozen;
  - v. Meet with any organization whose account has been frozen;
  - vi. Pay any bills incurred by the SGA;
  - vii. Sign/authorize check requests forms and fund transfers for student organizations;
  - viii. Submit an annual SGA financial report to the Dean of Students and the Vice President of Finance and Administration of Albright College. The College reserves the right to audit any and all transactions that are funded in whole or in part by the Student Activity Fee or other funds regardless of the source;

- ix. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- d. The Recording Secretary of the Albright College SGA shall:
  - i. Keep a permanent record of the minutes of all SGA meetings and send said minutes to the SGA President for approval;
  - ii. Publish and distribute the aforementioned SGA meeting minutes to all of the SGA members and advisors prior to the next regular meeting;
  - iii. Act as a liaison to the organizations assigned to him or her by the SGA Executive Vice President;
  - iv. Keep a permanent record of the attendance of all SGA meetings;
  - v. Ensure that all organizations' paperwork is updated;
  - vi. Communicate with the Vice President of Finance and Corresponding Secretary the attendance of all SGA-allocated organizations to all mandatory SGA meetings;
  - vii. Organize the Recording Secretary filing cabinet, keeping it updated with the appropriate Organization Registration form, Constitution, Roster, etc, for each organization;
  - viii. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- e. The Corresponding Secretary of the Albright College SGA shall:
  - i. Collaborate with the Vice President of Finance to communicate with SGA-allocated organizations the results of their SGA Allocations funds requests;
  - ii. Post signs and send e-mail notices to the organizations' SGA Senators and to the SGA itself regarding all mandatory SGA meetings, particularly the President and Treasurer Workshops, the Senate Meetings, and the Town Hall Meetings;
  - iii. Write all necessary correspondence as delegated by a member of the SGA, especially the President and Vice President of Finance;
  - iv. Manage all SGA publicity campaigns, working with the Member-at-Large assigned to Publicity and Website matters;
  - v. Act as a liaison to the organizations assigned to him or her by the SGA Executive Vice President;
  - vi. Work with the Recording Secretary to communicate with those organizations whose paperwork is not updated;

- vii. Inform organizations, along with the Vice President of Finances, of the account status, particularly whether or not they have overdrawn their account and/or if their account has been frozen;
- viii. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- f. Each Member-at-Large of the Albright College SGA shall:
  - i. Act as a liaison to the organizations assigned to him or her by the SGA Executive Vice President
  - ii. Attend all regular and special SGA meetings. In the event that one of the Members-at-Large cannot attend a meeting, they must inform the Vice President of Finance and Recording Secretary of their absence 24 hours prior to scheduled meeting;
  - iii. Keep the student body informed of all actions exacted by the SGA regarding the Albright College community;
  - iv. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- g. The African-American Society (AAS) Representative shall:
  - i. Act as a liaison between the SGA and the AAS;
  - ii. Keep the SGA updated on events run by AAS;
  - iii. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- h. The Commuter Students Association (CSA) Representative shall:
  - i. Act as a liaison between the SGA and the CSA;
  - ii. Keep the SGA updated on events run by the CSA;
  - iii. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;
- i. The International Students Association (ISA) Representative shall:
  - i. Act as a liaison between the SGA and the ISA;
  - ii. Keep the SGA updated on events run by the ISA;
  - iii. Oversee the transition of all new members and officers of the Student Government Association, especially his or her successor, providing them with the most updated version of the SGA Constitution and informing them of their duties;

B. Advisors

- 1. The Advisors to the Albright College Student Government Association shall comprise the Advisory Board;

2. The SGA Advisory Board shall consist of the following:
  - a. The Dean of Students;
  - b. The Director of Student Activities;
  - c. The President of Albright College;
  - d. Any Faculty member(s) who shall be asked to advise by the SGA and the aforementioned Advisors;
3. The purpose of the advisory board shall be:
  - a. To provide a non-student perspective to any or all SGA matters;
  - b. To provide insight into the political and cultural aspects of the Albright College community;
  - c. To attend SGA meetings, both public and private, when necessary.

#### C. Elections

1. Annual student elections shall be held on campus during each spring semester in order to elect a new SGA General Cabinet;
2. The current SGA and SGA advisors shall give notification at least two weeks prior to said election;
3. Eligibility
  - a. For a student to seek office on SGA, they must meet the following requirements:
    - i. Be an undergraduate, currently enrolled at Albright College;
    - ii. Have a minimum GPA of 2.5;
    - iii. Be in good social standing as stated in the Student Code of Conduct;
    - iv. Must have presented the current SGA and its advisors with a petition outlining the above, stating their desire to run for office and why they wish to serve on SGA, and bearing the signatures of 50 students, excluding members of the senior class;
  - b. Exceptions:
    - i. For a student to run for either President or Vice President of Finance, he or she must have served on the SGA Executive Cabinet for at least one full academic year;
    - ii. In the event that none of the qualified Executive Cabinet members show interest in holding either of said positions, the ability to run for the President and Vice President of Finance positions opens to the SGA General Cabinet;
      - This General Cabinet member seeking the office of either President or Vice President of Finance must be approved by the current SGA and its advisors;
      - This General Cabinet member must have served on SGA for at least one academic year;
    - iii. In the event that no SGA General Cabinet member desires to seek the offices of either President or Vice President of Finance, upon the unanimous approval of the current SGA and its advisors, the ability to run then moves to any able-

bodied member of the Albright College student community;

4. A student serving on SGA may hold only one position per term;
5. Election Process
  - a. The students elected to serve on the SGA shall be elected based upon a majority vote of the student body;
  - b. Elections shall be conducted by secret ballot;
  - c. An eligible voter is any full-time, undergraduate Albright student who is not part of the senior class;
6. Schedule of Elections
  - a. The schedule of elections shall be as follows:
    - i. The SGA Executive Cabinet will be elected first, taking place one week prior to the elections for the Members-at-Large, Special Organization Representatives, and Class Officers;
    - ii. The elections for the Members-at-Large and Special Organization Representatives' shall take place at the beginning of the next week following the Executive Cabinet Elections;
    - iii. The elections for the Class Officers shall take place at the beginning of the next week following the elections for the Members-at-Large and Special Organization Representatives;
    - iv. Each election shall last for a total of three days;
  - b. Based upon a student's desired position, said student shall submit his or her petition to serve on SGA at least three days prior to the election associated with said position;
  - c. The SGA reserved the right to extend the deadline for notifications of upcoming elections, presentations of petitions for membership, and the taking of office. For such an extension to take effect, the proposal must be passed by a two-thirds vote of the SGA General Cabinet;
  - d. Any number of the members elected to the SGA may be recalled at any time upon the presentation of a petition to the SGA, bearing the names of at least one-third of eligible voters;
    - i. Said petition must be reviewed and approved by the SGA advisors for it to take effect;
    - ii. Any such petitioned elections must be held within two weeks of the petition's receipt.

#### D. Impeachment

1. In the event that a member of the SGA fails to adhere to and/or meet the standards and regulations set forth by the SGA Constitution and the SGA itself, the SGA reserves the right to coordinate and administer impeachment proceedings of said SGA member;
2. For an SGA member to be impeached the following must occur:



- a. The SGA President, Executive Vice President, and an advisor from the SGA Advisory Board shall meet with the individual in question to discuss the issue at hand. In the event that the person committing the offense is the SGA President and/or Executive Vice President, they will meet with the SGA Faculty Advisor, the Dean of Students, the Director of Student Activities, and the member of SGA who serves below the accused SGA member along the line of succession;
  - b. The Executive Cabinet shall meet with the SGA Advisory Board to discuss the offense. This group must propose a course of action, be it impeachment or some other means of discipline, which may only be presented to the General Cabinet for a vote if it is passed by the Executive Cabinet and the Advisory Board by a 2/3 vote;
  - c. To enforce the ruling made collectively by the SGA Executive Cabinet and the SGA Advisory Board, the General Cabinet must pass the motion by a 2/3 vote;
3. If a member of the SGA is impeached, the SGA will continue to function without that individual for the duration of the academic year until the scheduled elections towards the end of the spring semester.

#### IV. New Organization Formation

- A. The Albright College SGA recognizes the need for a variety of organizations on its campus to represent the diverse interests of the student body;
- B. Prior to becoming an officially SGA-recognized organization, eligible for full SGA Allocations, the group in question must complete the following:
  1. Submit a proposal stating the purpose and goals of the organization along with the standard executive board registration, constitution, and a most updated roster;
    - a. This paperwork must be submitted by 4:00 pm to the SGA Office on the Tuesday of Allocations week so that the Cabinet has time to review the group's proposal;
      - i. If approved, the group will be considered for Allocations; however, they will be considered under a fourth tier status and for a minimum amount, dependent upon the budget;
      - ii. Like the officially SGA-recognized organizations on campus, the preliminary groups must follow standard SGA Allocations procedures. For more information regarding Allocations, please refer to the Albright College Student Government Association Allocations Policies and Procedures;
    - b. SGA will only grant four groups the preliminary status per semester so as to allow said groups to firmly establish themselves on campus;
  2. The proposal then moves to the General Cabinet for approval to enter into preliminary status. To be approved, the Cabinet must pass the proposal by a 2/3 vote. The group, if approved, will, at this point in the process, be referred to as a 'Working Group;'

3. The 'Working Group' or Preliminary Status
  - a. The group will, if remaining in good standing, maintain its title as a Working Group for a minimum period of eleven weeks during which the group must fulfill the following requirements:
    - i. Hold free and fair elections for a complete executive board, which consists of a President, Vice President, Treasurer, Secretary, and SGA Representative. A member of SGA must be present for these elections and, if the group chooses, may aid in the election process by acting as a moderator;
    - ii. Hold regular, weekly meetings whose attendance must remain relatively constant or increasing. The Working Group shall submit a copy of its hand written attendance sheet to the SGA Recording Secretary;
    - iii. Attend all mandatory SGA-organized events including the President and Treasurer Workshops, the SGA Senate Meetings, and the SGA Town Hall Meetings;
    - iv. Provide an outline of the group's goals and how it plans to achieve said goals and to contribute to the Albright community;
    - v. Conduct a fundraiser or host an event to advertise their presence on campus;
  4. At the end of the eleven weeks, the Executive Cabinet of SGA will meet with the Working Group's Executive Board-Elect to discuss the group's progress and to further understand its aspirations;
    - a. Upon further discussion with the SGA General Cabinet, based on the group's constancy, the success of its fundraiser or event, and their potential contributions to Albright College, the SGA General Cabinet will vote on whether or not to grant the group full organization status. To do so, the General Cabinet must pass the Working Group and its constitution by a 2/3 vote;
    - b. If the Working Group is not granted SGA-recognized status, they may reapply after fulfilling the expectations set by the SGA.

V. The Albright College Student Senate

- A. The Student Senate is designed to encourage effective communication between the Student Government Organization, its recognized student-run organizations, and the Albright College student body. Anybody may attend Student Senate and Town Hall Meetings;
  1. The Albright College Student Government Association shall provide a venue for the aforementioned communication by hosting monthly meetings that any and every student may attend to express their concerns or share ideas;
  2. The SGA shall host two Senate Meetings and two Town Hall Meetings every semester
- B. Responsibilities of SGA-recognized Organizations

1. Each SGA-allocated, student-run organization shall have one representative, who will be known as the SGA Representative or SGA Senator, from their organization at every mandatory SGA event including, but not limited to, the President and Treasurer Workshops, the Senate Meetings, and the Town Hall Meetings;
2. Each Class among the elected Class Officers must also send a delegate to each SGA-organized event;
3. The SGA Senators from each organization shall attend all SGA Senate and Town Hall Meetings;
4. SGA Senators shall submit a brief written report of their respective organizations' activities on campus;
5. SGA Senators have only one unexcused absence to the mandatory, SGA-organized events per semester;
  - a. In the event that the SGA Senator fails to attend more than one of said events, the organization's account shall be frozen;
  - b. For more information regarding frozen accounts and appeals, please refer to Article V and Article VI of the Albright College Student Government Association Allocations Policies and Procedures.

VI. Amendments to Policies and Constitutions

- A. Any member of the SGA may propose an Amendment to this Constitution;
- B. An amendment may be proposed by the student body by presenting a petition bearing the signatures of 20 percent of the student body to the SGA. The proposal should then move to a student vote and must be passed by 2/3 of the student body by either electronic or written ballot;
- C. Passing an Amendment:
  1. The amendment shall first move to the SGA General Cabinet for discussion and voting. To be passed, two-thirds of the membership of the SGA must approve of the amendment for it to be passed and presented to the student body;
  2. The amendment shall be made available to every student two weeks prior to the vote;
  3. The amendment must be passed by 2/3 of the student body, by either electronic or written ballot, to ratify said amendment.