

# **Adrian College Student Government Constitution**

## **Preamble**

The students of Adrian College acknowledge the need for student representation and appropriate student reflection within the Adrian College community. Furthermore, we recognize the importance of advocating student concerns in the process of any decision making that affects the student population. Therefore, we establish the Adrian College Student Government Association.

## **Article I: Organization Name**

The name of the organization shall be the Adrian College Student Government Association (SGA).

## **Article II: Duties and Responsibilities**

The Student Government Association shall have the duty, responsibility and privilege:

- a. To determine its own rules and procedures,
- b. To set campus wide student policies as defined in the by-laws of the Constitution,
- c. To provide a common forum for the presentation of student ideals and aspirations to the College,
- d. To serve as the legitimate channel of communication of student opinion to the College with the Faculty and Administration,
- e. To appoint student representatives to the Board of Trustees and to College committees and boards,
- f. To provide collaboration between and among student organizations, and
- g. To coordinate and advise on any matter concerning the planning and execution of student goals, activities, and aspirations.

## **Article III: Membership**

### Section 1

The student body membership shall consist of the students enrolled in Adrian College.

### Section 2

The student body will be represented by a Senate, which shall consist of the SGA delegates, which are residence hall and Greek house senators and Class Officers. The remaining members of the senate shall be the executive board officers and representatives. Representatives shall represent a recognized student organization at Adrian College.

### Section 3

Apportionment and Criteria of Delegates and Representatives:

- a. The apportionment shall be:
  1. One (1) Senator per fifty (50) students residing in a residence hall, with all fractions being rounded up.
  2. One (1) Senator per Greek social organization.
  3. One (1) Senator per fifty (50) students who are considered having commuter or off-campus status, with all fractions being rounded up.
- b. The apportionment criteria are:
  1. No person shall be considered a member representing two organizations, and

2. Any Senator who changes residence halls must resign from the Senate.
- c. The apportionment of representatives shall be:
  1. One representative from every recognized organization on campus.
- d. The criteria of representatives are:
  1. The person shall not represent any residence hall or Greek social organization.
- e. Any member of the student body shall have the privilege to attend the meeting of Senate and enjoy full discussion rights when recognized by the President.
- f. The name and contact information of the chosen representative from each recognized student organization must be filed with the Commissioner of Records before that organization's representative will be formally recognized in the Senate.
- g. Qualifications of Members:
  1. Delegates and Representatives must be members of the constituent groups that they represent.
  2. Delegates must be full-time students at the college.
  3. Delegates must have and maintain a 2.00 Cumulative G.P.A. (four point scale).

#### Section 4

##### Duties and Obligations of Delegates and Representatives:

- a. Delegates are expected to reflect their constituency's views in the senate.
- b. Delegates are expected to support the wishes of the entire Senate assembled.
- c. Delegates are required to serve on two SGA committees.
- d. Delegates are required to serve one office hour per week in the Student Government Association office.
- e. Delegates are required to attend all Senate meetings and functions.
- f. Delegates are required to publish a bi-weekly newsletter to be displayed in their hall, Greek housing unit, or location available to off-campus students. These newsletters will highlight issues brought up in SGA Senate meetings and will be due to the Commissioner of Campus Affairs by the Thursday immediately following an SGA Senate meeting.

#### Section 5

##### Term of Office:

- a. Senators and representatives shall be selected in accordance with the by-laws.
- b. Senators shall serve for a term of one academic school year and may seek re-election.

#### Section 6

Two advisors, one faculty and one administrator, are to be chosen and/or reviewed by the executive board annually. Advisors shall have no voting privileges.

## **Article IV: Officers of the Organization**

### Section 1

The executive board officers of the Student Government Association shall be the President, Executive Vice-President, Vice-President for Academic Affairs, Commissioner of Records, Commissioner of Student Services, Commissioner of Campus Affairs, Commissioner of Class Officers and Parliamentarian.

### Section 2

The President, Executive Vice-President, and Vice-President for Academic Affairs shall be elected each spring by the general vote of the student body in accordance with the provisions outlined in the by-laws of this constitution.

### Section 3

The Commissioners (Records, Student Services, Campus Affairs and Class Officers) and the Parliamentarian shall be appointed by the incoming SGA President, Executive Vice-President and Vice-President for Academic Affairs by the last day of classes of the spring semester.

### Section 4

Qualification of executive board officers:

- a. Full-time student,
- b. Overall 2.5 Cumulative G.P.A. (four point scale).

### Section 5

All officers will serve for a term of one year and will be salaried as determined by the previous executive board.

### Section 6

All officers will be subject to impeachment proceedings as outlined in the by-laws of this constitution and the elected officers will be subject to recall.

### Section 7

The order of succession will be as follows:

- a. Executive Vice-President
- b. Vice-President for Academic Affairs
- c. Commissioner of Campus Affairs
- d. Commissioner of Student Service
- e. Commissioner of Records
- f. Commissioner of Class Officers
- g. Parliamentarian

### Section 8

In the case that a Commissioner is bestowed the office of President, they will only hold the office until the end of the semester, when an all campus election will be held.

## **Article V: Meetings**

### Section 1

The regular meetings of the Senate shall be held every two weeks, at a time determined by the executive board, in consultation with the Senate.

#### Section 2

Special meetings may be called by the President provided that a prior notice of 24 hours is given.

#### Section 3

The President shall call a special meeting upon:

- a. the written request of seven (7) or more Senators, and/or
- b. the petition of 150 or more students, and/or
- c. the request of the executive board.

#### Section 4

Mass meetings of the student body shall be called by the President:

- a. upon the written request of seven (7) or more Senators, and/or
- b. upon the petition of 150 or more students.

#### Section 5

The executive board shall meet at least bi-weekly at a time set by that body.

#### Section 6

The President of the Student Government Association may, with the advice and consent of a two-thirds (2/3) vote of the voting members of the Senate, dissolve the Adrian College Student Government Association.

### **Article VI: Quorum**

Simple majority of the voting members of the Senate shall constitute a quorum.

### **Article VII: Amendments**

#### Section 1

Proposed amendments to this constitution must be distributed to SGA Delegates at least two (2) weeks before the vote is to be taken on them.

#### Section 2

For adoption, an amendment must receive a two-thirds (2/3) vote of the voting members of the body on said amendment.

Updated 9-98

Updated 3-01

Updated 4-02

Updated 4-03

# **By-Laws of the Adrian College Student Government**

## **Article 1: Executive Board Officer Duties**

### Section 1

Duties and powers of each office:

- a. The President shall:
  1. preside at Senate meetings
  2. accept the responsibility of promoting the provisions of the Constitution and the decisions and policies of the Senate,
  3. represent the students and Student Government Association before the faculty and administration unless some other member or student is so designated by the Senate,
  4. serve as chair of the executive board,
  5. appoint students to College Forum and its committees with the advice and consent of the Senate,
  6. serve on:
    - a. College Forum
    - b. College Planning Committee
  7. coordinate the activities of student members of College Forum and its committees,
  8. appoint Associate Trustees in accordance with Article VIII,
  9. perform other duties assigned to the office.
- b. The Executive Vice-President shall:
  1. preside at the meetings of the student Senate and executive board in the absence of the President,
  2. coordinate the activities and membership of all Student Government Association Committees,
  3. serve as chair of the Cooperative Activities Board (CAB),
  4. serve on:
    - a. College Forum
    - b. College Planning
  5. perform other duties assigned to this office.
- c. The Vice-President of Academic Affairs shall:
  1. coordinate the activities of the Community Service Committee
  2. serve on the following committees:
    - a. College Forum
    - b. Curriculum
    - c. Academic Policies
  3. perform other duties assigned to this office.
- d. The Commissioner of Records shall:
  1. be responsible for the financial records, archives and files of the body,
  2. coordinate the activities of the secretarial staff,
  3. prepare, in consultation of the executive board, a financial plan for approval by the Senate,
  4. prepare and distribute copies of the minutes of the proceedings of Senate to the members of SGA, and the College news media, as well as post the minutes on the SGA web page,
  5. perform other duties assigned to this office.
- e. The Commissioner of Student Services shall:

1. serve as an advocate and liaison with Student Government Association and the college for all students,
  2. serve on the following College Forum Committees:
    - a. College Environment, and
    - b. Gender Issues
  3. coordinate a monthly newsletter
  4. perform other duties assigned to this office.
- f. The Commissioner of Campus Affairs shall:
1. coordinate the production of all printed material involving Student Government Association, including:
    - a. publicity for Student Government Association sponsored events, including meetings and elections
  2. coordinate and direct all campus elections in accordance with Article VI of these by-laws,
  3. organize a student government candidates forum and debate prior to the all campus election,
  4. coordinate residence hall elections,
  5. serve as chair of the Publicity Committee,
  6. perform other duties assigned this office.
- g. The Commissioner of Class Officers shall:
1. preside at the meetings of all class officers and full class meetings,
  2. coordinate and direct with class officers the activities of class functions,
  3. serve as chair of the Class Officer Coordination Board,
  4. perform other duties assigned to this office.
- h. The Parliamentarian shall:
1. serve in accordance with Roberts' Rules of Order,
  2. serve as the historian for the Student Government Association,
  3. oversee the operations, maintenance, and regulations concerning the SGA office,
  4. perform other duties assigned to this office.

## Section 2

### Term of Office:

- a. The officers shall be elected each spring by a general vote and of the student body, in accordance with the provision outlined in these by-laws.
- b. The officers shall be duly installed by the incoming President and shall assume office at a time deemed appropriate by the incoming President, but before the final session of Senate.
- c. The officers shall serve a term of one year, at the end of which they may stand for re-election if they are so qualified.

## Section 3

### Filling Vacancies:

- a. In the event of an office vacancy, other than the Presidency, the President shall have the power to fill the office with an appointment, subject to approval by the executive board and in consultation with the Senate.

## Section 4

### Salary:

- a. Each officer will be provided a stipend to be determined by the previous executive board.

- b. Senate, by majority vote, may suspend part or all of an officer's stipend if, in the opinion of the delegates, that person has not performed the duties assigned to the office by the Constitution, By-laws, and Senate.

## **Article II: Student Government Association Standing Committees & Boards**

### Section 1

#### Executive Board:

- a. Duties shall include:
  - 1. Direct the student policies of the campus,
  - 2. Set the agenda for the Senate,
  - 3. Award any and all Student Government Scholarships,
  - 4. Refer projects to the appropriate committee,
  - 5. Initiate projects for student welfare,
  - 6. Perform any other duties assigned by Senate,
- b. Membership shall include:
  - 1. Student Government Association executive board Officers,
  - 2. Advisors to Student Government Association.

### Section 2

#### Standing Committees:

- a. The standing committees of the Student Government Association shall be the Publicity, Food Service, Community Service, Campus Environment and Leadership Development committees.
- b. The duty of these committees shall be as follows:
  - 1. Publicity shall develop publicity for SGA and promote participation in SGA sponsored events.
  - 2. Food Service shall have monthly meetings with the manager and Director of Dining Services and seek suggestions for food service related improvements.
  - 3. Community Service shall coordinate community service events and activities for SGA and the campus as a whole, including, but not limited to, Rake n' Run and a Blood Drive.
  - 4. Campus Environment shall be responsible for general campus issues.
  - 5. Leadership Development shall develop and promote campus involvement and leadership development activities and programs.

### Section 3

#### Special Committees:

- a. The Senate shall have the power to create special committees.
  - 1. These shall deal with any matters not otherwise provided for in these by-laws.
  - 2. The Executive Vice-President shall appoint the Chair in consultation with the President, executive board, and Senate.
  - 3. These committees shall research student opinion in their specific areas.
  - 4. These committees shall dissolve upon the completion to the defined objective and reason for existence.

### Section 4

#### Boards:

- a. The Student Government Association Boards shall be:

1. The Cooperative Activities Board (CAB)
2. The Class Officer Coordination Board
- b. The duties and powers of each board:
  1. The Cooperative Activities Board shall determine the allocation of the Student Activity Fees to recognized student organizations.
  2. The Class Officer Coordination Board shall serve as an advisory board of communication and coordination for all class projects and activities.

### **Article III: Meetings and Decorum**

#### Section 1

##### Regular meetings:

- a. Attendance requirements:
  1. All delegates and representatives are expected to attend all Senate meetings.
  2. All delegates and representatives will be allowed one unexcused absence per semester. Upon acquiring two unexcused absences, members shall receive a formal reprimand from the executive board, with an additional possible suspension of voting privileges. Any member having three or more absences in a given semester may be removed from his or her position, upon approval of the executive board.
- b. Notice of meetings:
  1. Times of regular meetings will be communicated in advance to Senators.
  2. The Commissioner of Records shall notify all delegates and representatives prior to special meetings.

#### Section 2

##### Removal:

- a. Any person ruled out of order at a Senate meeting and continues out of order shall be asked to leave by the Parliamentarian.

#### Section 3

##### Impeachment of officers:

- a. The Senate has the power to impeach and subsequently relieve from office any of the officers of the organization.
  1. The Senate may bring impeachment proceedings against an officer if the officer has:
    - a. violated the College code of student conduct and in the opinion of the members is not fit to continue in an official capacity, or
    - b. committed an act(s) against the organization, which contributes to the destruction of its viability in the college community.
  2. The Senate may initiate impeachment proceedings when the Commissioner of Records has received a signed petition from 10 voting members of the senate requesting such action be taken. This petition shall include:
    - a. the officers' name and office, and
    - b. the detailed nature of the charges leveled.
  3. The Senate may impeach an officer if two-thirds (2/3) of those voting agree to such an action.
  4. If the Senate impeaches an officer of the organization, that officer will forfeit all rights, privileges and benefits of the office.



#### Section 4

##### Recall of elected officers:

- a. The recall of elected officers will be allowed if the Commissioner of Records receives a petition containing the legal signatures of 1/3 of the current students calling for such action.
- b. Upon receipt of this petition, the Senate will authorize an election at the earliest possible date within two weeks.
- c. A recalled officer will automatically stand for re-election in the subsequent recall election, if they so choose.
- d. The recalled election will be governed by the provision pertaining to general election in those by-laws.

### **Article IV: Student Government Funds**

#### Section 1

No committee or board shall make any expenditure outside its established budget without the approval of the Senate.

#### Section 2

No disbursement of Student government Association budgetary funds can be made without the approval of the Senate. There are, however, two exceptions:

- a. Expenses of the organization and its officers as previously budgeted, and
- b. The SGA accounts will be monitored by the Administrative Advisor and a disbursement shall require the signatures of the Administrative Advisor and the President.

#### Section 3

Any funds raised in the name of Student Government shall be deposited into the SGA accounts, and spent in accordance with Senate guidelines.

### **Article V: Elections**

#### Section 1

##### Elections Periods

- a. Senator elections shall be held within the first three weeks of the fall semester as determined by the Executive Board.
- b. Student government officer elections shall be held during the third week of March, as determined by the Executive Board.
- c. Senior Class Officer elections shall be held during the third week of March, day to be determined by the Executive Board.
- d. First year, sophomore, and Junior Class Officers elections shall be held during the third week of the fall semester, as determined by the Executive Board.
- e. Other all-campus elections shall be held during the third week of March, in conjunction with the Student Government Association Officer elections.

#### Section 2

##### Nomination

- a. To be placed into nomination, candidates must submit petition signed by a number of persons. This number shall be determined by the Senate annually, but shall not exceed:
  1. 10% of the student body for all-campus positions,
  2. 10% of the class compositions for class officers,
  3. 10% of the residence hall population for Senators

- b. Petitions must be submitted five (5) days prior to the election.

### Section 3

#### Campaigning

- a. Each candidate shall pay for the materials used during the campaign. No reimbursement shall be made to any candidate unless approved by the Executive Committee and the Vice-President of Student Affairs. No candidate may spend more than a total of sixty (60) dollars on campaign materials. Candidates will be expected to turn in receipts from the materials used in their campaigns to the Commissioner of Records and/or the Commissioner of Campus Affairs.
- b. All candidates' campaign materials must follow the posting policy, as outlined in the student handbook. Candidates may not formally begin their campaign (by posting materials or otherwise) until three weeks prior to the election date. All posters and other publicity materials must be taken down within three days following the election.
- c. Candidates must respect the policies of residence life. Programs in respective halls may be suitable venues for campaigning, with appropriate permission granted. However, door to door campaigning shall not be permitted.

### Section 4

Elections of all officers and delegates, with the exception of Greek social organizations, shall take place as per subsection [d] below.

- a. Residence hall Senators shall be elected as follows:
  - 1. Students must identify themselves with the residence hall they live in and vote accordingly. Only those students living in the residence hall can vote for that hall's respective senator(s).
- b. Commuter Senators shall be elected as voted in by the commuting students.
- c. Each social Greek organization shall select a Senator autonomously.
- d. All-Campus Elections:
  - 1. Polling places shall be Ritchie Dining Hall Lobby for all students.
  - 2. Polls shall be open during lunch and dinner on the election day only.
  - 3. Votes shall be counted in a locked room by
    - a) the Commissioner of Campus Affairs,
    - b) two non-running Executive Board members,
    - c) one advisor.
  - 4. A candidate must receive a majority of all votes cast (more than half/50 percent) for the office in order to win.
  - 5. All votes cast for write-in candidates will be considered legitimate and will be counted.
  - 6. If no candidate receives a majority of the votes, then there shall be a run off election between any two candidates – write-in or otherwise – receiving the greatest percentage of the ballots cast on the seventh day following the initial election.

## **Article VI: Class Government**

### Section 1

Class government shall be under the auspices of the Senate.

### Section 2

The government of each class shall be coordinated by the class officers.

### Section 3

Activities shall be determined and coordinated by the Class Officer Advisory Board in consultation with the Commissioner of Class Officers.

### Section 4

The class officers shall consist of a President, Vice-President, Secretary and Treasurer who will hold one fundraiser each semester.

### Section 5

Qualifications for class officers shall be as follows:

- a. a member of the class in which seeking office,
- b. a first semester student in the class, and
- c. Overall cumulative 2.00 G.P.A. (four point scale).

## **Article VII: Voting**

### Section 1

#### Voting Privileges

- a. The delegates of the senate (residence hall and Greek house Senators and Class Officers) as well as the Vice-President for Academic Affairs, Commissioner of Records, Commissioner of Student Services, Commissioner of Campus Affairs, Commissioner of Class Officers, and the Parliamentarian shall have voting privileges at Senate meetings.
- b. The representatives from recognized student organizations, President, and Executive Vice-President shall not have voting privileges.
- c. The President and Executive Vice-President shall have voting privileges only on the executive board.

### Section 2

#### Voting

A majority vote (more than half/50 percent) of the voting members of SGA, unless otherwise noted in the Constitution and By-laws, is needed to pass or revoke any motion.

## **Article VIII: Association Trustees**

### Section 1

Each year, the President of SGA shall, with the advice and consent of the executive board, appoint an Associate Trustee.

### Section 2

Qualifications of an Associate Trustee are as follows:

- a. Is a sophomore or junior, and,
- b. Holds at least a 2.75 cumulative G.P.A. (four point scale).

### Section 3

Duties of an Associate Trustee are as follows:

- a. Attend all meetings of the Board of Trustees,
- b. Submit a report to the executive board after every meeting, and,
- c. Serve in this position for two years.

## **Article IX: Parliamentary Reference**

### Section 1

All meetings shall be governed by parliamentary law as set forth by Roberts' Rules of Order newly revised, except when contrary to the Constitution or these By-laws.

## **Article X: Amendments**

### Section 1

#### Procedure for Amending

- a. Proposed by-laws or proposed amendments to by-laws must be submitted in writing to the Senate and read aloud at a regular scheduled meeting of the Senate.
- b. Such proposal or proposals may be voted on at the next meeting of the Senate.
- c. The revocation of a by-law must follow the same procedure.

### Section 2

A 2/3 vote of the voting members of the senate is needed to pass or revoke any by-law.

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