

MUHLENBERG COLLEGE STUDENT GOVERNMENT ASSOCIATION BYLAWS

ARTICLE I. NAME

This organization shall be named the Muhlenberg College Student Government Association, hereinafter referred to as the SGA.

ARTICLE II. OBJECT

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

ARTICLE III. MEMBERS

Section One. Composition.

The SGA shall consist of the Student Body President, an advisor, and twenty-two (22) student Representatives.

Section Two. Representatives.

A. Qualifications. Representatives must:

1. Be students of Muhlenberg College, paying the Student Activities fee as verified by the Controller's Office, and taking classes on campus for at least the spring semester of their term of office. Exemptions to this clause shall be permitted for the purposes of filling representative positions left vacant during the term.
2. Maintain at least a 2.50 cumulative grade point average.
3. Sign a Leadership Agreement.
4. Attend the annual SGA leadership retreat. Exemptions may be granted by the SGA Advisor(s).
5. Serve on at least one (1) SGA Committee.
6. Not be serving disciplinary suspension or expulsion. Students on disciplinary probation may run for office pending the approval of the Dean of Students.

B. Term of Office. A representative shall serve a term of one (1) year or until a successor is elected and installed. There is no limit to the number of terms that a student may serve as a Representative.

1. A representative's term of office shall begin with the first regular meeting of the SGA occurring in the spring semester. Exemptions to this clause shall be permitted for those representatives elected after a representative position is left vacant during the term. Those representatives shall begin with the first regular meeting after their election.

C. Removal and Resignation.

1. Removal. A representative shall be removed for the following reasons:

- a. Failing to maintain a minimum 2.50 cumulative grade point average, as verified by the College Registrar.
 - b. As a result of successful disciplinary proceedings against a representative in which removal from office is the recommended sanction.
2. Resignation. A representative may resign by submitting a request in writing to the SGA Recording Secretary. A resignation will take effect upon receiving a majority of the legal votes cast by members present and voting in a regular meeting at which the request is considered.
- D. Vacancies. Vacancies shall be filled by the candidate receiving a majority of the legal, paper ballot votes cast by members present and voting in an election at a regular or special meeting of the SGA, for which at least fourteen (14) days' notice of the election has been given to the Muhlenberg College student body.

Section Three. Advisor.

The advisor to the SGA shall be appointed by the Dean of Students/Vice President of Student Affairs and shall serve a term of office at the discretion of that administrator. The advisor may attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions.

ARTICLE IV. OFFICERS

Section One. Officers.

The officers of the SGA shall be a Student Body President, a Vice President, an Executive Secretary, a Treasurer, and a Recording Secretary.

Section Two. Qualifications.

- A. Student Body President. The student body president shall:
1. Be a full-time, day student as verified by the College Registrar.
 2. Not participate in a study abroad program while holding office.
 3. Have at least a 2.50 cumulative grade point average.
 4. Sign a Leadership Agreement.
 5. Not be serving disciplinary suspension or expulsion. Students on disciplinary probation may run for the office of president pending the approval of the Dean of Students.
- B. Vice President, Executive Secretary, Treasurer, Recording Secretary. Other officers shall:
1. Currently be serving a term of office as representatives within the SGA.
 2. The Vice President must have served at least one full semester of office in the SGA.

Section Three. Election of Officers.

- A. Election of the Student Body President shall be governed by the Election Manual.
- B. Election of the SGA Vice President, Executive Secretary, Treasurer, Recording Secretary.

1. The membership of the SGA shall elect by written ballot the Vice President, Executive Secretary, Treasurer, and Recording Secretary at its first regular meeting of the spring semester. A majority vote of members present and voting shall elect.
2. Elections shall be conducted in the following order: Vice President, Executive Secretary, Treasurer, and Recording Secretary.
3. If there is only one candidate for an office, the office may be filled by acclamation.

Section Four. Duties of Officers.

A. The Student Body President shall:

1. Chair regular and special meetings of the SGA in the absence of the Vice President.
2. Chair regular and special meetings of the SGA Executive Board.
3. Serve as a student representative to the Muhlenberg College Board of Trustees, the Campus Life Committee of the Board of Trustees, and the Muhlenberg College Committee on Campus Life (CCCL).
4. Serve as, or appoint an SGA and/or student designee to serve as a representative to external Muhlenberg College boards and committees as requested by the administration. The General Assembly reserves the right to veto the President's appointment by a two-thirds (2/3) vote of the members present and voting of the General Assembly.
5. Appoint a Digital Publicity Officer to be made responsible for maintenance of the SGA website, a SGA social media presence, and performance of other related duties as prescribed by the President.
6. Serve as a member of the SGA Student Life Committee. Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

B. The Vice President shall:

1. Chair regular and special meetings of the SGA.
2. Serve as an ex-officio member of all SGA committees.
3. Succeed to the office of Student Body President should the Student Body President vacate the office.
4. Serve as a member of the SGA Operations Committee.
5. Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

C. The Executive Secretary shall:

1. Maintain a record of the proceedings of the Executive Board.
2. 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 have on hand at each meeting a list of existing committees and their members.

3. Serve as a member of the SGA Student Services committee.
 4. Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.
- D. The Treasurer shall:
1. Chair the SGA Finance Committee.
 2. Serve as a member of the Lectures and Forums committee.
 3. Maintain a record of the SGA General Fund and SGA funded accounts.
 4. Oversee the distribution of funds and shall make financial reports at each regular meeting of the SGA, and shall include in these reports the amount of money that the SGA had in its account at the beginning of the current semester and its current balance as of the beginning of the meeting in which their report is given.
 5. Review the Finance Manual once per SGA term in conjunction with the Finance committee and ensure that it is up to date prior to publication.
 6. Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.
- E. The Recording Secretary shall:
1. Maintain a record of the proceedings of the SGA.
 2. Prepare, prior to each meeting, an order of business to be distributed to members of the SGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
 3. Maintain the SGA's official membership roll and call the roll when it is requested or required.
 4. Document absences and report them to the body for action.
 5. Maintain record book(s) in which these Bylaws, the Standing Rules of Order, Finance Manual, Election Manual, minutes, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
 6. Make the minutes and records available to members upon request.
 7. Be responsible for conducting email correspondence through the Student Government Email Account.
 8. Perform other duties as prescribed in these bylaws, or in the parliamentary authority adopted by the SGA.

Section Five. Term of Office.

- A. Term of Office for the Student Body President.
1. The Student Body President shall serve a term of one (1) year or until a successor is elected and installed.

2. The term of office shall begin with the first regular meeting of the SGA occurring in the spring semester.
- B. Term of Office for the SGA Vice President, Executive Secretary, Treasurer, Recording Secretary.
1. The SGA Vice President, Executive Secretary, Treasurer, Recording Secretary shall serve a term of one (1) year or until a successor is elected and installed.
 2. The term of office shall begin immediately upon election.
- C. Limitations to Term of Office.
1. No individual may serve more than two consecutive terms in any office.
 2. No member may concurrently occupy the office of more than one SGA officer.

Section Six. Removal and Resignation.

- A. Removal. An officer shall be removed for the following reasons:
1. Failing to attend three (3) regular meetings of the SGA in a given semester.
 2. Failing to maintain a minimum 2.50 cumulative grade point average, as verified by the College Registrar.
 3. As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.
- B. Resignation. An officer may resign by submitting a request in writing to the SGA Recording Secretary. A resignation is will take effect upon receiving a majority of the legal votes cast by members present and voting in a regular meeting at which the request is considered.

Section Seven. Vacancies.

An officer vacancy, with the exception of Student Body President, shall be filled by election at the next regular meeting of the SGA after the office is vacated.

ARTICLE V. MEETINGS

Section One. Regular Meetings.

Regular Meetings shall be under the purview of the Standing Rules of Order.

Section Two. Special Meetings.

Special meetings of the SGA may be called by the Student Body President or upon the written request of seven (7) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

Section Three. Quorum.

The quorum for regular and special meetings of the SGA shall be a majority of the membership.

Section Four. Rules of Conduct.

Rules of Conduct shall be under the purview of the Standing Rules of Order.

Section Five. Sergeant-at-Arms

A Sergeant-at-Arms shall be appointed by the chair and shall perform their duties as indicated in the most recent edition of RONR.

ARTICLE VI. EXECUTIVE BOARD**Section One. Composition.**

The Executive Board shall consist of the elected officers of the SGA and the Advisor.

Section Two. Powers.

The Executive Board shall be authorized to conduct the business of the SGA between academic semesters or in an emergency situation as authorized by the Dean of Students Office with the exception of authorizing expenditures in excess of \$1000.

Section Three. Meetings.

- A. Regular Meetings. The Executive Board shall meet weekly at a time and place designated by the Student Body President. Members must be provided with at least twenty-four (24) hours' notice by telephone, in writing, or electronic means.
- B. Special Meetings. Special meetings of the Executive Board may be called by the President or upon the request of two (2) members of the Executive Board or the Advisor. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students, at least two (2) days' notice shall be given to members by telephone, in writing, or electronic means.
- C. Quorum. The quorum for regular meetings and any special meetings of the Executive Board shall be four-fifths (4/5) of the members.
- D. Ties. A tie in any vote made by the Executive Board shall lead to the vote's failure.

ARTICLE VII. COMMITTEES**Section One. Standing Committees.**

- A. Committees. There shall be the following Standing Committees: Finance, Operations, Student Life & Affairs, and Student Services.
- B. Duties.
 1. The SGA Finance Committee shall recommend budgets and special funding and investigate opportunities to fund special projects. The Finance Committee is charged with enforcing the Finance Manual. The committee shall consist of a maximum of six (6) members including the chair.
 2. The SGA Operations Committee shall be responsible for recommending any structural, operational, or disciplinary changes, and shall serve as the Digital Publicity Officers when the position is left vacant. The committee shall consist of a maximum of six (6) members including the chair.
 3. The SGA Student Life & Affairs Committee shall investigate and make recommendations in response to any issues regarding dining, Seeger's Union, club recognition and

outreach, Athletics, and Residential Life (with the exception of provisioning services). The committee shall consist of a maximum of six (6) members including the chair.

4. The SGA Student Services Committee shall investigate and make recommendations in response to any issues regarding Campus Safety, academics, technology, Health Services, and Plant Operations and Residential Services (in regards to conveniences and amenities provided to students). The committee shall consist of a maximum of six (6) members including the chair.

- C. Membership. Standing Committees of the SGA shall be comprised solely of members of the SGA.

Section Two. Committee Appointment

- A. At the first meeting of a Student Government Association term of office, the Vice President will request committee preferences from all members, to be indicated by first through fourth choice.
- B. The Executive Board, at its discretion, will decide the committee appointments and notify the members as to their decision.
- C. Members must remain on their designated committee unless an appeal is sent to and approved by a simple majority vote of the present and voting members of the General Assembly.

Section Three. Ad Hoc Committees.

Ad Hoc Committees shall be appointed as deemed necessary by the SGA. Ad Hoc Committees shall consist of a chair and at least two (2) other members, nominated by the Student Body President and approved by the SGA.

Section Four. Powers.

Committees are not authorized to act on their own will. Committees shall make recommendations to the SGA for any action that is to be taken on behalf of the organization. Committees shall report as required or when requested by the SGA to do so.

ARTICLE VIII. STANDING RULES OF ORDER

The Standing Rules of Order shall govern the SGA in cases regarding affairs internal to the SGA and in which they are not inconsistent with these bylaws.

ARTICLE IX. FINANCE MANUAL

The Finance Manual shall govern the SGA in cases regarding finances and in which they are not inconsistent with these bylaws.

ARTICLE X. ELECTION MANUAL

The Election Manual shall govern the SGA in cases regarding general elections and in which they are not inconsistent with these bylaws.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order Newly Revised (RONR) shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with these bylaws

and any Standing Rules of Order that the SGA may adopt, in cases including, but not limited to, discipline, impeachment, basic parliamentary procedure, .

ARTICLE XII. AMENDMENTS

Section One. First Reading.

- A. The Recording Secretary must distribute a digital copy of a proposed amendment at least forty-eight (48) hours prior to a meeting.
- B. The amendment may be distributed after this deadline only if an emergency situation is declared by the Executive Board.
- C. The proposed amendment will automatically advance to a Second Reading at the next regularly scheduled meeting of the Student Government Association.

Section Two. Second Reading.

- A. The amendment will automatically be placed on the agenda under New Business in accordance with the agenda procedure outlined in the SGA Bylaws.
- B. Upon verbal request of any member, the proposed amendment shall be read aloud by the Recording Secretary.
- C. Passage of an amendment requires a two-thirds (2/3) roll call vote of the present and voting members of the general assembly.