

Adrian College Student Government Association Constitution

Preamble

We, the students of Adrian College, recognize the importance of participatory democracy whose purpose shall be to communicate and advocate student concerns. Therefore, we establish the Adrian College Student Government Association.

Article I: Organization Name

The name of the organization shall be the “Student Government Association” (SGA).

Article II: Duties and Responsibilities

The Student Government Association shall have the duty, responsibility and privilege:

- a. To determine its own rules and procedures,
- b. To set campus wide student policies as defined in the by-laws of this Constitution,
- c. To provide a common forum for the presentation of student ideals and aspirations to the College,
- d. To serve as the legitimate channel of communication of student opinion to the Adrian College’s Faculty and Administration,
- e. To appoint student representatives to the Board of Trustees and to College committees and boards,
- f. To provide collaboration between and among student organizations, and
- g. To coordinate and advise on any matter concerning the planning and execution of student goals, activities, and aspirations.

Article III: Membership

Section 1

The student body membership shall consist of the students enrolled in Adrian College.

Section 2

The student body will be represented by a Senate, which shall consist of Student Government Association delegates and officers.

Section 3

Apportionment and criteria of delegates

- a. The apportionment shall be:
 1. One (1) Senator per fifty (50) students residing in a residence hall, with all fractions being rounded up.
 2. One (1) senator per Greek social organization.
 3. One (1) Senator per fifty (50) students who are considered having commuter or off-campus status, with all fractions being rounded up.
 4. One (1) alternate senator per hall, Greek social organization, and from the commuter and off-campus students if needed and/or as determined by the residence hall, Greek social organization, etc.
- b. The apportionment criteria are:
 1. No person shall be considered a member representing two organizations,
 2. Any representative of a Greek social organization shall be considered a representative of that organization, and thus will not be allowed to serve as a

residence Hall Senator. However, this does not prohibit members of Greek social organizations from representing their respective residence halls, as long as they only represent one of these two groups.

3. Any Senator who changes residence halls must resign from the Senate.
- c. The apportionment of representatives shall be:
 1. One representative from every recognized organization on campus.
 - d. The criteria of representatives are:
 1. The person shall not represent any residence hall.
 2. Representatives will be voting members of the Student Government Association.
 - e. Any member of the student body shall have the privilege to attend the meeting of Senate and enjoy full discussion rights when recognized by the chair.
 - f. A list of the accredited delegates must be filed with the Chief of Staff before that organization will be allowed to take its place in the senate.
 - g. Qualifications of Members:
 1. Delegates must be members of the organizations they represent.
 2. Delegates must be enrolled as full or part time students at Adrian College.
 3. Delegates must have and maintain a 2.50 Cumulative Grade Point Average (four point scale)

Section 4

Duties and obligations of senators and representatives

- a. Delegates are expected to reflect their constituency's views in the senate.
- b. Delegates are expected to carry out to the best of their abilities the wishes of the entire Senate assembled.
- c. Delegates are required to serve on a committee.
- d. Delegates are required to fulfill duties related to maintaining the constant communication between the Student Government Association and their constituents, the students of the college.
- e. Delegates are required to attend all Senate meetings and functions, or a proxy may be sent in the event of their absence.
- f. Delegates are required to post flyers of upcoming SGA events in their hall, Greek housing unit, or location available to off-campus students.

Section 5

Term of office:

- a. Senators and representatives shall be selected in accordance with the by-laws.
- b. Senators shall serve for term of one academic school year and may seek re-election.

Section 6

Class Officers:

- a. Class officers have the privilege to vote in SGA meetings.
- b. After the accumulation of two unexcused absences, the class officers' speaking and any voting privileges are suspended pending a review by the Executive Committee.

Article IV: Officers of the Organization

Section 1

The officers of the Student Government Association shall be the President, Executive Vice President, Chief of Staff, Commissioner of Campus Affairs, Commissioner of Class Officers, Treasurer, and Parliamentarian.

Section 2

The President and Executive Vice President shall be elected each spring by the general vote of the student body in accordance with the provisions outlined in the by-laws of this constitution.

Section 3

The Chief of Staff, the Commissioners (Campus Affairs and Class Officers), Treasurer, and Parliamentarian shall be appointed by the incoming Student Government President, with the consent of the Senate by a majority vote by the final meeting of the spring semester.

Section 4

Qualification of officers:

- a. Full-time student,
- b. Cumulative 3.00 Grade Point Average (four point scale)

Section 5

All officers will serve for a term of one academic year and will be salaried as determined by the Senate.

Section 6

All officers will be subject to impeachment proceedings as outlined in the by-laws of this constitution and all elected officers will be subject to recall as outlined.

Section 7

The order of succession will be as follows:

- a. President
- b. Executive Vice President
- c. Chief of Staff
- d. Commissioner of Campus Affairs
- e. Commissioner of Class Officers
- f. Parliamentarian
- g. Treasurer

Section 8

In the case that an officer is appointed the office of President, they will only hold the office until the end of the semester, when an all campus election will be held.

Article V: Meetings

Section 1

The regular meetings of the Senate shall be held every two weeks, at a time determined by the President, with the majority consent of Senate, unless otherwise determined by the Senate.

Section 2

Special meetings may be called by the President; 24 hours notice is required for all special meetings.

Section 3

The president is required to call a special meeting upon:

- a. the written request of seven (7) or more Senators, and/or
- b. the petition of 150 or more students, and/or
- c. the request of the Executive Board.

Section 4

Mass meetings of the student body shall be called by the President:

- a. upon the written request of fifteen (15) or more Senators, and/or
- b. upon the petition of 150 or more students.

Section 5

The executive Committee shall meet at least once per week decided by the committee. A time set by that body.

Section 6

The President of the Student Government Association may, with the petition of 500 or more students, and the advice and consent of two-thirds (2/3) of the eligible voting members of the Senate, dissolve the Adrian College Student Government Association.

Article VI: Quorum

Simple majority of the eligible voting members of the Senate shall constitute a quorum.

Article VII: Amendments

Section 1

Proposed amendments to this constitution must be distributed to delegates at least two (2) weeks before the vote is to be taken on them.

Section 2

For adoption, an amendment must receive a two-thirds (2/3) vote of the eligible voting members of the body on said amendment.

Updated 9-98

Updated 3-01

Updated 4-02

Updated 4/18/02

Updated 2-07

Updated 3-08

Updated 9-09

By-Laws of the Adrian College Student Government Association

Article 1: Definition of Membership

Section 1

Duties and powers of each office:

- a. The President shall:
 - d. preside at Senate meetings
 - e. serve as an advocate and liaison with Student Government Association and the college for all students,
 - f. accept the responsibility of promoting the provisions of the Constitution and the decisions and policies of the Senate,
 - g. represent the students and Student Government Association before the faculty and administration unless some other member or student is so designated by the Senate,
 - h. serve as chair of the Executive Committee,
 - i. appoint students to College Forum and its committees with the advice and consent of the Senate,
 - j. coordinate the activities of student members of College Forum and its committees,
 - k. perform other duties assigned by the Senate.
- b. The Executive Vice-President shall:
 - h. preside at the meetings of the Student Senate and Executive Board in the absence of the President,
 - i. coordinate the activities of all Student Government Association Committees and serve on each as a non-voting member, (exception: voting member of the Executive Committee),
 - j. perform other duties assigned by the President or the Senate.
- c. The Chief of Staff shall:

coordinate the activities of the secretarial staff,

appoint an assistant to assist during his/her term as Chief of Staff. This assistant will be responsible for preparing and distributing copies of the minutes of the proceedings of the Senate to the members, the President and Deans of the College, and the college news media. This person shall also coordinate the production of all printed material involving Student Government Association.

coordinate publicity for Student Government Association sponsored events, including meetings and elections.

perform other duties assigned by the President or the Senate.
- d. The Commissioner of Campus Affairs shall:
 1. coordinate and direct all campus and residence hall elections in accordance with Article VI of these by-laws.
 2. organize a debate prior to the all-campus election
 3. perform other duties assigned by the President or the Senate.
- e. The Commissioner of Class Officers shall:
 1. preside at the meetings of all class officers and full class meetings,
 2. coordinate and direct with class officers the activities of class functions,
 3. ensure that fundraisers and meetings occur within each class
 4. perform other duties assigned by the President or the Senate .
- f. The Parliamentarian shall:
 2. Assure that the Roberts' Rules of Order are followed at all Senate meetings,

3. oversee elections,
 4. serve as the historian for the Student Government Association,
 5. oversee the operations, maintenance, and regulations concerning the SGA office, and
 6. perform other duties assigned by the President or Senate.
- h. The Treasurer shall:
1. serve as chair of the Financial Committee,
 2. prepare, in consultation with the Executive Committee and his/her assistant, a financial plan for approval by the senate,
 3. oversee the SGA budget,
 4. prepare and distribute a monthly written report of SGA's finances, and
 5. perform other duties assigned by the President or Senate.

Section 2

Term of Office:

- a. The officers shall be elected each spring by a general vote of the student body, in accordance with the provision outlined in these by-laws.
- b. The officers shall be duly installed by the incoming President and shall assume office at a time deemed appropriate by the incoming President, but before the final session of Senate.
- c. The officers shall serve a term of one academic year, at the end of which they may stand for re-election if they are so qualified.

Section 3

Filling Vacancies:

- a. In the event of an office vacancy, other than the Presidency, the President shall have the power to fill the office with an appointment subject to approval by two-thirds (2/3) eligible voting members of the Senate.

Section 4

Salary:

- b. Each officer will be compensated as determined by the previous Executive Committee and approved by Senate.
- c. Senate, by majority vote, may suspend part or all of an officer's compensation if, in the opinion of the delegates, that person has not performed the duties assigned to the office by the Constitution, By-laws, and Senate.

Article II: Student Government Association Standing Committees & Boards

Section 1

Executive Committee:

- a. Duties shall include:
 - c. Direct the student policies of the campus,
 - d. Set the agenda for the Senate,
 - e. Award any and all Student Government Vouchers,
 - f. Refer projects to the appropriate committee,
 - g. Initiate projects for student welfare,
 - h. Perform any other duties assigned by Senate,
- b. Membership shall include:

1. Student Government Association Officers,
2. Advisors to Student Government Association.

Section 2

Special Committees:

- a. The Executive Board shall have the power to create special committees.
 - h. A special committee shall be created to deal with any matters not otherwise provided for in these by-laws.
 - i. The Executive Vice-President shall appoint the Chair in consultation with the President, and Senate.
 - j. These committees shall research student opinion in their specific areas.
 - k. These committees shall dissolve upon the completion to the defined objective and reason for existence.

Section 3

Boards:

3. The Student Government Association Boards shall be:
 1. The Financial Committee (FinCom)
 2. The Class Officer Coordinating Board and
 3. The Community Service committee
4. The duties and powers of each board:
 1. The Financial Committee shall determine the allocation of the Student Activity Fee to approved campus organizations.
 2. The Class Officer Coordination Board shall serve as an advisory board of communication and coordination for all class projects and activities.

Article III: Meetings and Decorum

Section 1

Regular meetings:

- a. Attendance requirements:
 1. All delegates or their proxy are required to attend all Senate meetings.
 2. After the accumulation of two unexcused absences, the delegates' speaking and voting privileges are suspended pending a review by the Executive committee, which will then recommend action to the Senate for approval.
- d. Notice of meetings:
 1. Times of regular meetings will be communicated in advance to senators.
 2. The Assistant to the Chief of Staff shall notify all delegates and proxies prior to special meetings.

Section 2

Removal:

4. Any person ruled out of order at a Senate meeting and continues out of order shall be immediately dismissed by the Parliamentarian. If the person is a delegate, the alternate may then assume the duties of said person.

Section 3

Impeachment of officers:

- h. The Senate has the power to impeach and subsequently relieve from office any of the officers of the organization.

2. The Senate may bring impeachment proceedings against an officer if the officer has:
 - a. violated the College code of student conduct and in the opinion of the members is not fit to continue in an official capacity, or
 - b. committed an act(s) against the organization, which contributes to the destruction of its viability in the college community.
3. The Senate may initiate impeachment proceedings when the Commissioner of Campus Affairs has received a signed petition from 10 voting members of the senate requesting such action be taken. This petition shall include:
 - a. the officers' name and office, and
 - b. the detailed nature of the allegation.
3. The Senate may impeach an officer if two-thirds (2/3) of those eligible to vote agree to such an action.
4. If the Senate impeaches an officer of the organization, that officer will forfeit all rights, privileges and benefits of the office.

Section 4

Recall of elected officers:

- a. The recall of elected officers will be allowed if the Chief of Staff receives a petition containing the legal signatures of 1/3 of the current students calling for such action.
- b. Upon receipt of this petition, the Senate will authorize an election at the earliest possible date within two weeks.
- c. A recalled officer will automatically stand for re-election in the subsequent recall election, if they so choose.
- d. The recall election will be governed by the provisions pertaining to general elections in these by-laws.

Article IV: Student Government Funds

Section 1

No committee or board shall make any expenditure outside its established budget without the approval of the Senate.

Section 2

No disbursement of Student government Association budgetary funds can be made without the approval of the Senate. There are, however, two exceptions:

- c. Expenses of the organization and its officers as previously budgeted, and
- d. The agency fund will be controlled by the President with a disbursement requiring the counter-signature of the Treasurer.

Section 3

Any funds raised in the name of the Student Government Association shall be deposited into the agency fund, and spent in accordance with Senate guidelines.

Article V: Elections

Section 1

Election Periods:

- a. First year class officer and Hall Senator elections shall be held within the first four weeks of the fall semester as determined by the Executive Board.

- b. Sophomore, Junior, and Senior Class Officer Elections shall be held during the third week of March, day to be determined by the Senate.
- c. Other all-campus elections shall be held during the third week of March, in conjunction with the Senate Government Association elections.

Section 2

Nomination:

- a. To be placed into nomination, candidates must submit petition signed by a number of persons. This number shall be determined by the Senate yearly, but shall not exceed:
 - 1. 10% of the student body for all-campus positions,
 - 2. 10% of the class compositions for class officers,
 - 3. 10% of the total residence hall population for Hall Senators
- b. Petitions must be submitted seven (7) business days prior to the election.

Section 3

Campaigning:

- a. Each candidate shall pay for any materials used during the campaign.
- b. All posters and other publicity materials must be taken down within three days following the election.

Section 4

Only those students living in the residence hall can vote for that hall's respective senator(s).

- a. Commuter Senators shall be elected as per the regulations concerning an all-campus election.
- b. Each social Greek organization shall select a Senator autonomously.
- c. All-Campus Elections:
 - 2. The polling place shall be the Ritchie Marketplace Lobby for all students. Additional polling may take place in the Caine Student Center when such a need is determined by the Executive Committee.
 - 3. Polls shall open at 11 a.m. and close no later than at 9:00 p.m. on the same day.
 - 4. Votes shall be counted in a locked room by
 - a) the Commissioner of Campus Affairs,
 - b) the Commissioner of Class Officers and Parliamentarian
 - c) one advisor.
 - d) In the event that any of the aforementioned officers is a candidate in the election, then a replacement officer will be appointed by the Executive Committee
 - 4. A candidate must receive a majority of all votes cast (more than half/50 percent) for the office in order to win.
 - 5. Only write-in votes cast for eligible Adrian College students will be considered legitimate and will be counted.
 - 6. If no candidate receives a majority of the votes, then there shall be only one (1) runoff election between any two candidates – write-in or otherwise – receiving the greatest percentage of the ballots cast. This runoff election shall be held seven (7) days following the initial election.

Article VI: Class Government

Section 1: Class government shall be under the auspices of the Senate.

Section 2: The government of each class shall be coordinated by its class officers. Each class officer shall serve as an ex-officio member of the Senate.

Section 3: Activities shall be determined and coordinated by the Class Officer Advisory Board in consultation with the Student Activities Coordinator.

Section 4: The class officers shall consist of a President, Vice-President, Secretary/Treasurer.

Section 5: The officers of each class shall organize two fundraising events per semester

Section 6: Qualifications for class officers shall be as follows:

- a. a member of the class (on the basis of credit standing) in which seeking office,
- b. a cumulative grade point average of 2.5. (four point scale).

Article VIII: Association Trustees

Section 1: Each year, the President of Student Government Association shall, with the advice and consent of the Senate, appoint an Associate Trustee.

Section 2: Qualifications of an Associate Trustee are as follows:

- a. Is a sophomore or junior
- b. Holds at least a 3.5 cumulative grade average (four point scale)

Section 3: Duties

5. Attend all meetings of the Board of Trustees,
6. Submit a written report to the Senate, and
7. Attend all Senate meetings; serve as an ex-officio member.

Article IX: Parliamentary Reference

Section 1: All meetings shall be governed by parliamentary law as set forth by Roberts' Rules of Order newly revised, except when contrary to the Constitution or these By-laws.

Section 2: All voting will be governed by those rules set forth in Roberts' Rules of Order.

Article X: Amendments

Section 1: Procedure for amending

- a. Proposed by-laws or proposed amendments to by-laws must be submitted in writing to the Senate and read aloud at a regular scheduled meeting of the Senate.
- b. Such proposal or proposals may be voted on at the next meeting of the Senate.
- c. The revocation of a by-law must follow the same procedure.

Section 2: A two-thirds (2/3) vote of the eligible voting members of the Senate is needed to pass, revoke, or amend any by-law

Updated 9-98

Updated 3-01

Updated 4-02

Updated 4/18/02

Updated 2-07

Updated 3-08
Updated 9-09