



Student Government Association
Together Aspire, Together Achieve

The Constitution of the Albright College Student Government Association

Preamble:

The Student Government Association shall be the executive, legislative, and judicial organization of the student body of Albright College, subject to the final authority of the Board of Trustees, of which the president of Albright College shall be the executive agent and the dean of students (DOS) and advisors shall oversee the operations of the Student Government Association. Its purpose shall be to promote the interests of the students, which are consistent with its perception of the best interests of the College.

Article I: Name and Mission

Section 1. The name of this organization shall be the Albright College Student Government Association, hereafter referred to in this document as the SGA.

Section 2. The Student Government Association (SGA) works to establish firm communication between all college stakeholders, to assess problems, make positive improvements, and coordinate changes within the college. The SGA is the advocate for the Albright College student body, a liaison between students and college administration, and the representative of our students to the Albright College Board of Trustees. The SGA is a proactive body providing opportunities for leadership development, involvement, and personal growth within the Albright College community. It promotes student involvement and is a forum that student clubs and organizations may approach for assistance, encouragement, and support.

Article II: Membership, Officers and Elections

Officers

Section 1. There shall be an executive cabinet that consists of five executive officers, five members-at-large, plus one representative from the International Students Association, one

representative from the African-American Society, and one representative from the Commuter Students Association.

Section 2. The executive officers of the SGA shall be President, Executive Vice President, Vice President of Finance, Recording Secretary, and Corresponding Secretary. They will be known as the Executive Board.

Elections

Section 3. Annual student elections shall be held on campus in order to elect Executive Board, the five at-large members and the three representatives from the student associations.

1. Each student election shall be supervised, and validated by the SGA adviser, the dean of students, and the Election Committee of SGA. The Election Committee members are seniors and are thereby ineligible for re-election. The adviser or dean of students and two-thirds of the Election Committee must be present for vote counting. If two-thirds of the Election Committee is not present, the adviser and dean of students must be present for vote counting. In the case that the adviser or dean of students cannot be present, they must nominate a substitute to be validated by the president of SGA.
2. The adviser is chosen by the current SGA and his/her role is to be fulfilled in accordance with the provisions outlined in the Albright College Student Organizations Handbook
3. The SGA Election Committee shall give notification of each student election with the exception of special elections at least two weeks prior to the election.
4. For a candidate to be eligible to run for and hold a position on SGA, he/she must be an undergraduate, currently enrolled at Albright College, with a minimum GPA of 2.5, and in good social standing as stated in the Student Code of Conduct.
5. At least three days before each student election, all candidates shall present the SGA Election Committee with petitions stating their eligibility and desire for office and bearing the signatures of 50 students excluding members of the senior class. Each student who files a complete petition and who is certified by

the College to be a full-time student and meets the eligibility requirements shall be placed on the ballot. Any student may hold only one seat on SGA

6. The elections for the International Students Association representative, the Commuter Students Association, and the African-American Society representative shall be simultaneous with the member-at-large elections. Each group shall elect a representative within their organization to serve on the Executive Committee.
7. The aforesaid schedule for elections, the taking of office, the notification of upcoming elections, and the presentation of petitions for membership may be reasonably extended, individually or collectively, by a two-thirds vote of the SGA for reasons of either insufficient response, which would be the case if all the seats on SGA could not be filled, or other extenuating circumstances including but not limited to unforeseen emergencies such as: power failure, fire, or a threat to public safety
8. In order to be eligible for the position of President or Vice President of Finance, a student must have served one academic year on the SGA Executive Board. The president shall be elected from the eligible candidates by a student body vote. The results of this election shall be posted at least one week prior to the member-at-large election.
 - i. In the event none of the qualified Executive Board members show interest in holding the position of either President or Vice President of Finance an Executive Committee member having served at least one academic year may run upon unanimous approval from the advisory board.
9. The executive vice president, recording secretary, and the corresponding secretary shall be elected from the College at-large by a student body vote. The results of this election should be posted at least one week prior to the member-at-large election.
10. Elections shall be by secret ballot.
11. Any number of the members may be recalled at any time upon the presentation of a petition, to the SGA, bearing the names of at least one-third of the student body (signatures must be of students who pay the student activity fee) based on the enrollment at the beginning of the academic year. Any such petitioned elections must be held within 20 class days of the

petition's receipt.

12. Elections shall be decided by a plurality of votes cast. The only exception shall be in the case of a run-off election, which shall be held if such a situation occurs.

Article III: Student Senate

Section 1. There shall be a Student Senate, which will act as the advisory council to the student body and the SGA. It will function as a major source of campus communication.

Section 2. The Albright College Student Senate shall consist of two separate entities: the Organizations Senate and the Committee Senate.

1. The Organizations Senate shall consist of at least one representative for each SGA recognized organization. These representatives shall be called senators and treated as a position recognized on the office registration form.
 - a. Any non-SGA recognized organization or any interested party may also attend. All meetings of the organization senate shall be free and open to the public.
 - b. The Organization Senators shall attend all SGA Town Hall meetings.
 - c. Organization senators shall be selected by their organizations before the first scheduled Town Hall meeting time. If the chosen delegate cannot attend a Town Hall meeting, the delegate must send a substitute to represent their organization.
 - d. Organizations shall notify the corresponding secretary of the senators chosen/elected before the first scheduled meeting time and by reporting it on the officer registration form.
 - e. Organization senators may have one unexcused absence per semester. If the organization senator is absent more than once, the SGA reserves the right to freeze organization allocations as per the corresponding secretary.
 - i. Upon the first absence the organizations account shall be frozen. In order to unfreeze the account the said organizations President or Treasure must schedule and attend a meeting with either the SGA President or Vice President of Finance.
 - ii. Upon the second absence of the academic year will result in the freezing of that organizations account, the account will remain frozen until an official appeal letter is submitted to the executive

Committee and approved by a 2/3 vote. In the cause of appeal denial the organization may re appeal to the Dean of Students.

- f. The SGA reserves the right to unfreeze allocations once the senator has reported to the vice president of finance or president to discuss his or her absence.
2. The Committee Senate shall consist of representatives that the SGA has placed on campus committees
 - a. The representative committee member shall submit a report via email to the Executive Vice President on the committee meeting that they attended. If no committee meeting was held or attended that month, the committee member is still required to submit the report.
 - b. Committee members may have one unexcused report per semester. More than one unexcused report from the Senate meetings may result in the member being removed from the committee, at the discretion of the executive vice president.

Section 3. The Albright College Student Senate shall meet four times a semester at Town Hall Meetings.

Section 4. Class officers must also assign a delegate to attend the Student Senate.

Article IV: Powers/Duties

Section 1. The SGA shall:

1. Ensure that those interests of the students, which are in the best interests of the College, are communicated to all pertinent individuals and organizations in the College community, and that such interests receive appropriate representation in all committees to which the SGA makes appointments.
2. Approve by-law and constitution changes of all committees, organizations, and the Albright College Senate, which fall under SGA jurisdiction prior to submission to the dean of students.
3. Promote and encourage campus unity through the collaboration and interaction between the student body and/or student organizations.
4. Plan campus-wide activities that engage the interest of the student body.

5. Serve as a support system for the student population and all campus organizations and to provide the necessary assistance and guidance to those groups in order for them to flourish.
 6. Inform the student population of important campus issues, concerns, and news and to properly educate them on such matters.
 7. Act as a liaison to the administration, faculty, and academic departments on campus and discuss issues of concern to the students regarding such matters.
 8. Offer the student perspective for the Albright administration and the faculty in regards to policy changes and/or new policies.
 9. Coordinate and administer impeachment proceedings of a SGA member who does not comply with and/or meet the standards and regulations set forth by the SGA constitution and the SGA itself. Initiation of the impeachment proceedings will be determined by a majority vote.
 10. Establish the rate of a student activity fee, in consultation with the dean of students and vice president for finance and administration of Albright College, and determine and recommend the allocation of such funds to the president of Albright College, which shall be subject to the final approval of the Board of Trustees of Albright College.
 11. Receive and grant requests from groups of students for the privilege of being officially recognized as student organizations by the College community, through the SGA and the dean of student's approval of said groups who meet the requirements outlined in the SGA New Organization Formation Policy.
 12. Rescind recognition or financial support of any student organization for sufficient causes, including but not limited to fraudulent use of funds, violation of the Senate Organizations attendance policy, violation of college policies and so forth.
 13. Receive and provide assistance to recognized student organizations for the administration, supervision, and validation of said organizations' elections, if so requested by any student organization.
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Article V: Duties of Members and Officers

Section 1. The President shall:

1. Act as the official representative of the SGA in all matters.
2. Preside over Executive and Town Hall meetings
3. Call special meetings of the SGA when necessary.
4. Sign/authorize check request forms and fund transfers for student organizations.
(The Vice President of Finance is also authorized to do so.)
5. Set the agenda for all proceedings.
6. Act as the student representative to Albright's Board of Trustees.

7. Inform the new SGA President of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.
8. Oversee the transition of all new members of the SGA
9. Act as a liaison to administration, faculty, staff, students and the Albright community.
10. Hold an Allocations Information Meeting for all clubs and organizations in both the fall and spring semester
11. Hold a Summer Session Planning meeting with new members of SGA to organize for the fall semester
12. Plan the semester calendar.
13. Act as the Primary Parliamentarian during all meetings.

Section 2. The Executive Vice President shall:

1. Shall be known as the Executive Vice President and will serve as the chief of staff to the president.
2. In the absence of the president preside over meetings of the SGA.
3. In the absence of the president assume all presidential duties, except the authorization of funds to be withdrawn.
4. Coordinate the committee selection process and inform students and committee chairs of their placement.
5. Be responsible for monitoring committee activities and reporting to the SGA.
6. Coordinate all aspects of the Committee Senate.
7. Act as a liaison to class officers in conjunction with the president.
8. Assign Members at Large to the outlined committees
9. Reserve all rooms needed for all meetings and submit facilities requests for all SGA meetings and Town Hall meetings.
10. Set up team-building activities and help foster communication amongst the SGA.
11. Inform the new SGA Executive Vice President of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 3. The Vice President of Finance shall:

1. Be known as the Vice President of Finance.
2. Recommend a budget for all allocations of the SGA's funds to the SGA itself and to SGA -funded organizations.

3. Monitor the spending of SGA-funded organizations to promote their sound financial operation.
4. Pay any bills incurred by the SGA.
5. Sign/authorize check request forms and fund transfers for student organizations. (President is also authorized to do so.)
6. The SGA, through its treasurer, will submit an annual financial report to the dean of students and the vice president for finance and administration. The College reserves the right to audit any and all transactions that are funded in whole or in part by the student activity fee or other funds regardless of source.
7. Hold an Allocations Information Meeting with clubs and organizations (in conjunction with the president) during both the fall and spring semesters to discuss the allocations process.
8. Shall chair of the Financial Advisory Board.
9. Hold an allocation meeting once all allocations have been submitted.
10. Email Allocations decisions to the organization's President and Treasurer.
11. Along with the corresponding secretary, inform organizations if their accounts have been frozen or overdrawn.
12. Hold meetings with clubs/organizations that have overdrawn accounts.
13. Inform the new SGA Vice President of Finance of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 4. The Recording Secretary shall:

1. Be known as the Recording Secretary
2. Keep a permanent record of the minutes of the SGA meetings at which representation of student interests is provided by the SGA appointees, and of attendance at such meetings.
3. Collaborate with the Vice President of Finance of the SGA to communicate with SGA- funded organizations the results of their SGA-allocated funds.
4. Publish the minutes of the SGA meetings and distribute them to SGA members before the next regular meeting.
5. Distribute an agenda of planned business, as set by the president, prior to each meeting to the members of SGA.
6. Coordinate all aspects of the Organizations Student Senate, and record the attendance of Senate members, reporting to the SGA regarding the determination and vote of excused/unexcused absences.

7. Organize the organization filing cabinet and keep organization documents up-to-date (i.e. Registration forms, constitutions, rosters, etc.)
8. Shall chair the New Student Organization Committee.
9. Inform the new SGA Recording Secretary of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 5. The Corresponding Secretary shall:

1. Be known as the Corresponding Secretary
2. Read all communications (mail in the mailbox and e-mail) and handles correspondence of the SGA.
3. Posts signs and send an e-mail notice to senators and SGA about Town Hall meetings one week in advance.
4. Be responsible for writing all necessary correspondence as delegated by any member of SGA, especially the president and treasurer.
5. Handle correspondence of SGA such as holiday cards, thank you cards, birthday cards, etc.
6. Inform organizations if their paperwork is out of date.
7. Along with the vice president of finance, inform organizations if their accounts have been frozen or overdrawn.
8. Keep track of SGA publicity and serve as chair of the Public Relations Committee, including but not limited to the SGA website management.
9. Shall chair the Constitution Committee.
10. Inform the new SGA Corresponding Secretary of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 6. The Executive Cabinet shall:

1. Consist of the President, Executive Vice President, Vice President of Finance, Recording Secretary and Corresponding Secretary.
2. Hold weekly meetings.
3. Serve as liaisons to all Priority One Organizations.

Section 7. The Members-At-Large shall:

1. Attend all SGA meetings.

2. Work on assigned areas of interest determined dually by the Member at Large and the President
3. Inform the new Members at Large of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 8. Each member shall:

1. Be elected for a term not to exceed one academic year.
2. Have one vote that must be cast in person.
3. Attend all regular and special meetings of the SGA and inform the executive vice president if they cannot be present. More than two unexcused absences constitute grounds for dismissal as pre the Judicial Committee.
4. Keep the student body informed of all actions of the SGA regarding the College community by publication of SGA minutes.
5. Shall serve as liaison for the SGA to all recognized organizations.

Section 9. African-American Society (AAS) Representative shall:

1. Be known as the AAS Representative
2. Act as a liaison between SGA and AAS
3. Keep SGA updated on AAS events
4. Provide feedback from AAS
5. Inform the new SGA AAS Representative of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 10. Commuter Students Association (CSA) Representative shall:

1. Be known as the CSA Representative
2. Act as a liaison between SGA and CSA
3. Communicate with the dean of students
4. Keep SGA updated on CSA events
5. Provide feedback from CSA
6. Inform the new SGA CSA Representative of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.

Section 11. International Students Association (ISA) Representative shall:

1. Be known as the ISA Representative
 2. Inform the new SGA ISA Representative of their duties, supply them with a copy of the SGA constitution and provide guidance in the transition process.
 3. Act as a liaison between SGA and ISA
 4. Keep SGA updated on ISA events
 5. Provide feedback from ISA
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Article VI: Advisory Board

Section 1. The purpose of the advisory board shall be:

1. Give non-student advice to the association.
2. Provide insight to other aspects of the College community.
3. Attend SGA meetings when necessary or needed.

Section 2. The members of the Advisory Board shall be:

1. The dean of students
 2. The president of Albright College or his/her designee.
 3. Faculty member(s) who shall be selected by the Faculty Executive Committee.
 4. The director of student activities
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Article VII: Financial Advisory Board

Section 1: The Financial Advisory Board of the Albright College Student Government Association shall serve as an emergency committee to address immediate financial circumstances and make appropriate financial decisions concerning such situations within a short period of time. The main responsibility of the board shall be to meet on short notice to deal with financial matters that are of a time sensitive nature. The Financial Advisory Board shall be chaired by the vice president of finance of the Student Government Association and shall be comprised of seven members of the Student Government Association Executive Committee in addition to two alternate members who will serve in the absence of a board member.

Article VIII: Meetings

Section 1. The SGA shall:

1. Meet at least twice each month during the academic year.

2. Hold regular meetings at a time mutually convenient to all members of SGA.
3. Hold special meetings whenever considered necessary by the president.
4. Hold an executive session, consisting of the five executive officers, five members-at-large, and three special representatives, which may be called whenever two-thirds of the SGA requests such a proceeding.
5. Have a quorum when two-thirds of the members of the SGA are present.
6. Make decisions when greater than half of the members are in agreement and a consensus cannot be reasonably achieved.
7. Follow Robert's Rules of Order, Newly Revised, except that the president shall have full voting privileges.

Section 2. The order of business for meetings will be as follows:

1. Call to Order
2. Roll call of Officers
3. Reading of prior meetings minutes
 - a. Corrections
 - b. Approval by the body.
4. Report of Officers
 - a. President (motion)
 - b. Executive Vice President: Committee Reports (motion)
 - c. Vice President of Finance: Financial Status (motion)
 - d. Recording Secretary (motion)
 - e. Corresponding Secretary: Organization Reports (motion)
 - f. African-American Society Representative (motion)
 - g. Commuter Students Association Representative
 - h. International Student Association Representative (motion)
 - i. Report of Members at Large
5. Old Business
6. New Business
7. Good and Welfare
 - a. Maximum of five minutes per topic.
8. Adjournment

Article IX: Amendments

Section 1. Any member of the SGA may propose an Amendment to this Constitution at a

meeting of the SGA.

1. The proposed amendment shall be initially passed by a two-thirds vote of the membership of the SGA at least two weeks before it is formally proposed to the student body.
2. The majority of students eligible to vote in an all-College ballot shall be required to ratify any amendment. At least two weeks prior to the ballot the amendments shall be made available to each student.

Section 2. An amendment may be proposed by presentation to the SGA of a petition bearing the signatures of 20 percent of the student body. The proposal may then become an amendment if a majority of the students voting in an all-College ballot is in favor of the amendment.

Section 3. The SGA shall make all necessary and proper policies in order to maintain jurisdiction and promote the good and welfare of the Albright College student body and the institution itself.

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