



Allegheny Student Government

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Allegheny Student Government

Campus Center

Room 316

Mon-Thur 10am - 5pm

Fri 10am - 4pm

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Meetings:

Tuesdays @ 7pm

CC 301/302

Open to all guests

ASG By-Laws

Allegheny Student Government By-Laws

Last Revised: Spring 2010

Article I Legislative Branch

Section 1. Senate Meetings

A. Robert's Rule of Order

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

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

C. A quorum will consist of 50% plus 1 of all Senators.

D. All Senate meetings will be open to all Allegheny College students

Section 2. Membership Policies & Requirements

A. Attendance

1. Senators are required to attend all Senate and Committee meetings. Two unexcused absences from

Senate meetings are permitted per semester. No more than four absences, of any kind, are permitted per semester.

a. Standing committees will determine their own attendance requirements.

b. A Senator who must miss a meeting must appoint a student from his/her respective class to serve as a proxy, applicable to all general meetings and specified committee meetings.

B. Community Service

1. Senators must complete five (5) hours of approved community service per term of office.

C. Representation

1. Senators are responsible for actively assisting in at least one sponsored / cosponsored event per year.

2. Senators are responsible for two (2) representation hours each semester. These service hours must comply with a predetermined location and time frame. The objectives of this responsibility are to discuss relevant issues with, gather ideas and input from the Allegheny student community.

3. Each class must hold one class function per year, the function of which is to help to bring the respective class together.

Section 3. Elections

A. Senior, Junior, and Sophomore Senators will be sworn in during the first Senate meeting of the academic year. First-year Senators will be sworn in during the first Senate meeting following their election.

B. Senators will be elected by an at-large, class structured model.

C. If at any time the total number of vacant seats in the Senate reaches four, the Student Voting Committee must conduct an election

within 10 (ten) days of the formal recognition to fill the vacant seats.

D. If fewer than four seats on Senate are vacant at any given time, the President of the respective class will nominate permanent proxies to fill the vacancies, upon supermajority approval of the Senate.

1. A permanent proxy will take the oath of office at their first Senate meeting.
2. Upon completion of the oath, the permanent proxy shall be considered a full member of the Senate.

E. The authority to break any ties in voting results shall be reserved to the Senate upon recommendation by the Student Voting Committee.

F. Pre-Election Obligations

1. All recognized Senate candidates are obligated to spend one hour meeting and talking with the Allegheny student community and to make a good faith effort to attend one Senate meeting prior to the election. These efforts will be determined by Senate upon recommendation of the Student Voting Committee.

G. Post-Election Obligations

1. Prior to their taking office as a Senator, each Senator-Elect must attend an orientation session. At this session, the Constitution, By-Laws, and other relevant materials will be distributed and reviewed in order to inform the Senator-Elect on how the organization operates.

Section 4. Standing Committees

A. The following committees will stand each academic year: Finance, Rules, Student Life, Public Relations, and Concert & Special Events.

B. For all committees to conduct official business, a quorum is required.

C. Committees

1. Finance Committee

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

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

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

c. During second semester each year, the members of the Finance Committee will serve as voting members on the Special Committee of the Budget.

2. Rules Committee

a. The Rules Committee will investigate, review, and recommend proposed changes in the rules and regulations, and will review and approve proposed or amended constitutions of recognized organizations.

b. Will, under the direction of the Director of Student Voting, review all aspects of elections, including but not limited to: review of election procedures, ensuring candidates have fulfilled their pre-election requirements, and verification of election results.

c. Will see that the Constitution and By-Laws are abided by, and report infractions to the Senate.

d. Will have the authority to resolve any conflict over interpretation of the Constitution

and/or By-Laws, with approval of a majority of the Senate.

e. 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.

i. The Attorney General and Parliamentarian will be voting members of the committee.

3. Student Life Committee

a. The Student Life Committee will investigate, review, and recommend action concerning any matter brought to it concerning students. This includes but is not limited to colleges services provided through the student affairs division of the college.

b. The Student Life Committee will consist of the Director of Student Affairs, Director of Educational Affairs, and three (3) representatives from each class. The Director of Student Affairs will serve as the chairperson of the committee.

4. Concert and Special Events Committee

a. The Concerts and Special Events Committee will review and recommend ideas for concerts and/or special events to bring to campus.

i. The Committee may propose a concert and/or special event to Senate only after the President, Treasurer, and the Finance Committee approve it as being fiscally reasonable and responsible.

ii. If an event is found fiscally reasonable and

responsible, the Committee will bring it to Senate for a vote. If approved, the Committee may schedule the concert and/or special event

b. The Concert and Special Events Committee will consist of the Director of Concerts and Special Events and one (1) representative from each class. The Director of Concerts and Special Events will serve as the chairperson.

5. Public Relations Committee

a. The Public Relations Committee shall endeavor to seek out student body opinion, especially in regard to organization's image and report findings to the Senate.

b. The Public Relations Committee shall publicize all sponsored events to the fullest measure possible.

c. The Public Relations Committee shall consist of the Director of Public Relations and two (2) representatives from each class. The Director of Public Relations shall serve as the chairperson of the Committee.

Section 5. Special Committees

A. Committee of the Budget

1. The Committee of the Budget will be formed at the end of spring semester to review monetary requests from recognized organizations for the following fiscal year. It will create and 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), Vice President, President-Elect, Vice

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 organization or any group of such sponsored organizations applying jointly.

4. 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.

5. Each group requesting funding will be required to provide a list of members. The committee may also request a signed membership roster, verifying the members are active.

a. The committee may also opt to request that each person named on the membership list provide a signed letter stating they are a current member.

b. If the committee deems a membership list to be inflated or otherwise falsified, they may refuse to allocate funds on this ground.

6. Upon receiving the budget proposal, the Senate may make any changes it deems necessary by a majority vote.

7. The proposed budget must be presented before Senate no later than the second Tuesday following the hearings. The final proposed budget must be approved by supermajority vote of Senate present at two consecutive meetings.

8. An organization that wishes to petition the proposed budget may do

so in accordance with the following procedure.

- a. File a grievance in writing with the Controller within 48 hours of receiving the proposed budget. If this deadline is met, a meeting of the Committee of the Budget and persons presenting the grievance will be held to review the complaint.
- b. This meeting will be held within a week after the hearings. The Committee will present reasons as to the allotted budget and any concerned persons can present their case.
- c. At any point and time, students can appeal to the Senate, with or without having exercised the above ability.

B. Student Voting Committee

1. The Student Voting Committee will consist of the Director of Student Voting and the members of the Standing Committee on Rules.
 - a. The Director of Student Voting will serve as a voting member.
2. The Committee shall review all aspect of elections, including but not limited to: review of election procedures, ensuring candidates have fulfilled their pre-election requirements, and verification of election results.

Article II Executive Branch

Section 1. Executive

- A. The President and Vice President will be sworn in and begin to serve from the last Senate meeting of the academic year in which they were elected, until the last Senate meeting of the following academic year.
- B. The President and Vice President must attend the Senate meetings.
- C. The Senate will have the power to summon any Executive or their appointees to

disclose information regarding the organization.

Section 2. Cabinet

A. The President and Vice President will appoint a cabinet for advisory and administrative purposes. Cabinet members must fulfill their duties delegated to them by both the Executives and these By-Laws. Cabinet members are required to attend all assigned committee meetings and all Senate meetings. Two unexcused absences are permitted per semester. No more than four absences, of any kind, are allowed in a semester. Cabinet members must also complete five (5) hours of approved community service per term of office. The President may call a Cabinet meeting as often as he/she deems necessary.

B. The Cabinet shall include:

1. Chief of Staff
2. Attorney General
3. Director of Student Affairs
4. Treasurer
5. Controller
6. Secretary / Office Manager
7. Director of Public Relations
8. Director of Student Voting
9. Director of Concerts & Special Events
10. Director of Educational Affairs
11. Parliamentarian
12. Director of Student Organization Services
13. Director of Sustainability and Environmental Affairs
14. Any additional Cabinet offices or assistantships to Cabinet shall be created at the discretion of the Executives.

C. Duties of the Cabinet

1. Chief of Staff

- a. Will serve as the general assistant to the Executives and as liaison between the Executives and Cabinet.
- b. Will assist in all Cabinet functions, when and where necessary.
- c. Will oversee Cabinet members and ensure they are fulfilling their duties.
- d. Will coordinate meetings of Cabinet and ensure the office is running efficiently.
- e. Will assist in student-faculty committee appointments.
- f. Will be responsible for the hiring of any work-study student the organization employs.

2. Attorney General

- a. Will endeavor to protect, extend, and define student rights, and will act as chief counsel, prosecutor and defense for the organization whenever necessary.
- b. Will act as the liaison with the judicial structure, namely the Academic Integrity Board and the Community Standards Board.
- c. Will be the chairperson and voting member of the standing committee on Rules.
- d. Will review yearly, in conjunction with the Rules Committee, the constitution of all recognized organizations and make changes where necessary. These changes must be approved by a majority vote of Senate present at one meeting.

3. Director of Student Affairs

- a. Will be responsible for all matters regarding student concerns, including but not

limited to the College's student affairs division.

b. Will be the chairperson and a voting member of the standing committee on Student Life.

c. Will serve as a student liaison to the Campus Life Committee.

d. Will serve as a student liaison to the Trustee committee on Student Affairs.

e. Will assist in student-faculty committee appointments.

f. Will be responsible for all related student services not dispensed by other Cabinet members, including but not limited to: oversight of the organization vehicle(s) and the coordination and distribution of the college directory.

4. Treasurer

a. Will supervise and administer the use and budgeting of any and all funds.

b. Will serve as a member of the standing committee on Finance, as well as act as a voting member of the special committee of the Budget.

c. Will submit a financial statement to Senate once a semester.

d. Has the right to audit any funded organization

i. This will be used to determine if funds should be limited or increased.

ii. This can occur at any time.

e. Once appointed, the Treasurer will not serve as a financial officer of any other funded organization.

5. Controller

- a. The Controller will be the chairperson and a voting member of the standing committee on Finance.
- b. The Controller will review and give signed approval of the financial statements before these statements are presented to Senate.
- c. Once appointed, the Controller will not serve as a financial officer of any funded organization.
- d. The Controller will assist the Treasurer in overseeing the usage of all funds and review the financial records once a semester.

6. Secretary/Office Manager

- a. Will be the official organization scribe and will maintain all secretarial duties for the organization.
 - i. Will be responsible for recording, duplication, and distributing the minutes of Senate meetings.
- b. Will oversee the office, including but not limited to the cleanliness, and the ordering of supplies and resources.

7. Director of Public Relations

- a. Will serve as the chairperson of the standing committee on Public Relations.
- b. Will keep channels of communication open between the student government and the College
 - i. Will serve as the liaison to The Campus, WARC, & ACTV
 - ii. Will serve as the liaison to the Office of Public Affairs.

c. Will keep the College community informed of Senate and Cabinet activities.

d. Will keep the College community informed of all available positions in organization and publicize elections, referendums, and events.

e. Will assist in updating the website whenever necessary.

8. Director of Student Voting

a. Will oversee all aspects of elections and be the chairperson of the Student Voting Committee.

b. Will be responsible for ensuring voting procedures, as outlined in these By-Laws, the Constitution, and the campaign guidelines, are followed.

c. Will endeavor to improve student participation in elections.

9. Director of Concerts and Special Events

a. Will serve as the chairperson of the standing committee on Concerts and Special Events.

b. Will be responsible for reporting to the Senate on behalf of the Concerts and Special Events Committee.

c. Will strive to collect student opinion and organize concerts and special events that reflect student opinion.

10. Director of Educational Affairs

a. Will serve as a liaison to the Student-Faculty Committee on Curriculum and Academic Standards and Awards.

b. Will serve as the student liaison to the Trustee committee on Academic Affairs.

c. Will assist any student who wishes to submit proposals regarding academic curriculum matters to the Curriculum or Academic Standards and Awards Committees.

d. Will be the student liaison to Faculty Council and Administration regarding academic issues.

e. Will assist in student-faculty committee appointments.

11. Parliamentarian

a. Will advise the Vice President in conducting meetings in accordance with Roberts Rules of Order.

b. Will advise the Rules Committee in updating and maintaining the Constitution and By-Laws whenever necessary.

c. Will serve as a voting member of the standing committee on Rules.

12. Director of Student Organization Services

a. Will be responsible for management of student organization information.

b. Will serve as the liaison to the Office of Student Involvement for matters regarding organization services and advising.

c. Will be responsible for all student organization services not dispensed by other Cabinet members.

d. Will serve as a non-voting member of the standing committee on Rules.

13. Director of Sustainability and Environmental Affairs

- a. Will assemble an Environmental Task Force comprised of five or more persons currently enrolled in Allegheny College.
 - i. The Environmental Task Force is responsible for assisting the Director of Sustainability and Environmental Affairs in organizing any initiatives or programming that aim to increase the environmental sustainability or consciousness of Allegheny College and the surrounding Meadville community.
- b. Will serve as the liaison between ASG and different environmentally minded organizations, groups, and individuals on campus to facilitate coherent programming, including organizing events into themed weeks and avoiding uncoordinated duplication of efforts.
- c. Will hold meetings with the campus sustainability coordinator and other administrative faculty as necessary to determine suitable projects and guide institutional environmental policy.
- d. Will facilitate and strive to expand the recycling program at campus sporting events, utilizing the guidance of the Program Manual.
 - i. Locations shall include, but are not limited to, events at the Wise Center and Robertson Field Complex that serve concessions.

Article III Ex-Officio Members

Section 1. Ex-Officio Members

A. The President and Vice President will accept Ex-Officio members for advisory purposes. Ex-Officio members will be appointed by the campus interest for which they represent, with subsequent Senate approval. Ex-Officio members are required to attend all assigned committee meetings and all Senate meetings. Two unexcused absences are permitted per semester. No more than four absences, of any kind, are allowed in a semester. Ex-Officio members may be removed from their position should their duties go unfulfilled.

B. Ex-Officio member for Gator Activities Programming (GAP)

1. Will represent the interests and needs of Gator Activities Programming.
2. Will serve as an advisor to the Director of Concerts and Special Events on campus-wide programming related affairs.
3. Will be a non-voting member of the Concerts and Special Events Committee.

C. Ex-Officio member / Liaison for Inter-Fraternity Council (IFC)

1. Will represent the interests and needs of the Inter-Fraternity Council and its member organizations.
2. Will serve as an advisor to the Director of Student Affairs on student life related affairs.
3. Will be a non-voting member of the Student Life Committee.

D. Ex-Officio member / Liaison for Panhellenic Council (Panhel)

1. Will represent the interests and needs of the Panhellenic Council and its member organizations.
2. Will serve as an advisor to the Director of Student Affairs on student life related affairs.

3. Will be a non-voting member of the Student Life Committee.

E. Ex-Officio member / Liaison for Student Athletic Advisory Committee (SAAC)

1. Will represent the interests and needs of the Student Athletic Advisory Committee and its member organizations.

2. Will serve as an advisor to the Director of Student Affairs on student life related affairs.

3. Will be a non-voting member of the Student Life Committee.

Article IV Student-Faculty and All-College Committees

Section 1. Duties

A. Members shall serve as representatives of the students.

B. Members will keep ASG up to date on the functioning of the committee.

Section 2. Appointments

A. During the end of second semester, the Vice President will make available to all students applications for all Student-Faculty and All-College committees.

B. Specific committee nominations will be made by the Vice President, in consultation with designated Cabinet members, making every effort to ensure representation of the many facets of student life. These nominations are subject to supermajority approval of the Senate.

Section 3. Requirements and Restrictions

A. Only Allegheny College students are eligible for appointment to the student seats of these committees.

B. Any student member of an All-College or Student-Faculty committee may be impeached by a supermajority vote of Senate present. Grounds for impeachment may include lack of attendance and/or participation on the part of the member.

1. Lack of attendance will be defined as two unexcused absences per semester.

C. In the event of a vacancy, the Vice President will nominate a student based on recommendations by the Senate and Cabinet. These nominations are subject to supermajority approval of the Senate.

Article V Recognition of Student Organizations

Section 1. Recognition & Status

A. All student organizations are encouraged to seek recognition

1. Recognition of an organization is prerequisite for the petitioning of the Special Committee on the Budget for an annual budget.

2. Recognition of a student organization is prerequisite to use the name Allegheny College as part of an official title.

B. Chartering Procedure

1. Any organization will be recognized provided that:

a. A petition for its formation, signed by fifty (50) students of Allegheny College, is presented to the Attorney General.

b. A copy of its constitution is presented that contains:

i. The name of the organization.

ii. The aims and objectives of the organization.

iii. Regulations relating to membership, eligibility including a promise of non-discrimination

iv. Establish quorum as needed to conduct official business.

v. Provisions for the selection of officers and a means for impeachment.

vi. Organizations must hold officer elections prior to the month of April.

vii. The responsibilities of the officers.

viii. Detailed provisions for the exercise of financial control.

ix. Designated officer as official liaison between organization and ASG.

c. Within two weeks the standing committee on Rules will submit copies of the proposed constitution to the Senate with its recommendations for action. Recognition will require a supermajority vote of Senate present at two (2) consecutive meetings.

2. All organizations constitutional amendments will be submitted to the standing committee on Rules for review. The proposed amendments will be submitted to Senate with the recommendation of the Rules Committee. The Senate must approve the amendment by supermajority vote of members.

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

4. Organizations budgets will be formed in accordance with financial policies.

5. Any alleged violation by recognized organizations in regard to their constitution, the ASG Constitution and ASG By-Laws will be reported to the Attorney General. The Senate holds the right to withdraw recognition of the organization if the infraction is sufficient enough to warrant such action.

6. Any alleged violations by recognized organizations in regard to State laws/regulations and/or College policies will be reported to the Office of

Student Activities. The Office of Student Activities reserves the right to withdraw recognition of the organization if the infraction is sufficient enough to warrant such action.

Section 2. Requirements

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

1. Exclusion based on immutable characteristics is defined as discrimination.

B. Officers of recognized organizations must be members of Allegheny College community.

C. Organizations are required to have a faculty or administrative staff advisor.

D. Each organization is responsible for notifying ASG of their newly elected officers.

Article VI Other Policies

Section 1. All other organization policies will be attached as appendices to these By-Laws.

Section 2. Policies will be reviewed at the beginning of each academic year by the committee with jurisdiction over given policy area.

Section 3. All policy changes must be approved by a majority vote of the Senate, upon recommendation by the committee with jurisdiction.

Article VII Amendments

Section 1. These By-Laws may be amended by a supermajority vote of the Senate present at two (2) consecutive meeting of Senate.

Section 2. These By-Laws supersede all other By-Laws heretofore adopted by this organization, the same being hereby repealed.