

**Allegheny Student Government**  
**BYLAWS**

Ratified: 9/12/04

**Article I Executive Branch**

Section 1 Executive Responsibilities to Senate

- A. The President and Vice-President of ASG will be sworn in and begin to serve from the last ASG senate meeting of the academic year until the last ASG senate meeting of the following academic year.
- B. The President and Vice-President of ASG must attend the regular ASG meetings. ASG Senate will have the power to summon any Cabinet member to a regular ASG Senate meeting for informational purposes.

Section 2 Cabinet

The Cabinet will include: the Treasurer, the Attorney General, Controller, Parliamentarian, Chief of Staff, and all directors and assistants. The President will appoint a cabinet to advise him/her. Appointments will be subject to 2/3 approval of ASG Senate present. Cabinet members must fulfill their duties delegated to them by both the President and these By-Laws. Cabinet members must attend at least 1 out of every 4 ASG Senate meetings. The President may call a Cabinet meeting as often as he/she deems it necessary, but must do so at least five times a semester. If just cause is present, the ASG Senate has the power to impeach any member of the Cabinet by a 2/3 vote of ASG members present.

A. Director of Educational Affairs

- 1. Will serve as the student chairperson of the Student-Faculty Curriculum Committee.
- 2. Will serve as the student liaison to the trustee committee on academic affairs.
- 3. Will assist any student who wishes to submit any proposals regarding academic curriculum matters to the Curriculum or Academic Standards Committees or to the administration.
- 4. Will be the student liaison to Faculty Council and Administration regarding academic issues.
- 5. Will serve as a voting chairperson of the ASG standing committee on Academic Affairs.

B. Director of Student Affairs

- 1. Will serve as a student liaison to the trustee committee on Student Affairs.
- 2. Will be responsible for all matters regarding college and student services, such as Residence Life, Physical Plant, etc.
- 3. Will be a voting chairperson of the ASG standing committee on Student Life.
- 4. Will organize transportation for any ASG activity during the academic year.
- 5. Will serve as a student liaison to the Campus Life Committee.
- 7. Will be responsible for the distribution of the college phone directory.

C. Assistant Director of Student Affairs

- 1. Will be responsible for the administration of the ASG van.
- 2. Will assist the Director of Student Affairs as the need may arise.

D. Treasurer

1. The Treasurer must be appointed by the ASG President with a recommendation from the outgoing Treasurer.
2. Will supervise the budgeting of ASG funds and will be a voting member of the Committee of the Budget.
3. Will submit a financial statement to ASG Senate once a semester.
4. Will administer the use of ASG funds and funds of ASG sponsored organizations.
5. Has the right to audit any ASG funded organization to determine if funds should be limited or increased. This can occur at any time.
6. Will serve as a non-voting member of the ASG standing committee on Finance.
7. Once appointed, the Treasurer will not serve as an officer of any other ASG funded organization.

#### E. Assistant Treasurer

1. Will be under the guidance of and appointed with the consent of the Treasurer and will be:
  - a. responsible for any duties that are delegated to him/her by the Treasurer.
  - b. A non-voting member of the ASG standing committee on Finance.
2. Once appointed, the Assistant Treasurer will not serve as the treasurer of any other ASG funded organization.

#### F. Controller

1. The Controller must be appointed by the ASG President with a recommendation from the outgoing controller.
2. The Controller will be a voting member of the ASG standing committee on Finance and will have the power to call a committee meeting.
3. The Controller will review and give signed approval to the financial statements before these statements are presented to ASG Senate.
4. Once appointed, the Controller will not serve as an officer of any ASG funded organization.
5. The Controller will generally oversee the usage of all ASG funds and review ASG financial records once a semester with the ASG Treasurer.

#### G. Assistant Controller

1. Will be responsible for any duties that are delegated to him/her by the Controller.
2. Will serve as an ex-officio member of the standing committee on Finance, unless the Controller is absent, in which case the Assistant Controller will be a voting member.
3. Will oversee all ASG club sports.

#### H. Director of Public Relations

1. Will keep channels of communication open between ASG and student information services
2. Will keep the college community informed of all available positions in ASG, also publicize elections, referendums, and ASG events .
3. Will keep the college community informed of ASG Senate and Cabinet activities.

#### I. Attorney General

1. Will endeavor to protect, extend, and define student rights, and will act as prosecutor for ASG whenever necessary.
2. Will act as the ASG liaison with the judicial structure of Allegheny College.
3. Will be the voting chairperson of the ASG standing committee on Rules.
4. Will review yearly in conjunction with the Rules Committee, the constitution of all ASG chartered organizations and make changes where they are deemed necessary. These changes must be approved by a majority vote of ASG Senate present at one meeting.

J. Director of Diversity Affairs

1. Will serve as a student liaison to the trustee committee on Student Affairs.
2. Will give student input on new policies dealing with diversity issues to the Administration of Allegheny College
3. Will be responsible for all matters regarding diversity issues such as establishing new programs and acting as a liaison between ASG and the Allegheny College Director of Diversity Affairs.
4. Will serve as a liaison between the various multicultural student organizations and ASG.
5. Will be a non-voting member of the ASG standing committee on Student Life.

K. Chief of Staff

1. Will oversee a secretarial office adequate for all ASG activities.
2. Will coordinate meetings of ASG Cabinet and ensure the office is running efficiently.
3. Will be responsible for the hiring of a work-study student to do all clerical duties. This includes; typing, filing and general office practice and procedure.
4. Will be responsible for recording, duplicating and distributing the minutes of ASG General Meetings to ASG Cabinet and Senate members
5. Will act as a liaison between Cabinet and the ASG President and Vice President.
6. Will perform any other duties as requested by the President.

M. Parliamentarian

1. Will assist the Vice President in conducting meetings.
2. Will be responsible for updating the ASG Constitution and By- Laws whenever necessary.
3. Will serve as a voting member of the ASG standing committee on Rules.

N. Director of Student Voting

1. Will oversee the Student Voting Committee.
2. Will be responsible for all voting procedures as outlined in these By-Laws, the ASG Constitution, and the campaign guidelines adopted by the Student Voting Committee.

O. Director of Concerts and Special Events

1. Will serve as the chairperson of the standing committee on Concerts and Special Events.
2. Will be responsible for reporting to the ASG Senate on behalf of the Concerts and Special Events Committee.

3. Will strive to collect student opinion and book concerts and special events that reflect student opinion.

P. Co-Directors

1. In the event that co-directors are appointed by the ASG President to the executive cabinet, they will be responsible for:

- a. sharing the duties and responsibilities of the cabinet position.
- b. sharing the committee membership responsibilities.

Q. Assistant Co-Directors

1. In the event that Assistant Co-Directors are appointed by the ASG President to the executive cabinet, they will be responsible for:

- a. sharing the duties and responsibilities of the cabinet position
- b. sharing the committee membership responsibilities

Section 3 Appointments to Student-Faculty, All-College, and Trustee Committees

A. During the end of second semester and beginning of first semester of each year the Vice-President of ASG will make available to all students applications for all Student-Faculty and All-College committees, with the exceptions of the Pre-Health, Pre-Law, and Graduate Studies Committees.

B. Specific committee assignments from the pool of applicants will be made by the Vice-President of ASG in consultation with his/her Cabinet, making every effort to ensure representation of many facets of student life, including (but not limited to) athletics, religious life, cultural activities, residence life, and social, service, and governance activities. These assignments are subject to 2/3 approval of the ASG Senate.

C. In the event of a vacancy, ASG will appoint a student from the list of applicants for the remainder of the original appointment.

D. No student may serve on more than one standing college committee at any given time unless specifically approved by a 2/3 majority vote of ASG Senate present.

E. The number of student members of Student-Faculty Committees at any given time unless specifically approved is to be equal to the number of faculty members (not administration). Students appointed to standing committees will be voting members.

F. Only Allegheny College students are eligible for appointment to the committees.

G. Cabinet members who are automatically student members of all- college committees will have committee terms corresponding to their office term.

H. The Vice-President of ASG will designate one student representative of each committee to:

1. serve as a central contact person for the committee.
2. keep ASG up to date on the functioning of the committee (minutes, attendance, new developments, etc.)
3. coordinate information/materials to flow among the student members.

I. Any student member of an All-College or Student-Faculty committee may be impeached by a 2/3 vote of ASG Senate present. Grounds for impeachment may include lack of attendance and/or participation on the part of the member to be impeached. Lack of attendance will be defined as two unexcused absences per semester.

## Section 4 Special Committees

### A. Committee of the Budget.

1. The Committee of the Budget will be formed at the beginning of spring semester to receive monetary requests from ASG recognized organizations for the following fiscal year. It will submit a proposed budget to Senate by the eleventh week of the spring semester.
2. The voting members of the committee will consist of the President (chairperson), President-Elect, Treasurer, Controller, and Finance Committee.
3. Budgetary Equalization Act
  - a. The Committee of the budget may not allocate or disburse more than seven percent of the total budget expenditures after revenue application, to any one Allegheny Student Government sponsored organization, or any group of such sponsored organizations applying jointly.
  - b. All groups seeking budgetary allocations must disclose all other sources of funding during the previous fiscal year, including, but not limited to; revenues, grants, awards, material gifts, and expenditures made on the groups behalf.
  - c. Membership Requirements: Each group will be required to provide a list of members, signed by each member appearing on that list. The sole purpose of this list is to provide the Budget Committee with a working idea of actual individual membership of each group.
    - i. The budget committee may opt to request that each person named on the membership list provide a signed letter stating they are a current member.
    - ii. If the budget committee deems a membership list to be inflated or otherwise falsified, they may refuse to allocate funds on this ground.
    - iii. A group which is refused funds on these grounds may appeal to the Senate.
4. Upon receiving the budget proposal, Senate may make any changes it deems necessary by a majority vote.
5. The final proposed budget must be approved by 2/3 vote of ASG Senate present at two consecutive meetings.

### B. Student Voting Committee

The Student Voting Committee will consist of the Director of Student Voting and the members of the standing committee on Rules.

## **Article II Legislative Branch**

### Section 1 Elections

- A. The Director of Student Voting will be responsible for conducting elections for ASG Senate positions.
- B. Rising Senior, Junior, and Sophomore senators and class officers will be elected in the spring semester for service during the following academic year with the first year student elections being held immediately after Fall Matriculation. Senators and class officers will be sworn in immediately after the first year student elections.

C. Representatives will be elected by an at-large, class structured model:

1. Each class shall elect senators and class officers according to the following formula:

a. Same class model, where rising classes are elected within four weeks following spring break, and freshmen are elected immediately after Freshmen Orientation.

b. Each class shall consist of four officers and six senators for a total of 40 representatives.

c. Responsibilities:

i. to sit on one of the 5 standing committees

ii. to represent the student body by seeking out student concerns and sharing those concerns with ASG.

iii. To attend and be completely prepared for all regular ASG senate meetings, ASG standing committee meetings, and all meetings of their respective classes.

iv. to volunteer time and services to ASG whenever necessary.

D. The Student Voting Committee must conduct appropriate elections for vacant seat(s) in the senate upon request of the ASG President. If at any time the total number of vacant seats in the Senate reaches four, the Student Voting Committee must conduct appropriate elections for the vacated seats within 10 (ten) days of the formal recognition of said vacancies at a meeting of the ASG Senate.

E. If fewer than four seats on Senate are vacant at any given time, the President will call upon the representatives of the respective classes to appoint permanent proxies to fill the vacancies.

1. A permanent proxy will take the ASG oath of office at their first Senate meeting.

2. Upon completion of the oath, the permanent proxy shall be considered a full member of ASG.

F. The power to resolve any ties in voting results shall be reserved for the Student Voting Committee.

G. Pre-Election Obligations

1. All recognized ASG senate candidates are obligated, in compliance with a location and time predetermined by ASG, to spend one hour meeting and talking with the Allegheny student community. To attend one ASG senate meeting prior to the election in which he/she is running.

2. Members of the Allegheny student community must be informed of all responsibilities prior to his/her nomination. All obligations and responsibilities must be provided upon each petition distributed in order to reach every Allegheny student.

H. Post Election Obligations

1. Prior to their taking office as an ASG senator, each Senator-elect must attend an orientation session held by ASG. At this session, the constitution, bylaws, financial policies and other relevant ASG materials will be distributed and reviewed in order to inform the Senator-elects of how ASG operates.

2. Each elected ASG member is responsible for actively assisting in at least one ASG sponsored/cosponsored event per year.

3. Each elected ASG member is responsible for two representation hours per month. These service hours must comply with an ASG predetermined location and time frame. The objectives of this responsibility are to discuss relevant issues with, gather ideas and input from, and obtain opinions on ASG matters from the Allegheny student community.

4. Each class must hold one class function per year to bring the respective class together.

## Section 2 Membership

A. Senators and Class Officers are required to attend all assigned committee meetings, and all ASG Senate meetings. Two unexcused absences are permitted per semester. No more than four absences of any kind are permitted per semester. No more than four absences of any kind are permitted per semester. The five standing committees will determine their own attendance requirements.

B. All representatives shall be appointed by the President of the respective class to an ASG Standing Committee with 2/3 approval of ASG Senate present.

1. All Senators and Class Officers serving on student-faculty or ASG Standing committees shall be responsible for maintaining accurate records of the proceeding of the committee meetings. Reports will be given to ASG Senate at the request of the ASG Cabinet or ASG Senate.

C. A Senator or Class Officer who must miss a meeting, may appoint anyone from his/her respective class to serve as a proxy at any specific general meeting.

D. Enforcement

1. A Vote of Removal shall be taken in the event of a violation of duties and/or responsibilities. A 2/3 vote of ASG Senate present in favor of removal will be necessary in order to remove the specific Senator or Class Officer from ASG Senate. If a Senator is removed, he/she may not be appointed as the permanent proxy for any position on Senate during that term. A vote of removal may be called in the following manners:

a. by any voting member of ASG Senate during Senate deliberations. A motion to call a vote of removal must have 2/3 of the ASG Senate present second it in order to proceed with the vote.

b. Upon recommendation by an ASG Cabinet member during ASG Senate deliberations. A 2/3 vote of ASG Senate present is needed to continue with the motion.

2. Senators and Class Officers may be subject to a Vote of Removal for the following reasons:

a. neglect of constitutionally proscribed senatorial duties and obligations; or

b. the recognition of just causes in which a set of charges must be presented by ASG Cabinet.

3. ASG Cabinet shall reserve the right of Executive Privilege to remove any Senator or Class Officer from a specific committee given just cause to do so.

## Section 3 Standing Committees

The following committees will be appointed each semester by the President and Vice President of ASG subject to 2/3 majority vote of ASG Senate: Finance, Rules, Student Life, Academic Affairs and Concert/Special Events.

A. Finance Committee

1. The Finance Committee will oversee expenditures of ASG funds and make recommendations on all proposals concerning the ASG Treasury.

2. Will be advised and assisted by both the Treasurer and the Controller, the Controller being a voting member.

3. During second semester each year the members of the finance committee will serve as voting members on the Committee of the Budget.

4. Finance Committee will consist of two (2) representatives from each class plus the Controller. The Controller will serve as the chairperson of the committee.

5. For Finance Committee to convene, it must consist of at least four (4) Senators and the Controller or Assistant Controller.

#### B. Rules Committee

1. The Rules Committee will investigate, review, and recommend proposed changes in the rules and regulations of ASG, and will review and approve constitutions of organizations seeking ASG recognition.

2. Will assist the Director of Student Voting in apportionment of ASG senators and in conducting of elections.

3. Will see that the ASG Constitution and By-Laws are abided by, and report infractions to the ASG Senate and, if appropriate, to the College Judicial Board.

4. The Rules Committee will consist of the Attorney General, the Parliamentarian, and two (2) representatives from each class. The Attorney General will serve as the chairperson of the committee.

#### C. Student Life Committee

1. The Student Life Committee will investigate, review, and recommend action concerning any matter brought to it concerning student and college services, such as Residence Life, Physical Plant, Food Services, Bookstore, etc.

2. The Student Life Committee will consist of the Director of Student Affairs and two (2) representatives from each class. The Director of Student Affairs will serve as the chairperson of the committee.

#### D. Academic Affairs Committee

1. Academic Affairs will investigate, review and recommend action concerning any matter brought to it concerning academic issues at Allegheny.

2. The committee will consist of the Director of Educational Affairs and two (2) representatives from each class. The Director of Educational Affairs will be the chairperson of the committee.

#### E. Concert and Special Events Committee

1. The Concerts and Special Events Committee will report the committee's activities when necessary to the ASG Senate. If the committee has decided to plan a concert/special event, the Director of Concerts and Special Events will announce the committee vote on that event.

2. The Concert and Special Events Committee may book a concert if the ASG President, Treasurer, and the Finance Committee approve it as being fiscally reasonable and responsible.

3. The Concert and Special Events Committee will consist of the Director of Concerts and Special Events and one representative from each class. The Director of Concerts and Special Events will serve as the chairperson.

### Section 4 Robert's Rule of Order

A. The rules contained in Robert's Rule of Order (revised) will govern ASG Senate meetings in all cases to which they are applicable, in which they are not inconsistent with the Constitution or By-Laws of Allegheny Student Government.

B. A roll call vote will be in order when a motion for a roll call vote has two affirmative votes.

### Section 5 Quorum

A. A quorum will consist of 1/2 plus 1 of all ASG Senators.



## Section 6 Senate Meetings

A. all ASG Senate meetings will be open to all Allegheny College students, excepting the 4<sup>th</sup> meeting of every month, which will be open only to ASG Senators and Cabinet members.

## **Article III Recognition of Student Organizations**

Recognition of an organization by ASG is prerequisite for the petitioning of the Committee of the Budget for funds from ASG or to use the name Allegheny College as part of an official title.

### Section 1 Chartering Procedure

A. Any organization will be recognized by ASG provided that:

1. A petition for its formation, signed by fifty (50) students of Allegheny College, is presented to the Attorney General.
2. A copy of its constitution is presented that contains:
  - a. the name of the organization
  - b. the aims and objectives of the organization
  - c. regulations relating to membership, eligibility and established quorum.
  - d. provisions for the selection of officers and a means for impeachment.
  - e. the responsibilities of the officers
  - f. detailed provisions for the exercise of financial control

Within two weeks the Rules Committee will submit copies of the proposed constitution to the ASG Senate with its recommendations for action. Recognition will require a 2/3 majority vote of ASG Senate present at 2 (two) consecutive meetings.

B. All organizations' constitutional amendments will be submitted to the ASG Rules Committee for review. The decision of the Rules Committee will be approved by the ASG Senate (by 2/3 majority vote of members present). The Attorney General will notify ASG Senate of all decisions regarding organizations' constitutional amendments.

C. The recognition of an organization may be withdrawn by a 2/3 majority vote of ASG Senate present at 2 (two) consecutive meetings.

D. Organizations budgets will be made from ASG funds in accordance with criteria agreed upon by ASG as laid down in the Financial Policies of ASG.

E. Any alleged violations of ASG recognized organizations constitutions, the ASG Constitution, ASG By-Laws, State laws and/or College policies will be reported to the College Judicial Board for investigation and disposition.

### Section 2 Requirements

A. Campus organizations will be open to all students without respect to sex, race, creed, or national origin, sexual orientation, or ability.

B. Officers of ASG recognized organizations must be students, members of the faculty, or members of the administration of Allegheny College.

C. ASG organizations are required to have a faculty or administrative advisor.

D. ASG organizations must have an officer designated as a liaison between the organization and ASG.

#### **Article IV Amendments**

##### Section 1

These By-Laws may be amended by 2/3 majority vote of ASG Senate present at 2 (two) consecutive meeting of ASG Senate.

##### Section 2

These By-Laws supersede all other By-Laws heretofore adopted by this organization, the same being hereby repealed.