

Amended: April 15, 2009

Preamble

We, the students matriculating in the College of Arts and Sciences of Rollins College, in fulfillment of the right to participate in the governance of the college, and in recognition of the responsibilities inherent in such a right, do hereby set forth this Constitution of the Rollins College Student Government Association. Every student of the College of Arts and Sciences of Rollins College is a member of the Rollins College Student Government Association and is thus entitled to participate, according to the rules of procedure, in any and all of its functions, including but not limited to meetings and events. No individual rule or procedure may violate that right.

Article I. Name and Purpose

This government shall be known as "Rollins College Student Government Association," hereafter referred to as the SGA. The purpose of the SGA shall be:

- To provide a sound democratic student government as a participant in the decision-making process of college life;
- To represent student opinion to the Trustees, Administrators, Alumni, Faculty, and Staff;
- To promote the welfare of the student community by providing an avenue for student expression, social interaction, cultural awareness, and student services;
- To establish a forum for discussion on issues which concern the student body.

Article II. Government

The SGA shall be composed of an executive, legislative, and judicial entity: the Executive Board, the Student Senate, and the Judicial Board. Each of the bodies shall exist separately with independent powers. The responsibilities of each body, enumerated in the Constitution, shall serve as a check and balance on each other. All entities of the SGA are responsible to and for the student body as provided for in the Constitution. The date and time for all meetings for all bodies of SGA will be set by the individual body at its discretion.

Article III. Election and Procedures

Section 1. Campaign Policy

- A. Campaigning materials are defined as all material utilized to advertise a candidate for an SGA elected position. Posting items will follow the guidelines set forth by the Student Involvement posting policy. Posting is only allowed one week prior to the first date of the election and must be removed within 24 hours following the final election date. All other forms of campaigning are allowed as defined by the Judicial Board.

- B. Campaigning, either written or verbal, is not allowed within ten yards of a voting location during voting times. Candidates may only be in the voting areas when casting their votes.
- C. Presidential and Vice-Presidential Campaign total spending is limited to \$125 with \$50 to be reimbursed for every candidate by the SGA. The Judicial Board shall monitor spending. All receipts for campaign materials must be received and cleared by the Judicial Board prior to the day before the polls open. (For more information on the Judicial Board see, JUDICIAL BOARD.) Campaign materials may in no way slander or discredit another candidate.
- D. Campaign materials may in no way slander or discredit another candidate.
- E. The Judicial Board reserves the right to have a pro-active role in the event of a perceived wrongdoing per the committee's discretion.
- F. Any donation made to a candidate for use in their campaign will be taken at fair market value off the total budget allotted to the candidate for their campaign. Fair market value will be established per the on-shelf price at the time of purchase. Advertised discounts with proof of advertisement will be recorded as such.
- G. Campaigning and campaigning materials must remain on college property. No campaigning off-campus. All campaign material must be posted before the voting polls open.
- H. Anonymous tips are grounds for investigation of the integrity of the campaign.
- I. The Judicial Board is the only official form of communication.
- J. Honest and correct election procedures must be established and enforced by the election committee.
- K. Official forms of communication between the election committee and the candidates are restricted to emails, phone calls, and set conference times.
- L. Formal complaints must be made by the Monday following the closure of the polls.
- M. All rules concerning campaigning materials will be defined yearly by the Judicial Board in consultation with Student Government Advisors, and the College Administration.

Section 2. Voting Procedures

- A. The Judicial Board will staff the ballot boxes during specified voting hours for Senatorial Elections, and monitor personnel involved in online voting for Presidential and Vice Presidential Elections.
- B. In order for a student to vote, a valid ID must be presented to the staff present at the ballot box. The staff will then check the ID against a student master list housed with the Office of Residential Life.
- C. Once the voter has completed their ballot, the staff will mark the student master list with pre-determined election verification.
- D. Students may only vote for one Presidential and one Vice-Presidential candidate.
- E. A 40% election turnout by the entire student body for the Presidential/Vice-Presidential election is required and 30% turnout for each constituency for Senate elections is required to constitute a valid election. If the required percentage has not been reached in order to proclaim the winner of a race within 15 days of the

beginning date of elections, the Judicial Board will be given the power to call the elections, if and only if all possible means to notify the student body of the elections have been attempted. This calling will be subject to Senate ratification.

The Dean of Student Affairs, the Provost, and the President of Rollins College, in that order, will hear appeals of the Election Committee's decisions.

- F. Presidential and Vice-Presidential elections must take place before Spring Break to allow for a strong transition for the incoming leadership.

Section 3. Declaration of Winners

A. Presidential and Vice-Presidential Elections:

A candidate must obtain 50% + 1 of the votes cast in the election to be declared the winner. If no one candidate wins the required number of votes, a run-off election must be held. The run off election, of which 40% of the student body must vote in the election, will be between the top 2 vote recipients of the regular election. The candidate receiving the most number of votes at the end of one week's time will be declared the winner of the election.

B. Senate Elections:

The candidate(s) from each class year who obtains the majority of votes will be declared the winner(s) in the Senate election, regardless of the number of votes separating the candidates. If a tie occurs between two candidates for the Senate position of a class year, a one-day run-off will take place between the tied candidates.

Section 4. Violation of Election Guidelines

Any student may bring any issue, complaint, and/or charge of misappropriation to the Judicial Board for a hearing. Issues and complaints shall be noted by the board. The board will hear charges, allow the accused to respond to the charge, and render a decision on what action will be taken. The Judicial Board has the right and authority to prosecute violators of the election guidelines established by the board and the Constitution. Consequences will be established by the board at the time of the prosecution and can range from fines or removal of campaign materials to removal from election in its entirety.

Article IV. Ethics

Section 1: Responsibilities

SGA Officers won't restrict the rights of their constituents on the basis of study, religion, race, color, nationality, gender, sexual orientation, disability, political views, or personal opinions. Officers will abide by

proper business practices which have honesty, fairness, consideration, and enlightened professionalism in spirit.

Section 2: Execution of Duties

Students elected to represent the SGA in the College Governance System will be responsible for carrying out the duties specified for the position in which they serve in an ethical manner. Failure to uphold these duties and responsibilities will be grounds for dismissal from their position.

Section 3: Breach of Ethical Conduct

Any student enrolled in the College of Arts and Sciences of Rollins College may bring a formal complaint against any SGA member relating to any unethical conduct. The case will be heard by the Judicial Board, SEE JUDICIAL BOARD, Article VII. Section 3.E. Proceedings will include testimony by the accused, the accuser, and relevant witnesses. In order to convict, a majority must be reached. Options range from rejection of the case to formal reprimand of the position to dismissal of the member from his/her position. The decision of the Judicial Board can be appealed to the Dean of Student Affairs.

Section 4: Impeachment Procedures

Impeachment procedures must be followed for any complaint brought against the President or Vice President relating to any unethical conduct. In addition to the actions outlined in the DISMISSAL PROCEDURES, upon majority vote to impeach, the case must also be brought forth to the Senate for debate. A two-thirds majority is required for a decision. All decisions are final and no appeal procedures may take place.

Article V. Fiscal Policy

Section 1. Budget Preparation and Approval

All procedures and processes involving SGA financial matters are outlined and explained in the SGA BUDGET HANDBOOK. All amendments added to the SGA BUDGET HANDBOOK follow the same procedure as SGA CONSTITUTION, see ARTICLE VI.

Article VI. Constitutional Amendment

Section 1. Amendment by Legislative Action

Any current senator in good standing may sponsor legislation as a Constitutional Amendment. The amendment need not be authored by the sponsoring senator. All standard rules of order apply when discussing, debating, and voting on the amendment, and rules may not be suspended for any reason while an amendment is on the floor. When the motion is taken to a vote, a 2/3 majority must vote in favor of the amendment in order to ratify it.

Section 2. Amendment by Petition

Any Arts & Sciences student in good standing may sponsor a Petition for Constitutional Amendment upon securing signatures from not less than ten percent of all Arts & Sciences students on the petition. Upon receipt of such a document by the Vice President of the Student Government Association, a ballot must be created and presented to all Arts & Sciences students for consideration. SGA must provide ample opportunity for not less than 50 percent of all Arts & Sciences students to review and vote on the proposed amendment. A 2/3 majority must vote in favor of the amendment in order to ratify it.

Article VII. By-Laws

Section 1. Executive Board

The Executive Board shall advise the Student Senate. It will serve as a channel for dialogue between the Student Senators and the Administration of the College. The Executive Board will have no voting powers within Senate. Each member of the executive board will be appointed by the President and Vice President.

A. Qualifications/Requirements/Vacancy:

- I. Candidates for Executive Board Positions must have a minimum cumulative Grade Point Average of 2.7 and be in good standing with the Dean of Students. Candidates must fill out an application stating their qualifications for the position and the goals they wish to achieve if appointed to office. Candidates must return this application to the SGA office or office of Student Activities at the date and time established by the Judicial Board (President and Vice President Elections) or by the President/Vice President Elect (Executive Board Appointments). For further information on the application and election process, continue to ELECTION POLICIES AND PROCEDURES.
 - i. In Good Standing shall be defined as meeting the following requirements:
 - 2.7 Cumulative Grade Point Average
 - No Excessive (3 or more) convicted violations of the Student Code of Rights of Responsibilities

- No proven convictions of Illegal Substances as defined by the Student Rights and Responsibilities
 - A potential candidate for any executive board position with below a 2.7 GPA may be granted special consideration by the President and Vice-President
- II. Every Executive Board Member must adhere to these standards:
- i. Regularly attend SGA Executive Board and Senate meetings.
 - ii. Must submit monthly reports on all-pertinent activities and accomplishments to the SGA President at specified regular intervals.
 - iii. The final duty of the outgoing officer is to train the incoming person and educate him/her about the fundamental responsibilities of the position. They are required to archive information pertaining to their work that year.
- III. Upon vacancy of any Executive Board Position other than the President or Vice President, the President shall appoint the position with Senate approval.

B. Positions and Responsibilities:

I. President

- i. Will officially assume the position on Inauguration Day until the following year on the President Elect's Inauguration Day making the term of office one year.
- ii. Act as the Chair of the Executive Board of SGA and as Chief Executive officer of the SGA
- iii. Serve as a member in the College Governance System on the Executive Committee.
- iv. Represents student interests to Rollins' Trustees, Administration, Alumni, Staff, Faculty, and members of the general public.
- v. May authorize requests for money drawn from SGA funded accounts
- vi. May Veto Senate Bills and Senate Resolutions.
- vii. Produces an annual comprehensive report of the SGA for distribution at the end of the term of office.
- viii. Remains at the College to handle SGA business through commencement, and any further necessary time in preparation for the upcoming year, with provisions made for the expenses through the Senate
- ix. Upon vacancy of this position the Vice-President will assume office of President.

II. Vice-President

- i. Will officially assume the position on Inauguration Day until the following year on the Vice President Elect's Inauguration Day making the term of office one year.
- ii. Serves as President of the Senate and conducts all Senate meetings according to Roberts Rules of Order.

- iii. Votes on motions being considered on the Senate floor only in case of a tie.
- iv. Keeps a cumulative file on each Senator. This file is open for investigation to any SGA member. This file will contain the following: Attendance record, Legislation written, Committees served on, Recommendations, Complaints, and Memorandums.
- v. Writes and distributes an agenda to all attendees prior to a Senate meeting.
- vi. Remains at the College to handle SGA business through commencement, and any further necessary time in preparation for the upcoming year, with provisions made for the expenses through the Senate.
- vii. Upon vacancy of this position the President Pro Tempore will assume the office of the Vice President

III. Academic Affairs Chair

- i. Serves on the College Governance Committee for Academic Affairs.
- ii. Keeps record of agendas and minutes of the committee as well as maintaining committee membership.
- iii. Liaison to Faculty initiatives, speakers and meetings.
- iv. Serve as main student liaison to the Curriculum Review.

IV. Community Relations

- i. Opens communication lines with other institutions in our local and global communities.
- ii. Seeks out opportunities to engage SGA and the student body in our greater community.
- iii. Maintains relations with the City of Winter Park and programs initiated through this relationship.
- iv. Organizes SGA attendance at local and national conferences.

V. Comptroller

- i. Serves as chief financial officer of the SGA and Fox Funds organizations.
- ii. Serves as a member of the Finance and Service Committee in the College Governance System.
- iii. Authorizes or denies requests for money drawn from SGA funded accounts.
- iv. Maintains the SGA funded accounts.
- v. Provides access to all records of SGA funded accounts to both the SGA Executive Board and Senate
- vi. Advocates for Student Activity Fund Allocations

VI. Fox Funds Chair

- i. Organizes hearings for Student Organizations to obtain funding.

- ii. Ensures the use of organizational funds to benefit and enrich our campus community.
- iii. For more information on Fox Funds, see STANDING COMMITTEES, FOX FUNDS.

VII. Internal Relations

- i. Shall be the organizational manager of the SGA suite including offices, all filing cabinets, interoffice mailboxes, and SGA files.
- ii. Acts as the Sergeant-at-Arms for SGA Executive and Senate meetings.
- iii. Acts as a liaison and contact person for scheduling office hours and appointments.
- iv. Serves as Clerk of the Executive Board.
- v. Serves as Clerk of the Senate.
- vi. Takes and maintains Senate attendance record. Receives Senator's written excuses for failure to meet Senate obligations and determines the validity of these excuses, while maintaining a public record and reporting this to the Chair of the Judicial Review Committee.
- vii. Serves on the College Governance Committee for Professional Standards. Keeps record of agendas and minutes of the committee as well as maintaining committee membership.
- viii. Serves as SGA Historian.

VIII. Cultural Relations Chair

- i. Serves as a liaison to the Office of Multicultural Affairs and all associated organizations.
- ii. Assists SGA in presenting the needs and concerns of the cultural perspective to the Rollins community and the general public.
- iii. Seizes opportunities to educate and bridge boundaries of race, religion, gender, ethnicity, ability, culture, lifestyle, and sexual orientation.
- iv. Promotes an educating and respectful community.
- v. Serves on the College's Diversity Committee. Keeps record of agendas and minutes of the committee as well as maintaining committee membership

IX. Public Relations Chair

- i. Serves as the presiding and managing officer of the Public Relations Committee of the SGA.
- ii. Serves as the SGA media contact.
- iii. Formulates and implements a marketing plan for SGA.
- iv. Assists in the publicity of all SGA sponsored activities.
- v. Oversees regular and timely publication of SGA information.
- vi. Responsible for charting and presenting activities and ideas that would benefit SGA to the Executive Board and Senate.

- vii. Maintains the SGA Website and uses it as a tool to post official information for SGA

X. Student Life Chair

- i. Serves on the College Governance Committee for Student Life. Keeps record of agendas and minutes of the committee as well as maintaining committee membership.
- ii. Encourages dialogue on a college-wide level to solicit and consider student opinion.
- iii. Oversees Honor Council Application Process, and coordinates the application review by the Executive Board.
- iv. Collaborates with necessary organizations and departments to promote positive change within the residence halls.
- v. Hold reviews of the college policies and create the needed committees to make services and resources easier for students to use.

XI. Transportation Chair

- i. Serves on Campus Safety's Parking Appeals Committee. Keeps records of agendas and minutes of the committee as well as maintaining committee membership.
- ii. Plans and implements the Rolley Trolley service that brings Rollins Students to the airport for school holidays at a discount price than taking a cab.
- iii. Coordinates Fox Day Buses and all other transportation needs for SGA

XII. Events Chair

- i. Responsible for charting and presenting activities and ideas that would benefit SGA to the Executive Board and Senate. Plans and heads committees for special events sponsored by SGA such as Tarnival, Lip Sync, and Homecoming Plans Fall and Spring Retreats for SGA
- ii. Coordinates attendance to Florida Conferences.
- iii. Maintains and innovates the R-Fridays Program.

Section 2. Senate

A. Structure The Senate will be comprised of the following officers in the following order: Vice-President of SGA, the President Pro Tempore, the Parliamentarian, the Clerk of the Senate, and the elected members representing class years, and voting delegates of appointed representative organizations

B. Membership

- I. All senators must represent the Senate seats from the class year of which they matriculated with.
 - a. In the case of transfer students, the class they are to graduate with will be the class they would represent.
- II. All senators must be in good standing with the Dean of Student Affairs.
- III. All senators must maintain a minimum cumulative GPA of 2.5
 - a. First year students without a GPA are exempt.
 - b. If a Senator's GPA falls below a 2.5 during their term they will be referred to the Judicial Board
 - c. A potential candidate for any senatorial position with below a 2.5 GPA may be granted special consideration by the President and Vice-President

C. Duties

I. Senator

- i. Consider legislation addressing issues of campus concern.
- ii. Represents and communicates with the students from the class years which they are elected.
- iii. Regularly attend Senate meetings or provide an excuse 24 hours in advance of the meeting to the Clerk of the Senate, or Internal Affairs Chair.
- iv. Senators sponsoring bills or resolutions must continue to promote and work towards the completion of that legislation upon passage.
 - Must update Senate of the progress of the legislation at every second Senate meeting until it has been completed or null and void.
 - These guidelines are set forth by the SGA Judicial Board.
- v. In the case of vacancy the SGA President will appoint a replacement, subject to Senate approval.

II. President Pro Tempore

- i. Serves as presiding officer of the Senate in the absence of the Vice-President.
- ii. Checks Executive Board meeting minutes in the absence of the Vice-President.
- iii. Attends SGA Executive Board meetings as liaison to the Senate.
- iv. In the case of vacancy the Parliamentarian will fill the office of President Pro Tempore.

III. Parliamentarian

- i. Rules on all cases of parliamentary disputes using Robert's Rules of Order.
- ii. Assists the Vice-President in the proper conduction of Senate meetings.

- iii. Trains the Senate to use *Robert's Rules of Order Newly Revised*.
- iv. In the case of vacancy the Vice President will assume the role of Parliamentarian.

D. Meeting Structure

- I. Senators will discuss and vote on student related issues during the Senate meetings.
- II. Hold weekly unless otherwise specified by the Vice-President.
- III. Quorum is constituted by a two thirds majority of all members.
- IV. Additional meetings may be called by a majority vote of the Executive Board or a two thirds vote of the Senate.
- V. Agendas will be presented by the Vice-President and be distributed to all Senators prior to the meeting.
- VI. The agenda includes but is not limited to Executive Board Reports, Minutes Approved, Old Business, New Business, and Informal Discussion.

E. Attendance Policy

- I. No more than two unexcused absences will be allowed from Senators in one academic year, more than two will be grounds for dismissal.
- II. If a senator cannot attend a meeting for a legitimate reason, the Clerk of the Senate must be notified, failure to do so will constitute an unexcused absence.
- III. Senators leaving the meeting early without approval of the Vice-President will constitute one unexcused absence.
- IV. Professional attire will be required, unless otherwise specified by the Vice-President. Failure to do so will constitute as an unexcused absence as determined by the Vice-President and Clerk of the Senate.

F. Senate Legislation

- I. The Senate will vote on three forms of legislation, bills, resolutions, and constitutional amendments.
 - i. Bills are issues that can be executed by the SGA.
 - ii. Resolutions are recommendations that must be sent to appropriate college decision-making bodies for final approval.
 - iii. Constitutional amendments are issues that modify or affect the SGA Constitution and By-Laws.
 - iv. Legislation must contain the title, bill/resolution/amendment number, name(s) of the author(s), and the name(s) of the Senator(s) sponsoring the legislation.
- II. Legislation must be sponsored by at least one senator.
- III. Legislation must be submitted to the Vice-President by 5:00pm the day before the Senate meeting at which it is to be presented.

G. Senate Procedure

- I. Voting will be conducted as state in *Robert's Rules of Order Newly Revised* where it is relevant to Rollins Senate.
- II. The presiding officer or the majority of the Senate may refer legislation to committees.
 - i. If there is no action by the committee on the legislation within two weeks of referral, the legislation must be reintroduced through the Senate as new legislation.
 - ii. If there is action the committee may hold the legislation until it chooses to release it to the Senate floor.
 - iii. The committee may amend the legislation as it deems necessary for the purpose of making the legislation as effective as possible.
 - iv. Legislation may be recalled from the committee by a majority vote of the Senate.
- III. Constitutional and By Law amendments require a two thirds majority vote of the Senate.
- IV. Bills or resolutions vetoed by the President of SGA, the President must present a written or verbal explanation of their reasons for vetoing the legislation at the Senate meeting immediately following the decision.
- V. The veto may be overridden by a two thirds majority vote of the Senate.
- VI. Appointments are to be approved by the Senate.
 - i. Senate consideration is limited to the issues of qualifications of the nominees alone, without regard to the nominees' religion, race, color, nationality, gender, sexual orientation, disability, political views, or personal opinions.
 - ii. Appointments require a 2/3 majority vote.

H. Ad Hoc Committees

- I. May be created by Senate for a temporary nature, as it deems necessary.
- II. Majority vote is required by the Senate for creation.
- III. May constitute third-party recommendation if deemed necessary by the majority of the Senate.

Section 3. Judicial Board

A. Structure

- a. Will be made up of five members. An elected Chair of the Board and four appointed members from each class year.

B. Membership

- I. All Judicial Board Members must be in good standing with the Dean of Student Affairs.
- II. All Judicial Board Members must maintain a minimum cumulative GPA of 2.5
 - First year students without a GPA are exempt.
 - If the Judicial Board Member's GPA falls below a 2.5 and/or fails to uphold their responsibilities during their term they will be referred to the

Executive Board with a decision to be made by the Executive Board and approved by the Senate

C. Responsibilities

- I. **To review Senate Legislation and its progress**
 - To ensure that passed SGA Bills and SGA Resolutions are completed in the speediest and most efficient manner.
 - To ensure that senators whose legislation has been passed work toward the completion of their legislation.
 - To ensure that senators, upon the passage of legislation they sponsored, inform the Senate at every second meeting, from the meeting of the passage, as to the progress of their legislation. Until it is either completed or becomes null and void. In the case where no progress has been made on a passed bill or resolution, an explanation to the Senate stating why must be presented.
- II. To bring all serious violations to the SGA Constitution and By-Laws before the attention of the Senate and Executive Board.

D. To process Senate and Executive Board infractions

- III. May eliminate a seat in the Senate from a housing organization that has had consistent attendance problems. This requires a 3/2-majority vote in the committee to be passed.
- IV. Will handle violations of the ethical guidelines set forth by the SGA.

E. To run all elections

- a. Establish and uphold election guidelines and conduct during the SGA elections. These election guidelines shall be finalized prior to the beginning of elections. No amendments may be made to the guidelines after they have been finalized.
- b. Post advertisements for up-coming elections
- c. Staff all voting locations
- d. Report election results to the Executive Board and Senate, as well as Campus.
- e. Responsible for regulating candidates' campaign spending
- f. All committee members must remain impartial during election

Section 3. Standing Committees

General committee chair requirement:

Each chair is required to archive their work for future committee chairs.

B. College Governance Committee

Membership:

Student Government will oversee the placement of student representatives on all College Governance Committees. These committees will serve as a liaison to the faculty, staff and administration of the college.

Executive Committee – SGA President

Academic Affairs – SGA Academic Affairs Chair

+ 3 Students

Finance & Services – SGA Comptroller + 2 Students

Professional Standards – SGA Internal Relations Chair

+2 Students

Student Life Committee – SGA Student Life Chair

+ 4 Students

Committee Duties:

- I. Serve as liaison between the SGA and the College Governance system.
- II. Reports activities of each College Governance Committee to the Senate.

C. Campus Security Appeals Committee

Membership:

Chair will be appointed by SGA President at beginning of Fall term.

Appointed student representatives will serve with Campus Security Officers to hear ticket appeals.

Duties:

- I. To represent student opinion in the ticket appeals process.
- II. To build community with and around the Campus Security Department.

D. Dining Services Committee

Membership:

Chair will be appointed by SGA President at the beginning of the Fall term. Any student interested in Dining Services may join the committee.

Duties:

- I. To solicit feedback on food quality and service.
- II. To engage in conversations with the Dining Services Department on how to improve services and student satisfaction.