



BYLAWS OF THE MUHLENBERG COLLEGE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I: NAME

This organization shall be called the Muhlenberg College Student Government Association [referred to as the “Student Government Association” (SGA) or “body” in these Bylaws].

ARTICLE II: OBJECT

Subject only to the statutory regulations of the Board of Trustees and of the Faculty, the Student Government Association 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 1: Composition

- A. The Student Government Association shall consist of twenty-two (22) members:
 - 1. Twenty-one (21) Representatives of the Student Body – seven (7) members from each of the eligible academic classes¹. Although each Representative is elected from their respective class, they are a Representative of the entire Student Body;
 - 2. The Student Body President;
- B. The advisor to the Student Government Association shall be appointed by the Dean of Students Office.

Section 2: Eligibility or Qualification

- A. A member of the Student Body going abroad for the entire year is not eligible for a Student Government Association position².
- B. Student Government Association Representatives must be current members of the academic class from which they were elected. Members elected as Representatives shall serve a full term of office regardless of a change in students’ class status.
- C. Academic Standing Requirement. Members must hold at least a 2.50 cumulative grade point average throughout their term of office.
- 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.

¹ Eligible Academic Classes: See Election Rules.

² Students going abroad: See Article III, Section D, Number 2



Section 3: Duties and Requirements

A. A 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 Representative. A member's term of office begins with the first regular meeting of the Student Government Association that occurs in the spring semester.³

B. A Representative shall:

1. Attend all regularly scheduled meetings of the Student Government Association.
2. Attend at least one committee meeting a week as determined by the Executive Board.
3. Represent the Student Body through voice and action in all cases aforementioned to the best of the member's ability.
4. Take the Student Government Association Oath of Office as presented at the installation of members or upon election.
5. Participate in a leadership retreat organized by the Executive Board and the Student Government Association Advisor.
6. Sign the Leadership Agreement attached to the Standing Rules of Order.

C. Committee Participation Requirement. Members must serve on at least one (1) Student Government Association Standing Committee.

D. Attendance Requirement. Members of the Student Government Association are expected to attend all regular meetings of the Student Government Association.

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. If a member incurs three or more absences in one term, s/he will be subject to the removal process in Section 4: Removal and Resignation.

E. Vacancies

1. When a vacancy of a Representative occurs it is the responsibility of the Operations Committee to notify the appropriate class and bring a slate of candidates to the next regularly scheduled meeting of the Student Government Association in which the candidate will be elected by a majority vote.
2. If a member is planning to study abroad for one semester they shall notify the Student Government Association at the first regularly scheduled meeting once they have received official confirmation of plans to go abroad. It then becomes the responsibility of the Operations Committee to notify the respective class and provide candidates for the Interim Representative position, which is to be filled as if it were a vacancy. Interim Representatives shall have equal rights and responsibilities as a Representative.
3. After the election for an interim position has been held, the elected Representative(s) must relinquish his or her position for the semester without exception.

³ Except as defined in the Standing Rules of Order



Section 4: Removal and Resignation

A. Removal. A Representative may be removed from the Student Government Association for any of the following reasons:

1. Attendance
 - a. Any member of the Government with three or more recorded absences during his/her term of office may be removed from the Government by a two-thirds vote of those members present and voting.
 - b. Any member of the Government with six recorded absences shall automatically be removed from the Student Government Association and his/her position declared "vacant".
2. Academic. Any Representative failing to maintain a minimum 2.50 cumulative grade point average, as determined by the advisor to Student Government Association on a semester basis, shall automatically be removed from the Student Government Association and his/her position declared "vacant."
3. Impeachment⁴

B. Resignation. Representatives may resign by submitting the request in writing to the Student Government Association Recording Secretary. A resignation is effected upon majority acceptance by the Student Government Association at a regular meeting subsequent to the receipt of the resignation.

ARTICLE IV: OFFICERS

Section 1: Officers and Duties

- A. The officers of the Student Government Association, in rank order, shall be: Student Body President, Vice President, Executive Secretary, Recording Secretary, Treasurer, Digital Publicity Officer, and Print/Mail Publicity Officer.
- B. An officer of the Student Government Association shall serve a term of one year or until his/her successor is elected or appointed. 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 Student Government Association in which s/he is elected or appointed.
- C. No member may occupy more than one Student Government Association office concurrently.
- D. The Student Body President shall:
 1. Chair regular and special meetings of the Student Government Association in the absence of the Vice President;
 2. Serve as chair of the Student Life & Affairs Committee;
 3. Serve as an *ex-officio*⁵ member with vote on all Student Government Association committees;
 4. Serve as *sergeant-at-arms*⁶ in all meetings, unless otherwise appointed, assisting the chairperson of the meeting in establishing and maintaining order at her/his request;
 5. Serve as one of two student Representatives to the Muhlenberg College Board of Trustees, Campus Life Committee of the Board of Trustees, and Muhlenberg College Committee on Campus Life (CCCL);

⁴ Impeachment: See Rule 3.4 in the Standing Rules of Order.

⁵ Ex-officio: By virtue of position.

⁶ Sergeant-at-arms: An official whose duty includes maintaining order and security.



6. Serve as and/or appoint when appropriate (in accordance with the Standing Rules of Order) a student Representative to the Muhlenberg College Board of Associates, the Alumni Executive Board, and any other Representative spot as requested by the College administration;
 7. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.
- E. The Vice-President shall:
1. Chair all regular and special meetings of the Student Government Association;
 2. Serve as an *ex-officio* member with vote on all Student Government Association committees;
 3. Assume the duty of liaison to the administration in the absence of the Student Body President;
 4. Serve as the chair of the Operations Committee;
 5. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.
- F. The Executive Secretary shall:
1. Serve as the chair of the Student Services Committee;
 2. Maintain a record of the proceedings of the Executive Board;
 3. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.
- G. The Recording Secretary shall:
1. Report to the Vice-President with matters pertaining to internal operations;
 2. Serve as a member of the Operations Committee;
 3. Maintain a record of proceedings of the Student Government Association;
 4. Prepare, prior to each meeting, an order of business to be distributed to all members of the Student Government Association, 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;
 5. Maintain the Student Government Association's official membership roll and call the roll where it is required;
 6. Document absences and report them to the body for action;
 7. 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;
 8. Maintain record book(s) in which the Bylaws, Standing Rules of Order, 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;
 9. Make the minutes and records available to members upon request;
 10. Ensure that a Student Government Grievance Table is staffed for at least 6 hours per month.
 11. Be responsible for all email correspondence through the Student Government Email Account.
 12. Relay feedback provided to the Student Government Association to the appropriate officers and/or committees.
 13. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.
- H. The Treasurer shall:
1. Serve as chair of the Finance Committee;
 2. Serve as a member of the Lectures and Forums committee;
 3. Maintain a record of the Student Government Association General Fund and Student Government Association funded accounts;



4. Oversee the distribution of funds and shall make financial reports at each regular meeting of the Student Government Association;
 5. Review the Finance Manual once per Student Government Association term in conjunction with the Operations committee and ensure that it is up to date prior to publication;
 6. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.
- I. The Digital Publicity Officer shall:
1. Report to the Recording Secretary;
 2. Maintain the Student Government Association website;
 3. Send a monthly newsletter to the Student Body via email;
 4. Appropriately disseminate information regarding SGA hosted events and forums;
 5. Investigate and implement other means of digital communication;
 6. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.
- J. The Print/Mail Publicity Officer shall:
1. Report to the Recording Secretary;
 2. Act as a liaison to the Muhlenberg Weekly and other campus media;
 3. Maintain the Student Government Association Bulletin Board;
 4. Send a paper newsletter to the Student Body at least once per semester;
 5. Appropriately disseminate information regarding SGA hosted events and forums;
 6. Investigate and implement other means of non-digital communication;
 7. Perform other duties prescribed in these Bylaws, the Standing Rules of Order, and by the parliamentary authority adopted by the Student Government Association.

Section 2: Elections of Officers

- A. The members of the student body will elect the Student Body President by a majority vote (more than half of the votes, including illegal ballots, cast by legal voters) at least one month prior to the start of the next term of office. If no candidate receives a majority vote of members present and voting, there shall be another election of the top two vote recipients.
- B. The membership of the Student Government Association will elect the Vice President, Executive Secretary, Recording Secretary, and Treasurer by a majority vote (more than half of the votes, including illegal ballots, cast by legal voters) at their first regular meeting. If no candidate receives a majority vote of members present and voting, there shall be another election of the top two vote recipients.
- C. Candidates for the positions of Vice-President, Executive Secretary, Recording Secretary, or Treasurer must be members of Student Government Association at the time of nominations.
- D. The Vice President must have served at least one full term on the Student Government Association.
- E. 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 Student Government Association may dispense with the ballot and affirm the candidate *viva voce*⁷.

⁷ Viva-voce: oral rather than written.



- F. The Student Body President shall appoint Student Government Association members to the positions of Digital Publicity Officer and Print/Mail Publicity Officer. The appointments of these positions shall be confirmed by Student Government Association.

Section 3: Vacancies

- A. A vacancy in any Executive Office with the exception of Student Body President shall be filled by election within the Student Government Association from among its own members. This election will occur at the next regular meeting of the Student Government Association after the office is vacated.
- B. A vacancy in the Digital Publicity Officer or Print/Mail Publicity Officer positions shall be filled by a reappointment by the Student Body President, in accordance with Article IV, Section 2.

ARTICLE V: MEETINGS

Section 1: Regular Meetings

Regular meetings of the Student Government Association will be held biweekly at a time specified in the Standing Rules of Order. The Student Government Association may order a change in the time or location of the meeting with a two-thirds vote of the members present, or in the event of an emergency as declared by the Dean of Students Office, by the Student Body President. Meetings may be rescheduled within a period of one week. Committee meeting schedules may be altered to accommodate a change in meeting time.

Section 2: Special Meetings

- A. Special meetings of the Student Government Association may be called by the Student Body President or upon the written request of seven (7) members of the government. The purpose of the meeting shall be stated in the call.
- B. 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.

Section 3: Quorum

In all regular and special meetings of the Student Government Association, the quorum shall be defined as half plus one of the total membership.

ARTICLE VI: EXECUTIVE BOARD

Section 1: Composition

The Student Body President, Vice President, Executive Secretary, Recording Secretary, and Treasurer of the Student Government Association will serve as the members of its Executive Board. The Student Body President will chair the Executive Board.

Section 2: Powers

The Executive Board shall manage the affairs of the Student Government Association during those times when it is unrealistic to conduct business as a body, or in an emergency situation as identified by the Dean of Students Office. The Executive Board shall also be responsible for all public relations activities as defined in the Standing Rules of Order.



Section 3: Rules of Conduct

- A. The Executive Board of the Student Government Association will meet at least once per week at a time and place designated by the Student Body President.
- B. 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 Dean of Students, submitted in writing to the Dean of Students Office. 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.
- C. In meetings of the Executive Board, the quorum shall be defined as the presence of a majority of the members, one being the acting Student Body President.
- D. The Executive Board shall submit a weekly report to the members of Student Government Association. Committee Reports are to be included when applicable.

ARTICLE VII: COMMITTEES

Section 1: Standing Committees

There shall be the following Standing Committees: Finance, Operations, Student Life & Affairs, and Student Services.

- A. Committee members shall serve for a term of one year, to correspond with that of their office.
- B. Student Government Association Committees shall be comprised solely of members of the Student Government Association.
- C. Responsibilities of a Committee:
 - 1. Submit a biweekly report to the Executive Board.
 - 2. Request approval from the Student Government Association for any action that is to be taken on behalf of the Student Government Association
 - 3. When necessary, gather data pertinent to the committee's charge.
 - 4. Committees shall report as necessary or when called upon by the Student Government Association to do so.
- D. The Finance Committee shall recommend budgets and special funding for recognized clubs and organizations to Student Government Association and to investigate opportunities to fund special projects. The committee shall consist of four (4) members including the chair.
- E. The Operations Committee shall be responsible for recommending any structural, operational, or disciplinary changes, and shall serve as the Election Oversight Committee, when necessary. The committee shall consist of four (4) members including the chair.
- F. The Student Life & Affairs Committee shall investigate and make recommendations in response to any issues regarding dining, Seegers Union, club recognition and outreach, Athletics, and Residential Life (with the exception of provisioning services). The committee shall consist of six (6) members including the chair.



- G. The 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 eight (8) members including the chair.

Section 2: Other Committees

Such other committees, standing or special (*ad hoc*), shall be appointed by the Executive Board or as the Student Government Association deems appropriate to carry on the work of the Student Body. Ad hoc committees shall consist of a chairman and at least two other members, appointed by the Student Body President and approved by the body immediately following the motion to create the special committee. Approval of membership must receive appropriate debate in accordance with Standing Rule 2.11.7.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any Standing Rules of Order that the Student Government Association may adopt.

ARTICLE IX: AMENDMENTS

Amendments to these bylaws may be proposed by the Operations Committee, to be voted upon by a two-thirds vote at any regular or special meeting of the Student Government Association.

ARTICLE X: STANDING RULES OF ORDER

Section 1: Composition

The Finance Manual and Election Rules shall be considered Standing Rules of Order.

Section 2: Revisions

To adopt, amend, or rescind any Standing Rule of Order, legislation must be proposed to the Operations Committee for review. The committee will bring the legislation to the Student Government Association where a majority vote is required.