**Chamberlain College of Nursing Student Government Constitution**

# Article I. NAME AND PURPOSE

# Section I OFFICIAL NAME OF THE ORGANIZATION

# The name of this organization shall be the Chamberlain College of Nursing Student Government Association.

# Section II MISSION OF THE ORGANIZATION

# The mission of the Chamberlain College of Nursing Student Government Association is to represent the student body; to educate and enlist students in serving the community; to promote and preserve health; to motivate and maintain compassion for all; and to act as a liaison between students and college administration.

# Section III AMENDMENTS

Amendments to this constitution may be proposed in writing and ratified by a 2/3 vote of the full senate.

# Article II ORGANIZATION

Section I EXECUTIVE CABINET

The Executive Cabinet of the SGA shall consist of the Student Body President, at least one Executive Vice President, Treasurer, Secretary and staff advisor (s) who shall serve as an ex-officio member. The Cabinet shall be chaired by the Student Body President and shall meet at least once a month.

Section IISERVICE COMMITTEE

The Service Committee of the SGA shall consist of the Executive Vice President, at least 3 other SGA members, and the Student Body President and a staff advisor (s) that will serve as ex-officio members. The Service Committee shall be chaired by the Executive Vice President. The committee shall meet at least twice a month.

Section IIIAPPROPRIATIONS COMMITTEE

The Appropriations Committee of the SGA shall consist of the Treasurer, at least 3 other SGA members, and the Student Body President, Executive Vice President and staff advisor (s) will serve as ex-officio members. The Appropriations Committee shall be chaired by the Treasurer. The committee shall meet at least twice a month.

Section V AD HOC COMMITTEES

The Executive Vice President has the power to call for the creation of Ad Hoc committees. These committees will exist on an as needed basis and their necessity will be reviewed at the end of each academic semester by the Executive Cabinet. Membership on these committees will also be determined by the Executive Cabinet.

Section V VOTING

All members of each branch shall enjoy voting rights in their respective meetings. Each member has one vote. There shall be no proxy or absentee voting.

# Article III THE STUDENT ASSEMBLY

Section I The Student Assembly shall be composed of all the members of the Chamberlain College of Nursing Student Body.

Section II The Student Assembly shall act as a forum for discussion of issues of interest to the Chamberlain College of Nursing Community. It shall possess legislative powers through which it may pass resolutions.

Section III The Student Assembly shall meet regularly as determined by each campus or a petition calling for such a meeting presented to the Executive Cabinet bearing the valid signatures of at least 20% of enrolled students.

Section IV Attendance is mandatory for all members of the Executive Cabinet, and optional for all other students.

Section V All students in attendance shall have voting privileges and enjoy the privilege of the floor.

Article IV **THE EXECUTIVE CABINET**

Section I STUDENT BODY PRESIDENT

The student Body President shall have the following responsibilities:

A. Serves as member of the Executive Cabinet.

B. Shall act as the official liaison to College Administration for the SGA.

C. Will chair all meetings of the Executive Cabinet, as well as have tie-breaking voting status, unless he/she is absent or delegates that role to another member.

D. Act as ex officio member of all SGA committees.

E. Manage the overall policy and operational direction of the SGA.

F. The Student Body President must hold “State of the Government Addresses” once a year.

G. In case of vacant seats after fall elections or if a need is warranted, the Student Body Presidents shall have power to appoint. All appointee’s will have to be confirmed by a 2/3 in –favor votes.

H. Shall hold a meeting with the Advisor (s).

I. Serves as the chairman of the Signature Project Committee

J. The job requirements for the Student Body President are the following:

* A GPA of at least 3.0, and support good academic and disciplinary standing.

Section II EXECUTIVE VICE PRESIDENT(S)

The Executive Vice President(s) shall have the following responsibilities:

A. Serves as a member of the Executive Cabinet.

B. The Executive Vice President(s) of the Student Body shall assume the duties of the Student Body President when he/she is unable to perform his/her duties.

C. Serves as Chairman of all SGA meetings

D. Serves as Chairman of the Service Committee.

E. Act as ex officio member of all SGA committees.

F. The Vice President(s) of the Student Body will support other Executive Cabinet Members with their duties.

G. Shall hold a joint meeting with the Advisor (s).

H. The job requirements for the Executive Vice President are the following:

* A GPA of at least 3.0, and support good academic and disciplinary standing.

Section III TREASURER

The Treasurer shall have the following responsibilities:

A. Serves as a member of the Executive Cabinet.

B. Shall be responsible for the financial affairs of the SGA.

C. Shall supervise the SGA’s financial structure, planning and operations.

D. Serves as Chairman of the Appropriations Committee.

E. Shall hold a joint meeting with the Advisor (s).

F. The job requirements for the Treasurer are the following:

* A GPA of at least 2.75, and support good academic and disciplinary standing.

Section IV SECRETARY

The Treasurer shall have the following responsibilities:

A. Serves as a member of the Executive Cabinet.

B. Maintain voting and attendance records, policy documentation, and other related records of the SGA.

C. Record and maintains minutes of all Executive Cabinet meetings.

D. Act as a liaison for all SGA internal communications.

E. Shall hold a joint meeting with the Advisor (s).

F. The job requirements for the Secretary are the following:

* A GPA of at least 2.75, and support good academic and disciplinary standing

Article V **ADVISORS**

Section I               Role of Advisor(s)

1. Advisor (s) add to the continuity of the SGA organizations by making sure that successive officers of the organization understand the responsibility they share as leaders, as well as explaining to the officers the rules and policies established for student organizations
2. Advisor(s) also serve as an impartial party when necessary

Section II             Duties of Advisor(s)

1. To be aware of and have an understanding of Chamberlain Rules and regulations and Student Government Association rules and policies
2. To attend meetings of the organizations: Executive, general, etc.
3. To be available to the officers of the organization on a regular basis for consultation and to hold students accountable (ex. budget, transition, operations, leadership, etc.)

Section III            Selection and removal of Advisor(s)

1. Advisor(s) will be appointed by the Campus Dean
2. In the event that there is not a Campus Dean then the Assistant Campus Deans will be able to appoint Advisors
3. There is no limit to the number of advisors that can be appointed to the Student Government Association
4. The Campus Dean also retains the power to remove an advisor

**Article VI MEETING STRUCTURE**

Section I Executive Cabinet Meetings

1. Will be conducted at least once a month.
2. Meetings may be called by for by the President or a majority of the Executive Cabinet.
3. These meetings will be chaired by the Vice-President(s).
4. Minutes will be taken and whether these meeting are open to the public shall be decided by each campus’ Executive Cabinet.
5. At least one Executive Cabinet Meeting will be held prior to a Student Assembly Meeting.
6. The purpose is to develop the agenda for the Student Assembly meeting and serve as a progress check on standing committees.

Section II Student Assembly Meetings

1. Will be conducted regularly as determined by each campus.
2. Time and location of these meetings will be made available at least two weeks in advance unless an emergency meetings is called.
3. An emergency meeting may be called if just cause is presented and approved by the entire Executive Cabinet and at least 1 advisor.
4. Meetings will be governed by Roberts Rules of Order.
5. Order of meetings will be as follows:
   1. Roll will be taken via sign in sheet
   2. Approval of previous Student Assembly Minutes
   3. Distribution of Exec Cabinet Minutes
   4. Officer Reports beginning with Secretary
   5. Committee Reports
   6. Open Discussion
   7. Old Business
   8. New Business
      1. Will always include setting date for next meeting
      2. Motions & Amendments must be submitted in writing
   9. Announcements

Article VII **TOWN HALL MEETINGS**

1. Town Hall Meetings will take place once a semester.
2. At least two members of the SGA Executive Cabinet will be present at all Chamberlain Campus Town Hall Meetings.
3. The President will present a report at the Student Assembly providing information about upcoming SGA projects, events, goals and plans. This report must be submitted to the SGA Advisor(s) 48 hours in advance for approval before being presented.
4. If the President is unable to attend the Vice President(s) will deliver the report. If the VP is unable to attend then the Secretary will present the SGA report.

Article VIII **REMOVAL OF APPOINTED INDIVIDUALS**

Section I Student members of the Executive Cabinet shall be declared on probation following two unexcused absences in a semester from any meeting at which attendance is required. Following two absences, the Secretary shall inform the member in writing that if the member misses another scheduled meeting that semester, the seat shall be declared vacant.

Section II This article shall be valid only at non-emergency meetings.

Section III All removals are subject to an appeal to the Campus Dean.

Article VI **DISSOLUTION OF THE CONSTITUTION**

Section I Any student may initiate a petition calling for the dissolution of the SGA. In the event that the petition is signed by 30% of enrolled students, an all-campus referendum must be held within ten days.

Section II Should a majority of those voting approve the referendum, the current members of the SGA shall retain their positions and powers granted by this Constitution until a new Constitution is drafted and approved by a majority of enrolled students.

Section III The new form of government must be in place by the end of the term in which the constitution has been dissolved.

Section IV The current SGA shall be responsible only for overseeing the vote on the referendum. The person(s) who present the petition for dissolution is/are responsible for presenting the SGA with a draft of a new Constitution.

Section V Upon the approval of a new Constitution, all SGA members and student representatives to campus committees appointed by the SGA are removed from their positions.

Article IX **AMENDMENTS**

Section I Amendments to this Constitution may be proposed by one of the following procedures:

A. A petition presented to the Executive Cabinet bearing the valid signatures of at least 15% of enrolled students.

B. A recommendation by 2/3 of the membership of the Executive Cabinet.

Section II Amendments shall be reviewed by the Executive Cabinet to ensure procedural commission before being placed on a ballot.

Section III A majority of those voting is required to pass the amendment.

### Article X ELECTIONS

Section I This election code shall govern all elections for all elected offices within the Chamberlain College of Nursing Student Government Association.

Section II Campus-wide offices -- Any person classified as being enrolled by the College Registrar and who has the required GPA will be eligible for the following offices: Student Body President, Executive Vice-President, Treasurer, and Secretary.

Section III Additional restrictions applying to all offices governed by this document:

A. No person may seek candidacy to and/or hold more than one position at one time.

B. Candidates must file a written notice of intent to seek office with the SGA Advisor.

C. Candidates wishing to withdraw from candidacy after filing may do so by informing an SGA Advisor.

Section IV Elections will be held once a year. Special Elections may be called by the Executive Cabinet to fill vacant offices.

Section V No seat will be filled with less than two months left in the academic year.

Article XI **RIGHT TO VOTE**

Section I All registered students shall be eligible to vote for these offices.

Article XII **CAMPAIGNING**

Section I Campaigning shall be defined as:

A. The distribution and/or publication of any type of written, printed, or drawn material.

B. Any formal discussions, debates, speeches, or advertising by any candidate.

Section II Timing

A. Campaigning cannot begin until after the deadline for filing has passed.

B. Campaigning must end at midnight of the day prior to the elections; all posters must be taken down by this time.

Section III Spending

A. No more than $75 may be spent on any campaign. These funds will not be reimbursed by the College or the SGA and are the sole responsibility of the candidates.

B. An accurate report of all campaign spending must be submitted to an SGA Advisor by noon on .

Section IV Responsibility

A. Candidates shall be responsible for all activities relating to their campaign.

B. All building regulations (especially with respect to campaign material) shall be observed by the candidates.

C. Candidates shall not damage or deface others’ campaign material.

D. No statements shall be made by candidates, verbal or nonverbal, that grossly distort statements, proposals, or actions made by themselves, another candidate, or other students. Candidates will be held responsible for the accuracy and truthfulness of their statements. Violations of this rule constitute grounds for disqualification from seeking office.

Article XIII **BALLOTING**

Section I Deadlines for inclusion on the ballot.

A. An opening date for candidate filing, not less than ten (10) class days prior to the , shall be set by the SGA Advisor.

B. A closing date for candidate filing, not less than three (3) class days prior to the , shall be set by the SGA Advisor.

Section II Contents of the ballot - the ballot shall contain the following items:

A. The words “Official Ballot”

B. The classification (general, special, delayed run-off, etc.), season, and year of the election.

C. Instructions for using the ballot.

D. The names of all candidates who have filed with the SGA Advisor grouped by the office which they seek.

E. Names shall be listed in a random order as determined by the SGA Advisor blindly choosing names.

F. A write-in provision for each seat that is up for election (not applicable in delayed run-off elections).

Section III Methods of Balloting

1. Balloting may be conducted through the use of paper ballots. The process of paper balloting is governed by sections IV through VII of Article X
2. Balloting may also be conducted through the use of electronic ballots. The process for electronic balloting will be governed by Section IX.
3. The Executive Cabinet with the approval of the SGA Advisor (s) will select which balloting method is to be used for the given election.
4. Only one form of balloting may be used per election. A hybrid system of both electronic and paper balloting is not an acceptable option.

Section IV Absentee Ballots --absentee ballots containing the names of the candidates for which the voter wishes to elect shall be received and secured until the time of vote tabulation by any members of the SGA Advisor for students who will not be present on.

Section V Printing and Storage of the Ballots Prior to -- the paper ballots shall be printed and then stored under the supervision of the SGA Advisor until.

Section VI The official ballot box must have the following attributes:

A. The ballot box shall be large enough to hold the ballots of 100 percent of the eligible voters.

B. The ballot box must be sealable so as to unquestionably secure ballots within it.

Section VII The ballot box shall be securely sealed by the SGA Advisor prior to the opening of the polls. The seal on the ballot box shall not be broken except by the SGA Advisor after the polls have closed -- at such time ballot tabulation is to immediately begin.

Section VIII The Polling Place: Executive Cabinet Elections

A. Hours of operation -- the polling place shall be open for at least eight (8) hours on Election Day.

B. Supervision -- the polling place shall be supervised at all times by at least two persons who are not directly involved in the election.

Section XIV Electronic Voting

1. The ballot will be made available online for at least 48 hours.
2. Absentee balloting will not be made available if the electronic voting method is selected for the election process.
3. A link to the online ballot will be placed on the student portal and at least one reminder email will be sent to the student body.
4. A third party will conduct the vote and be responsible for monitoring the election.

Article XV **Tabulation**

Section I Vote Tabulation

A. Paper ballot -- tabulation of paper ballots shall be done under the direct supervision of the EPC.

B. Absentee ballots -- absentee ballots shall be counted and tabulated with the rest of the ballots at this time.

C. Observers -- candidates are required to have an observer at the tabulation proceedings.

D. If electronic voting is used to conduct the election, then votes shall be tabulated by the Third Party conducting the online vote and sub points A, B, and C will be null and void.

Section II Declaring a Winner in Executive Cabinet Elections

1. For the purposes of this section: (1) a candidate shall be deemed “continuing” if the candidate has not been eliminated; (2) a ballot shall be deemed “continuing” if it is not exhausted; and (3) a ballot shall be deemed “exhausted,” and not counted in further stages of the tabulation, if all of the choices have been eliminated or there are no more choices indicated on the ballot. If a ranked-choice ballot gives equal rank to two or more candidates, the ballot shall be declared exhausted when such multiple rankings are reached. If a voter casts a ranked-choice ballot but skips a rank, the voter’s vote shall be transferred to that voter’s next ranked choice.
2. The Executive Cabinet members shall be elected using a ranked-choice, or “instant runoff,” ballot. The ballot shall allow voters to rank a number of choices in order of preference equal to the total number of candidates for each office provided. The ballot shall in no way interfere with a voter’s ability to cast a vote for a write-in candidate.
3. If a candidate receives a majority of the first choice votes, that candidate shall be declared elected. If no candidate receives a majority, the candidate who received the fewest first choice votes shall be eliminated and each vote cast for that candidate shall be transferred to the next-ranked candidate on that voter’s ballot. If, after this transfer of votes, any candidate has a majority of the votes from the continuing ballots, that candidate shall be declared elected.
4. If no candidate receives a majority of votes from the continuing ballots after a candidate has been eliminated and his or her votes have been transferred to the next-ranked candidate, the continuing candidate with the fewest votes from the continuing ballots shall be eliminated. All votes cast for that candidate shall be transferred to the next-ranked continuing candidate on each voter’s ballot. This process of eliminating candidates and transferring their votes to the next-ranked continuing candidates shall be repeated until a candidate receives a majority of the votes from the continuing ballots. That candidate shall be declared elected.
5. If the margin between the candidate with a majority of votes and the candidate with the next highest number of votes is less than one percent a runoff election will be held according to Section X.

Section III Delayed Run-Off Election

A. Necessity -- a delayed run-off shall be necessary whenever winners cannot be determined as described in Sections 10 and 11.

B. Timing -- a delayed run-off election shall be called for not less than three (3) class days and not more than ten (10) class days after the original election.

C. Eligibility -- the top two recipients of votes shall be in the delayed run-off election; or the top three should the third candidate’s total be less than a % from the second’s.

D. Write-in -- only votes for the delayed run-off candidates will be considered valid -- no write-in votes allowed.

Section IV Void Ballots -- Votes on any individual ballot for an individual office shall be considered void if:

1. The voting mark is unclear.
2. The vote is cast for an ineligible candidate.
3. If the voter casts a vote for more than one candidate for the same position.

Article XVI. **CANDIDATE FORUM**

Section I The SGA shall conduct an open forum where all candidates shall be invited to discuss views and answer questions in an organized manner before.

Article XVII. **CANDIDATE INFORMATION SHEET**

Section I The SGA shall publish and distribute information submitted by the candidates. The SGA Advisor (s) shall determine the length of said summaries.