

# 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. Sign a Leadership Agreement.
3. If popularly elected, attend the annual SGA leadership retreat. Exceptions may be granted by the SGA Advisor(s).
4. Serve on at least one (1) SGA, faculty or College Committee.
5. 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. A term shall begin with the first regular meeting of the SGA in the spring semester. There is no limit to the number of terms that a student may serve as a Representative.

#### C. Removal and Resignation.

1. **Removal.** A representative shall be removed for the following reasons:
  - a. Being absent from four (4) regular meetings of the SGA per semester.
  - 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(s) receiving a plurality of the legal ballot votes cast by members present and voting in an election at a regular or special meeting of the SGA, for which at least ten days (10) 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. Other Officers. The Vice President, Executive Secretary, Treasurer, Recording Secretary and 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.****C. Election of the Student Body President**

1. The student body shall elect, by either written or electronic ballot, the Student Body President. A plurality vote shall elect.
2. Elections shall be held annually on the third Monday in November.
3. In the event of a tie, only the names of the candidates tied will be placed on a new ballot and a new election should be conducted within ten days of the initial election.

**D. Election of Other Officers.**

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 a designee to serve as, a student representative to the Muhlenberg College Board of Associates, the Alumni Executive Board, and other Muhlenberg College boards and committees as requested by the administration.
5. Serve as, or appoint a designee to serve as, a representative to Muhlenberg College boards and committees as requested by the administration.
6. Appoint SGA members to SGA standing committees and designate a chairperson for each unless otherwise specified in these bylaws.
7. Serve as a member of the SGA Student Life Committee.
8. 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 SGA committees.
3. Succeed to the office of Student Body President should the Student Body President vacate the office.
4. 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. Update SGA social media accounts, websites, and campus digital signage.
4. Serve as a member of the SGA Student Services committee.
5. 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. Maintain a record of the SGA General Fund and SGA funded accounts.
3. Oversee the distribution of funds and shall make financial reports at each regular meeting of the SGA.
4. 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.
5. 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 call.
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, 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 Vice President, Executive Secretary, Treasurer, and 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 at the conclusion of the meeting in which they are elected.

**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. Being absent from four (4) regular meetings of the SGA per 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 of the SGA will be held bi-weekly each semester on Thursdays at a time specified in the Standing Rules of Order unless otherwise specified by the membership. The first meeting of each semester shall occur in the second week of classes.

**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.****A. Expenditures:**

All main motions related to the expenditure of funds shall be conducted by a roll call vote.

**B. Constituent Comments.**

Regular meetings of the SGA shall provide an opportunity for comments from constituents.

**C. Guest Speakers.**

Guest speakers shall be limited to ten (10) minutes unless otherwise ordered by the membership.

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

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

**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. 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 a majority of the members.

**ARTICLE VII. COMMITTEES**

**Section One. Standing Committees.**

**A. Committees.**

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

**B. Duties.**

1. **The Finance Committee** shall recommend budgets and special funding for clubs and organizations, develop rules and policies for the distribution of funds, and investigate opportunities to fund special projects.
2. **The Operations Committee** shall be responsible for recommending any structural, operational, or disciplinary changes, to the organization.
3. **The Student Life Committee** shall address issues related to athletics, dining services, student clubs and organizations, residential life, and academics.
4. **The Student Services Committee** shall address issues related to campus safety, technology, health and counseling services, and the physical plant of the College.
5. **The Nominations & Elections Committee** shall be responsible for organizing and conducting the annual fall elections. The committee shall be appointed no later than October 1 and disband after the election each fall semester. Members may not be candidates in the election to be conducted.

**C. Membership.**

1. Standing Committees of the SGA shall be comprised solely of members of the SGA.
2. Each SGA Standing Committee shall have a minimum of three (3) members and a maximum of six (6) members, including the chairperson.

**Section Two. 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 Three. 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. PARLIAMENTARY AUTHORITY**

The most recent edition of The Democratic Rules of Order 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.

## **ARTICLE IX. AMENDMENTS**

### **Section One. Proposing Amendments.**

Amendments to these Bylaws may be proposed by a vote of two-thirds of the SGA, or by a signed petition representing ten percent (10%) of the student body.

### **Section Two. Approval of an Amendment.**

Amendments to the Bylaws shall be adopted by receiving two-thirds of the legal votes cast at a regular or special meeting of the SGA for which notice of the proposed change has been announced to the Student Body at least 14 days in advance.

### **Section Three. Amended Bylaws.**

Amendments to the Bylaws take effect upon the approval of the SGA unless otherwise directed in the motion.