

BYLAWS OF THE STUDENT BODY ASSOCIATION OF MUHLENBERG COLLEGE

ARTICLE ONE: NAME

This organization shall be called the Student Body Association of Muhlenberg College (referred to as the SBA in these Bylaws).

ARTICLE TWO: OBJECT

Subject only to the statutory regulations of the Board of Trustees and of the Faculty, the SBA represents undergraduate students in voicing their concerns, promoting student interests, and advocating for student life and academic concerns at Muhlenberg College.

ARTICLE THREE: MEMBERS

All currently matriculated day students of Muhlenberg College shall be members of the SBA.

ARTICLE FOUR: OFFICERS OF THE SBA

Section 1: Officers and Duties

- A. The only officer of the SBA shall be a President.
- B. The President of the SBA must be at least a sophomore at the time of nominations and have been enrolled in the College for two full semesters.
- C. The President of the SBA shall serve a term of one year or until his/her successor is elected. No individual may serve more than two consecutive terms as President. A President's term of office begins April 1.
- D. The President of the SBA shall:
 1. Chair all regular and special meetings of the SBA and the Student Council;
 2. Serve as an *ex-officio* member on all Student Council committees;
 3. Serve as and/or appoint when appropriate a member to the Election Oversight Committee;
 4. Serve as and /or appoint when appropriate a student representative to the Muhlenberg College Board of Trustees, the Board of Associates, the Alumni Executive Council, the Student Life Committee of the Board of Trustees; and any other representative spot as requested by the College administration;
 5. Represent the SBA in all matters not specifically assigned by these bylaws as requested from time to time;
 6. Perform all other duties prescribed in these bylaws and by the parliamentary authority adopted by the SBA.
- E. A vacancy in the office of President of the SBA shall be filled with an election by the Student Body within three (3) weeks of said vacancy.

ARTICLE FIVE: MEETINGS

Section 1: Regular Meetings

There shall be at least four (4) regular meetings per year of the SBA at such time and place as set by the SBA in the first meeting of its Student Council each semester. Meetings should occur on no less than a quarterly basis.

Section 2: Special Meetings

- A. Special Meetings may be called by the President of the SBA or upon the written request of five (5) members of the Student Council.
- B. Members of the SBA may petition the Student Council for a Special Meeting of the SBA. The petition must contain the printed names and signatures of at least ten percent (10%) of the membership as well as identify the specific business to be discussed.
- C. Except in cases of special emergency as identified by the Dean of Students Office, at least five (5) academic days' notice shall be given to all members by telephone, in writing or electronically. The call must include the specific business to be discussed as well as the date, time and location of the meeting. No other business may be conducted at the meeting, even with the unanimous consent of those present.

Section 3: Quorum

In all meetings of the SBA, those members present shall constitute a quorum for conducting business.

ARTICLE SIX: STUDENT COUNCIL

Section 1: Composition

- A. The executive board of the SBA shall be called the Muhlenberg College Student Council (referred to as the Council in these *Bylaws*).
- B. The Council shall consist of thirty-three (33) members:
 - 1. Twenty-eight (28) class representatives of the SBA – seven (7) members from each of the four academic classes;
 - 2. The President of the SBA;
 - 3. The President of each of the four (4) class councils, serving as *ex officio* members with equal rights and responsibilities as the Class Representatives. *Ex-officio* members may not serve as committee chairs or run for an Executive Committee office.
- C. The advisor of the Council shall be from the Dean of Students Office.
- D. A Class Representative shall serve a term of one year or until his/her successor is elected. There is no limit to the number of terms an individual may serve as a Class Representative. A Class Representative's term of office begins with the first duly called regular meeting of Student Council after the completed election.
- E. A member of the SBA going abroad for the entire year is not eligible for a Class Representative position.
- F. No SBA member may hold both a Class Committee office and a Student Council Class Representative position with the exception of a Class President.
- G. Student Council Class Representatives must be current members of that academic class. Members elected as Class Representatives shall serve a term of office for that class regardless of a change in students' class status.

Section 2: Officers and Duties

- A. The officers of the Council, in rank order, shall be: President of the SBA, Vice President, Executive Secretary, Recording Secretary, and Treasurer.
- B. The membership of the Council will elect the Vice President, Executive Secretary, Recording Secretary, and Treasurer at their first regular meeting.
- C. Candidates for the positions of Vice-President, Executive Secretary, Recording Secretary, or Treasurer must be members of the Council at the time of nominations.

- D. An officer of the Council shall serve a term of one year or until his/her successor is elected. No individual may serve more than two consecutive terms in any one office. An officer's term of office begins in the regular meeting of the Council in which s/he is elected.
- E. No member may occupy more than one office of the Council concurrently.
- F. A vacancy in any office with the exception of President shall be filled by election within the Council from among its own members. This election will occur at the next regular meeting of the Council after the office is vacated.
- G. The Vice-President shall:
1. Assume the duties of the President of the SBA in his/her absence;
 2. Serve as the *President Pro Tempore* of the incoming first year class until the office is filled;
 3. Serve as *sergeant-at-arms* in all meetings, assisting the chairperson of the meeting in establishing and maintaining order at her/his request;
 4. Notify officers, committee members, and delegates of their election or appointment, furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members;
 5. Keep on file all committee reports;
 6. Perform all other duties prescribed in these bylaws and by the parliamentary authority adopted by the SBA.
- H. The Executive Secretary shall:
1. Chair the Communications Committee;
 2. Send out to the membership a notice of each meeting and conduct the general correspondence of the SBA in all cases where such function is not proper to other offices or to committees;
 3. Notify the campus community of all business and activities of the Council through the use of campus media, flyers, posters, etc;
 4. Coordinate all Student Council appointments to Faculty or College Committees as requested by the Council;
 5. Perform all other duties prescribed in these bylaws and by the parliamentary authority adopted by the SBA.
- I. The Recording Secretary shall:
1. Keep a record of all the proceedings of the Council;
 2. Prepare, prior to each meeting, an order of business for the use of the presiding officer, showing the exact order, under the correct headings, all matters known in advance that are due to come up and, if applicable, the times for which they are set;
 3. Keep the Council's official membership roll and call the roll where it is required;
 4. Document all absences and report them to the Council for action;
 5. Maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting;
 6. Make the minutes and records available to members upon request;
 7. Perform all other duties prescribed in these bylaws and by the parliamentary authority adopted by the SBA.
- J. The Treasurer shall:

1. Keep track of all funds of the Council and shall act as keeper of the books;
2. Oversee the distribution of SBA funds and shall make financial reports at each regular meeting of the Council and the SBA;
3. Chair the Finance Committee;
4. Perform all other duties prescribed in these bylaws and by the parliamentary authority adopted by the SBA.

Section 3: Powers

The Council shall manage the affairs of the SBA between meetings of the members. Responsibilities of the Council shall include the following:

- A. Participating in the formulation and ratification of rules, codes and regulations affecting the membership of the Council;
- B. Appointing all student representatives to Faculty committees as the Faculty or Administration shall request in writing;
- C. Allocating available funds to student organizations recognized by the College;
- D. Representing the interests and needs of members in all other instances where student representation is requested or required and is not specifically delegated other campus groups.

Section 4: Rules of Conduct

- A. Regular meetings of the Council will be held weekly on Thursdays in the third floor conference room of the Haas Campus Center at 7:00 p.m., unless otherwise ordered by the Council or, in an emergency, by the President of the SBA.
- B. Special meetings of the Council may be called by the President of the SBA or upon the written request of five (5) members of the Council. The purpose of the meeting shall be stated in the call. Except in cases of emergency as identified by the Dean of Students Office, at least five (5) days' notice shall be given to all members by telephone, in writing, or electronic means.
- C. In all regular and special meetings of the Student Council, the quorum shall be defined as the presence of a majority of the members.

Section 5: Requirements, Removal and Resignation

- A. Committee Participation Requirement. Members must serve on at least two (2) Student Council Standing Committees with the exception of committee chairmen and members of the Executive Committee who must serve on at least one (1) Student Council Standing Committee. The SBA President has no committee attendance requirement.
- B. Class Council Participation Requirement. Members must serve on their respective class council's with the exception of the SBA President.
- C. Academic Standing Requirement. All members must hold at least a 2.00 cumulative grade point average throughout their term of office.
- D. Attendance Requirement. Members of Student Council are expected to attend all regular meetings of the Student Council.
 1. If a member misses more than one-half of a regular meeting, s/he will incur an absence.
 2. If a member misses more than 15 minutes of a meeting, but less than half of the meeting, s/he will incur a half absence.
 3. If a member misses a committee meeting without consent from the committee head, s/he will incur an absence.

4. The Recording Secretary will be responsible for documenting all absences and reporting them to the Council for action.
- E. Removal. A Class Representative and a Class President may be removed from the Council for any of the following reasons:
1. Attendance
 - a. Any member of the Council with three recorded absences during his/her term of office may be removed from the Council by a two-thirds majority vote of those members present and voting.
 - b. Any member of the Council with six recorded absences shall automatically be removed from the Student Council roll and his/her position declared "vacant".
 2. Academic. Any representative failing to maintain a minimum 2.00 cumulative grade point average, as determined by the advisor to the Student Council on a semesterly basis, shall automatically be removed from the Student Council roll and his/her position declared "vacant."
- F. Resignation. Class Representatives or Class Council Officers may resign by submitting the request in writing to the Student Council Recording Secretary. A resignation is effected upon majority acceptance by the Student Council at a regular meeting subsequent to the receipt of the resignation.
- G. Vacancies
1. Vacancies in Class Representative positions occurring during the fall semester of the academic year, or following the spring general elections and before the close of the academic year shall be filled by election. If the vacancy occurs in the spring semester before the spring general elections, the vacancy shall remain until the regular spring general elections are held.
 2. Vacancies created by Class Representatives studying abroad for a single semester shall be filled by an election within the Council for Interim Representatives. Interim Representatives shall have equal rights and responsibilities as a ex-officio Representatives. Interim Representatives shall relinquish their position at the end of the semester or at the General Elections. The Class Council with Class Representatives going abroad shall be responsible for bringing multiple nominees for the Interim Representative position(s) to the Council.

ARTICLE SEVEN: EXECUTIVE COMMITTEE

Section 1: Officers and Duties

The officers of the Council will also serve as the members of its Executive Committee.

Section 2: Powers

The Executive Committee shall manage the affairs of the SBA and the Council during those times when it is unrealistic to convene either group, or in an emergency situation as identified by the Dean of Students Office.

Section 3: Rules of Conduct

- A. Special meetings of the Executive Committee may be called by the President or upon the written request of two (2) members of the Executive Committee or the Dean of Students. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two (2) days' notice shall be given to all members by telephone, in writing, or electronic means.
- B. In all meetings of the Executive Committee, the quorum shall be defined as the presence of a majority of the members, one being the acting President of the SBA.

ARTICLE EIGHT: NOMINATIONS AND ELECTIONS

Section One: Eligibility

- A. Candidates for elected positions must be current members of the SBA.
- B. Candidates for Class Representative must be current members of that academic class. A member elected as a class representative shall serve a term of office for that class regardless of a change in the student's academic class status.
- C. Candidates for any office of the Council must be current members of the Council.
- D. Candidates are not eligible for office if currently serving disciplinary suspension or expulsion. Candidates on disciplinary probation may participate in elections pending the approval of the Dean of Students' Office.

Section Two: Election Process

- A. All elections will be conducted by ballot.
- B. The elections of Vice President, Executive Secretary, Recording Secretary, and Treasurer shall be conducted in order of rank and by secret ballot. If there is only one candidate for these offices, the Council may dispense with the ballot and affirm the candidate *viva voce*.
- C. If there is more than one candidate for any elected office candidates will draw lots for placement on the ballot.
- D. A majority vote is required to elect. A majority is defined as receiving more than half of the votes, including illegal ballots, cast by legal voters. If no candidate receives a majority vote of members present and voting, there shall be another election of the top two vote recipients.

ARTICLE NINE: COMMITTEES

Section 1: Standing Committees

There shall be the following Standing Committees: Academics, Athletics, Campus and Community Affairs, Campus Safety, Communications, Dining Services, Finance, Technology.

- A. Each committee shall consist of a chairman and at least two members, appointed by the President of the SBA and approved by the Council.
- B. Committee members shall serve for a term of one year, to correspond with that of their office.
- C. No member shall serve as committee chairman to more than one committee concurrently.
- D. The Finance Committee is held in executive session.
- E. Any member of the SBA may serve on a Council committee.
- F. The Academic Committee shall serve as an ambassador for the Student Body in order to keep its concerns and opinions known to the faculty and staff of the College. Through mixers and other campus wide events, it plans to keep the connection open between the Student Body and the faculty.
- G. The Athletic Committee shall sponsor programs to create awareness and grant acknowledgement to athletes and their achievements. It also raises funds to support and promote school spirit and enthusiasm.
- H. The Campus and Community Affairs Committee shall serve to build positive relationships through communication and active involvement between the Muhlenberg community and the surrounding neighborhoods. It aims to keep the Student Body well-informed of pertinent and valuable information, activities, community service, and Student Body issues.
- I. The Campus Safety Committee shall voice the students concerns to the Muhlenberg College Department of Campus Safety. The committee is also the liaison between the Student Body and the Campus Safety officers. The committee addresses school issues involving alcohol

and drug use and keeps the Student Body informed of how abuse of these substances affects an individual and the community.

- J. The Communications Committee shall foster strong, efficient, communication between the student body and its executive board (the Student Council). The committee will foster such bonds by planning the four SBA meetings per academic year, assisting other committees in advertising, investigating new and innovative ways to advertise and communicate with the student body, and continually maintaining a close relationship with club executive boards and the student body.
- K. The Dining Services Committee shall relaying student complaints, concerns, suggestions, and compliments to Wood Services, as well as implementing and/or correcting food concerns and venues throughout the entire campus.
- L. The Finance Committee shall be responsible for recommending an allocation of each semester's Student Activities Fee for Student Council-funded organizations, clubs and events. The Finance Committee is designed to monitor all financial transactions or groups under its jurisdiction. The Finance Committee serves as a recommending body to the Council, which in turns makes the final decision on all expenditures and allocations.
- M. The Technology Committee shall serve as a bridge between the office of information technology and the student body on matters relating to the technology of the college. Additionally the committee will review all matters of technological relevance as they relate to the college community.

Section 2: Class Councils

- A. There will be four Class Councils: First Year Class Council, Sophomore Class Council, Junior Class Council, and Senior Class Council.
- B. Each Class Council will be comprised of four (4) officers and the seven (7) Class Representatives elected by the SBA to represent that class.
- C. Members of the SBA from each academic class will elect annually a slate of officers for a Class Council. The officers of each Class Council will be, in rank order, President, Vice President, Secretary, and Treasurer.
- D. A Class Council Officer shall serve a term of one year or until his/her successor is elected. There is no limit to the number of terms an individual may serve as a Class Council Officer. A Class Council Officer's term of office begins immediately upon election.
- E. The President of each Class Council will serve as its chair.
- F. No SBA member may hold both a Class Committee office and a Class Representative position with the exception of the Class President.

Section 3: Other Committees

Such other committees, standing or special (*ad hoc*), shall be appointed by the President as the SBA or the Council deem appropriate to carry on the work of the SBA. Ad hoc committees shall consist of a chairman and at least one other member, appointed by the President of the SBA and approved by the Council.

ARTICLE TEN: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SBA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SBA may adopt.

ARTICLE ELEVEN: AMENDMENTS

These bylaws may be amended at any regular or special meeting of the SBA by a two-thirds vote providing the amendment has been submitted to and passed by the Student Council with a two-thirds vote.