

Agnes Scott College
Student Government Association Constitution

PREAMBLE

We, the students of Agnes Scott College, with the goal of unifying the students through one shared system of self-governance, do hereby establish the Agnes Scott College Student Government Association, and endow it with our grant of power, pledging to support it, respect it, and sustain it.

ARTICLE I
THE ASSOCIATION

Section I: Name

The organization shall be called the Agnes Scott College Student Government Association (ASCSGA)

Section II: Membership

All students of Agnes Scott College shall be members of the Association.

Section III: Action of the Association

- A. The association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.
- B. For the transaction of business, a quorum shall consist of one-fourth of all enrolled students.
- C. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the Association, two-thirds vote by the students choosing to vote shall be required.

Section IV: Non-Discrimination Policy

All benefits and privileges of the ASCSGA shall be available to all members regardless of race, age, size, class, political affiliation gender expression and identity, creed, color, religion, national origin, age, sexual identity, and/or ability

ARTICLE II
EXECUTIVE BOARD OF THE ASSOCIATION

Section I: Membership

Members of the Executive Board of the Association shall be the president of the Association, president of Student Senate, president of Honor Court, president of Judicial Board, president of Programming Board, ASCSGA treasurer, ASCSGA Secretary/Chair of Elections Board chair of the Coalition of Student Multicultural Organizations (COSMO), chair of the Inter-Organizational Council (IOC) and the chair of the Student Green Fee Fund (SGFF).

Section II: Powers and Duties

- A. All voting members of the Executive Board of the Association shall be given one vote except for the president of the Association, who will vote only in the case of a tie. Business shall be conducted by a simple majority.
- B. It shall be the responsibility of the Executive Board to facilitate communication within the campus community and act in accordance with student interests.
- C. It shall be the responsibility of the Executive Board to make themselves available via office hours during the week.
 - 1. President of the Association
 - a. To provide executive leadership, by upholding democratic ideals, to the ASCSGA and assume primary responsibility for the fulfillment of the Association's purpose (see Preamble).
 - b. To serve as a liaison between the Association and the administration.
 - c. To call and preside over meetings of the Association.
 - d. To serve as chairperson of the ASCSGA Executive Board.
 - e. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.
 - f. May create special committees that meet the needs of the students. Members of such committees need not be Executive Board members.
 - g. May veto an allocation made by the Allocating Committee within five school days, subject to override by the Student Senate.
 - h. To call all regular and emergency Executive Board of the Association meetings.
 - i. To serve as a member of the Judicial Review Committee.
 - j. Upon appointment by the chair of the Board of Trustees, to represent the Association as an associate member at meetings of the full Board of Trustees without vote or voice.
 - k. To uphold the Constitution and to ensure that other elected officers do the same.
 - l. To serve as chairperson of the Supreme Court, voting only in the case of a tie.
 - m. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
 - n. Must be of junior or senior standing and have served at least one term as a member of an executive board of an organization at ASC.

- o. To send out minutes to all members of the Executive Board of the Association.
2. Senate President
 - a. To attend all meetings of the Executive Board of the Association.
 - b. To serve as the liaison between Student Senate and the Executive Board during the process of constitutional changes.
 - c. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
 - d. To assume the duties and powers delegated to the president of the Association in the president's absence.
 - e. Cannot serve on Executive board of any other Organization at Agnes Scott
 3. Honor Court President
 - a. To attend all meetings of the Executive Board of the Association to be the voice for Honor Court.
 - b. To ensure that the Executive Board upholds the Honor Code in all meetings and decisions.
 - c. Cannot serve on Executive Board of any other organization at Agnes Scott.
 4. Judicial Board President
 - a. To attend all meetings of the Executive Board of the Association to be the voice for Judicial Board.
 - b. To advise Executive Board of Association of concerns of Judicial Board.
 - c. Cannot serve on Executive Board of any other organization at Agnes Scott.
 5. Programming Board President
 - a. To attend all meetings of the Executive Board of the Association to be a voice for student activities on campus.
 - b. To advise Executive Board of Association of concerns of Programming Board.
 - c. Cannot serve on Executive board of any other organization at Agnes Scott
 6. Treasurer of the Association
 - a. To serve as chairperson of the ASCSGA Allocating Committee, voting only in the case of a tie.
 - b. To have the power and responsibility to examine all of the financial records of ASCSGA supported organizations.
 - c. To call and preside over budget hearings.
 - d. To serve on the Strategic Planning Advisory Committee (SPAC) and SPAC Financial Subcommittee of the college.
 - e. To attend all meetings of the Executive Board of the Association.
 - f. To supply such information and documentation as is necessary for the college to file accurate annual income taxes for the organization.
 - h. Must have a year of experience in the Allocating Committee.
 - i. If there is not an interested candidate who has previously served on the Allocating Committee for a year, then a candidate without a year of Allocating Committee experience may be elected.
 - i. Cannot serve on Executive Board of any other organization at Agnes Scott.
 - j. To have the sole power to review and have a final approval of all proposed budget use by the ASCSGA Executive Board before any payment or transfer can be made from the ASCSGA Executive Board account, including ASCSGA Executive Board Co-sponsorship.
 - k. To have the power to approve or disapprove SGFF transfers to individuals or organizations that have been selected by the SGFF committee after the examination of the current SGFF budget.
 - l. To have the power to appoint the Allocating Committee Secretary, subject to approval by the President of the Association and the Student Senate.
 - m. To have the power and responsibility to demand and examine reports from each ASCSGA supported organization showing their own budget uses each semester.
 - n. To have the power to temporarily withhold the use of the allocated money from an organization if ASCSGA Treasurer and the ASCSGA Executive Board advisor deem that an ASCSGA supported organization is misusing or overusing its allocated budget or if an organization is not submitting any financial reports requested by the Treasurer of the Association. There shall be an interview process for an ASCSGA supported organization to have allocated budget reinstated.
 - o. To have the power to review any budget appeals submitted within the first two weeks of the fall semester.
 - i. All appeal decisions must be made within a month of the start of the fall semester by the current Treasurer of the Association.
 - ii. Once the decision is made by the current Treasurer of the Association, the decision is final and no more appeals can be submitted from the same organization that year.
 - iii. The appeals submitted by an ASCSGA supported organization can only reflect the allocated budget of the current year.
 - p. To have the power to ask the Chair of Inter-Organizational Council (IOC) and/or the advisor of the Chair of IOC for the IOC meeting attendance record to finalize the allocation process.
 7. ASCSGA Secretary/Chair of Elections Board
 - a. To attend all meetings of the Executive Board of the Association.
 - b. To take minutes at all meetings of the Executive Board of the Association.
 - c. To publish these minutes for the Association .
 - d. To chair Elections Board and ensure eligibility of candidates
 - e. To maintain and accept petitions for all Student Government Association offices.
 - f. To conduct elections in a manner that upholds the Agnes Scott Honor Code.
 - g. Cannot serve on Executive board of any other Organization at Agnes Scott
 8. Chair of Coalition of Student Multicultural Organizations (COSMO)
 - a. To advise the Executive Board of the Association of the concerns marginalized and/or underrepresented students on campus.

- b. To serve on the President's Committee on Community Diversity.
 - c. To serve as a voting member of the Allocating Committee.
 - d. To attend all meetings of the Executive Board of the Association.
 - e. To serve as chair for the advisory group the coalition of Student Multicultural Organizations (COSMO).
 - f. To serve as a voting member of the Supreme Court.
 - g. Must have been an executive board member of one of the campus organizations of underrepresented students.
 - h. Cannot serve on Executive board of any other Organization at Agnes Scott
9. Chair of Inter-Organizational Council (IOC)
- a. To chair and coordinate regular Inter-Organizational Council meetings.
 - b. To assist in the coordination of ASCSGA student group activities.
 - c. To serve as a voting member of the Allocating Committee.
 - d. To attend all meetings of the Executive Board of the Association.
 - e. To serve as a voting member of the Supreme Court.
 - f. Cannot serve on Executive board of any other Organization at Agnes Scott
 - g. To coordinate and assist with the new student organization process.
10. Chair of Student Green Fee Fund (SGFF)
- a. To report the allocations of the Student Green Fee Fund to ASCSGA.
 - b. To be a non-voting member of the Executive Board of the Association.

ARTICLE III SPECIAL FUNCTIONS OF THE EXECUTIVE BOARD

Section I: Allocating Committee

A. Membership

1. There shall be an Allocating Committee composed of the following members: the ASCSGA treasurer as chairperson, the director of campus life as adviser, Allocating Committee secretary, the COSMO chair, the IOC chair, one representative each from Student Senate, Judicial Board, and Honor Court, and four students elected at large in the fall elections. The representatives from Student Senate, Judicial Board, and Honor Court shall be chosen by the respective organizations. The Allocating Committee secretary shall be a non-voting member and appointed by ASCSGA treasurer, subject to approval by the President of the Association and the Student Senate.
2. If four students at large are not elected at the time of elections or if any of those four members are unable to serve due to resignation or impeachment, then such positions shall be filled by the president of the Association, subject to approval by the Student Senate.
3. Members of the Allocating Committee elected from the Association at large are not allowed to hold the following positions: officer or member of Student Senate; officer or member of Honor Court; officer or member of Judicial Board; officer of the student's class; executive board member of any organization.

B. Powers and Duties

1. The Allocating Committee shall have the sole authority to make allocations of student monies, which shall become effective if not vetoed by the president of the Association.
2. To adopt and amend the Committee bylaws by the affirmative vote of a majority of its members. These bylaws shall govern the operation and procedure of the committee.

C. Meetings

1. All meetings must be held on campus and members shall be notified at least 24 hours in advance of emergency meetings.
2. All meetings are mandatory and regular meetings will be on the following days:
 - i. Last Friday of November
 - ii. First Friday of December
 - iii. Third Friday of February
 - iv. Fourth Thursday of March
 - v. Second Friday of April
 - vi. Third Friday of April
 - vii. Fourth Friday of April

Section II: Supreme Court

A. Membership

Members of the Supreme Court shall be the president of the Association, chair of the Inter-Organizational Council, the chair of COSMO, and two representatives each from Student Senate, Judicial Board, and Honor Court. The representatives from Student Senate, Judicial Board, and Honor Court shall be chosen by their respective organizations through a majority vote.

B. Powers and Duties

1. Each member of the Supreme Court, excluding the president of the Association, will be given a vote in constitutional issues.
2. The president of the Association will serve as the chairperson of the Supreme Court. The president will vote only in the case of a tie. If the president of the Association is called before the Supreme Court, then the Senate president shall serve as the chairperson in place of the president of the Association.

- i. If any member of the Supreme Court is called before the Supreme Court, then the president of the Association will appoint interim members of the Supreme Court from ASCSGA Executive Board, subject to approval by the Student Senate.
- C. Supreme Court Jurisdiction
 - 1. If an issue of violation of the ASCSGA Constitution is in question.
 - 2. If there is a call for impeachment.
- D. Bringing a Case of Constitutionality to the Supreme Court
 - 1. A concerned student or organization contacts a member of the Supreme Court.
 - 2. The Supreme Court Chair will organize a meeting within 3-5 business days.
 - 3. The concerned student or organization must state the Article(s) in question.
 - 4. The Supreme Court will research and review the case in a timely manner and determine if a student or organization is in violation of the constitution.
 - 5. Decisions made by the Supreme Court shall be made by a 2/3 vote.
 - 6. If the Supreme Court determines that a student or organization is not in violation of the constitution, the situation will remain unchanged.
 - 7. If the Supreme Court determines that a student or organization is in violation of the constitution, the Supreme Court will mandate a solution that is in agreement with the constitution.
 - 8. All decisions made by the Supreme Court shall be abided by immediately.
 - 9. If the concerned student or organization chooses to appeal, the decision made by the Supreme Court shall remain in effect until the appeal process is complete and another decision has been reached.
- E. Appeal Procedure
 - 1. Right of Appeal
 - a. If the concerned party is displeased with the ruling of the Supreme Court, the party has the right to appeal the decision.
 - 2. Petition
 - a. Said party must secure the signature of thirty (30%) percent of the ASCSGA Association .
 - b. The petition shall set forth in exact words the action sought and shall have the proposed action written at the top of each page. The petition must include the name and phone number for each signer of said petition.
 - c. The petition shall be submitted to the president of Student Senate. The president reserves the right to verify the signatures on the said petition. If the action concerns the president of Student Senate, the petition shall be submitted to the Vice president of Student Senate.
 - d. Said party must advocate for themselves via advertisement.
 - 3. Action on Appeal

If these signatures are secured and verified, the proposed action will then follow the procedures as listed in this Constitution.

Section III: Student Activity Fee

- A. The student activity fee shall be set by the ASCSGA Executive Board in consultation with SPAC Financial Subcommittee and the college administration. Student Senate will vote on approval or rejection of the proposed fee.
- B. The set student activity fee shall be used to fund activities of the organizations of the Association.

**ARTICLE IV
EXECUTIVE ORGANIZATIONS OF THE ASSOCIATION**

Section I: Student Senate

- A. Membership
 - 1. Members of the Executive Board of Student Senate shall be the president, vice president, secretary, treasurer, and parliamentarian.
 - a. The president, vice president, secretary and treasurer will be elected at large.
 - b. The Parliamentarian, an elected Student Senator, shall be appointed by the President of Student Senate.
 - 2. The number of Student Senators shall be defined as follows:
 - a. The total number of student senators shall be ranged between 17 to 23.
 - b. In the general spring elections students shall elect at least 15-to-17, non- first year senators residential students of the total 23 at large.
 - c. In the general spring elections students shall elect at least two senators from each class students of the total of 15 to 17.
 - d. The remaining opening positions will be filled by either residential or nonresidential students of any class in the emergency elections.
 - e. Newly enrolled students shall elect at least two of the total 23 in First-Year elections held early in the fall term.
- B. Eligibility

Student Senators are not permitted to be an officer or member of Honor Court; officer or member of Judicial Board; officer of the student’s class; member of the Allocating Committee.
- C. Powers and Duties
 - 1. President of Student Senate
 - a. To serve as chairperson of the Student Senate, voting only in the case of a tie.
 - b. To serve as a member of the Executive Board of the Association.
 - c. To serve as a liaison between the Executive Board of the Association and Student Senate.

- d. To assume the duties and powers delegated to the President of the Association in absence of the President.
 - e. To call all regular and emergency Student Senate meetings pursuant to the procedures in the Senate bylaws.
 - f. To fill Student Senate committees.
 - g. To appoint a parliamentarian from Student Senate by the third meeting of the Senate.
 - h. To serve as a member of the Judicial Review Committee.
 - i. To be responsible for violations of the Constitution by the officers, ASCSGA and members of Student Senate, and to deal with the situations according
 - j. To use veto power over unethical and unjust events in voting.
2. Vice president of Student Senate
- a. To serve as a member of the Executive Board of Student Senate.
 - b. To assume the chair of Student Senate meetings in the absence of the President. However, while chair, the student may vote only in the case of a tie.
 - c. To serve as chairperson of the Constitutional Review Committee of the Student Senate.
 - d. To coordinate the petition process for student members of all College, faculty, and Board of Trustees committees as listed in the bylaws.
 - e. To serve as a member of the Judicial Review Committee and other committees in absence of the President.
 - f. To serve as IOC chair for Student Senate
3. Secretary of Student Senate
- a. To maintain individual attendance records of meetings of all student senators
 - b. To notify members of violation of Senate bylaws and of any action taken by the Executive Board and/or Senate against such members.
 - c. To record minutes of Student Senate and Executive Board meetings, and to distribute minutes to Executive Board and administrative offices requesting them.
 - d. To post the minutes of the Student Senate meetings in areas provided.
 - e. To prepare and present to the Executive Board of the Association a concise summary of Student Senate's activities at its final session.
 - f. To coordinate student interviews for the board of trustees, faculty and college committees, and new student organizations.
4. Treasurer of Student Senate
- a. To serve as a member of the Executive Board of the Student Senate.
 - b. To keep the financial records of the Student Senate.
 - d. To draft the yearly budget of the Student Senate.
 - e. To preside as head of the Student Development Fund Committee.
5. Parliamentarian
- a. To have a working knowledge of the rules of parliamentary procedure, specifically Robert's Rules of Order, and shall advise the Executive Board of Student Senate on points of procedure when asked.
 - b. To attend all meetings of the Executive Board and Student Senate.
 - c. To assist the Executive Board in the maintenance of order.
6. Student Senators
- a. It shall be the primary function of Student Senators to express the views and concerns of the Association of Agnes Scott College.
 - b. To be informed of the needs and interests of the Association, College, and community, and to undertake and support projects which serve these interest.
 - c. To meet the attendance guidelines of the Student Senate bylaws.
 - d. To consult with and make proposals to college committees as well as the administration and faculty in matters concerning the students.
 - e. To adopt and amend bylaws by the affirmative vote of a majority of its members. These bylaws shall govern its operation and procedure.
 - f. Upon appeal, and only by a supermajority vote, may the Student Senate override a veto by the president of the Association, on an allocation made by the Allocating Committee. A vote to override must take place within ten (10) school days.
 - g. To be able to approve or reject, by a majority vote, all presidential appointments.
 - h. To read, understand, and always act in accordance with this constitution.
 - i. To recommend recognition as well as suspension of student organizations.
 - j. To serve on at least one committees as set forth in the bylaws.
 - k. To serve as a liaison to a department or office on campus.
 - l. To approve constitutions of organizations seeking official recognition and/or ASCSGA funding.
 - m. To elect student members to all College, faculty, and Board of Trustees committees as listed in the bylaws.
- D. Constitutional Review Committee
1. Membership
- There shall be a Constitutional Review Committee composed of the following four to seven members: the Vice President of Student Senate as the chairperson, and four representatives from Student Senate,
- a. These members shall select one person from the committee as Secretary of the committee in order to maintain an accurate record of the proposed amendment.
2. Powers and Duties
- a. To be responsible for the maintenance of the ASCSGA Constitution.
 - b. To be responsible for handling the amendment process.
 - c. Members will have one vote each, with the chairperson voting only in case of a tie.

Section II: Honor Court

A. Membership

1. Executive Board

- a. Members shall be president, vice president, secretary, and treasurer of Honor Court
- b. The president of Honor Court, vice-president, secretary and treasurer will all be elected at large.
- c. The president of Honor Court must be a rising junior or senior and have at least one year of Honor Court experience at Agnes Scott College and have served at least one semester as another Executive Board officer.
- d. All other Honor Court Executive Board members must have one semester of Honor Court experience at Agnes Scott College

2. Members: Honor Court Representatives

- a. Two senior members of Honor court
- b. Two junior members of Honor court
- c. Two sophomore members of Honor Court
- d. Two first year members of Honor Court
- e. One Woodruff Scholar members of Honor Court
- f. One transfer student member of Honor Court.
- g. One international student member of Honor Court
- h. Members of Honor Court are not permitted to be an officer or member of Student Senate; officer or member of Judicial Board; on the executive board of Programming Board; an officer of the student's class, or member of the residence life staff; a member of the Allocating Committee.

B. Duties and Powers

1. President of Honor Court

- a. To serve as president of Honor Court and to preside over its meetings, voting only in case of a tie.
- b. To serve as a member of the Executive Board of the Association.
- c. To assemble material and work with cases over which Honor Court has primary jurisdiction.
- d. To serve as a member of the Judicial Review Committee and present the decision made by Honor Court.
- e. To serve as a liaison between Honor Court and the administration.
- f. To be responsible for violations of the Constitution by the officers and members of Honor Court, and to deal with the situations accordingly.
- g. To meet with the president of Judicial Board as necessary to discuss procedures pertaining to their judicial bodies.
- h. To meet each accused student to discuss the student's rights during the process.
- i. To appoint one investigator for each case and one advocate for each student accused of an Honor Court violation.
- j. To notify the accused by electronic mail/letter of the outcome of an investigation and of the case.
- k. To coordinate all meetings, trainings, cases, and committees of the Honor Court.
- l. To maintain case files, tracking systems and prepare reports as needed.

2. Vice president of Honor Court

- a. To act as President and assume duties in an absence, resignation or request of President. This includes serving as a member of the Judicial Review Committee.
- b. To aid the president in assembling material for cases and to work with the president on individual cases involving referrals or appeals.

3. Secretary of Honor Court

- a. To take minutes at all Honor Court meetings.
- b. To maintain all records
- c. To assume the Vice Presidential responsibilities in the absence, at the resignation, or at the request of the vice president.

4. Treasurer of Honor Court

- a. To serve as treasurer of the Honor Court
- b. To plan the budget
- c. To record all expenses and maintain a balanced budget.
- d. To assume all secretarial responsibilities in the absence, at the resignation, or at the request of the secretary.
- e. To be responsible for coordinating and implementing all Honor Court events.

5. All members of Honor Court

- a. To attend all Honor Court meetings.
- b. To maintain confidentiality in regards to all information pertaining to cases, both past and present.
- c. To serve as an advocate or investigator on a case if so asked by the president of Honor Court.

6. Quorum

- a. A quorum shall consist of eight voting members of Honor Court.
- b. When the penalty of probation is recommended, there shall be no more than two negatives or three abstentions or a combination of one negative or two abstentions.
- c. When the penalty of suspension or dismissal is recommended, there shall be no more than one negative or two abstentions.

7. Areas of Primary Jurisdiction

In matters injurious to the interest of the college, including, but not limited to the following:

- a. Academic dishonesty
- b. Stealing
- c. Lying

- d. Violation of the drug policy
- e. Violent Behavior
- f. Harassment
- g. Breaches of Confidentiality
- 8. Areas of Appellate Jurisdiction
 - a. Referrals from the dean of students.
 - b. Referrals from the Judicial Board.
 - c. Appeals by students of decisions made by the Judicial Board.
- 9. Honor Court shall impose penalties subject to the following procedures:
 - a. When the penalty of disciplinary probation for violation of social regulations is administered by the Honor Court, it shall be the duty of the president to inform the Judicial Review Committee.
 - b. When the penalty of suspension, dismissal, or disciplinary probation for violation of academic regulations is recommended the decision shall be submitted to the Judicial Review Committee.
- C. Meetings to protect the privacy of students all meetings of the Honor Court are closed.

Section III: Judicial Board

A. Membership and Election

1. Executive Board

- a. Members shall be president, vice president, secretary, and treasurer of Judicial Board. The Adviser to Judicial Board shall be the Dean of Students staff member responsible for Residence Life.
- b. The president of Judicial Board, vice president, secretary, and treasurer will all be elected at large
- c. The president of Judicial Board must be of junior or senior standing and have one year of Judicial Board experience at Agnes Scott College
- d. All other Judicial Board Executive Board members must have one semester of Judicial Board experience at Agnes Scott College

2. Members: Judicial Representatives

- a. Two Judicial Representative will be selected for each class year
- b. Two first-year representatives will be elected in the fall

3. Positions vacated will be filled by petition as stated in the Constitution

- a. However, given extenuating circumstances the Judicial Board has the ability to promote members within to officer positions.

B. Eligibility

- 1. Executive board members may not be an officer or member of Student Senate; a member of the Residence Life staff; an officer or member of Honor Court; on the executive board of Programming Board; an officer of the student's class; a member of the Allocating Committee.

C. Duties and Powers

1. President of Judicial Board

- a. To serve as president of Judicial Board and to preside over all aspects of the Executive Board and Judicial Board meetings, voting only in case of a tie.
- b. To present referrals from the Judicial Board to the Honor Court
- c. To assemble material and work with Judicial Board cases
- d. To serve as a liaison between the Judicial Board and the Administration
- e. To serve as a member of the Judicial Review Committee
- f. To serve on the Executive Board of ASCSGA
- g. To have communication with the Judicial Board Adviser on a regular basis
- h. To meet with the president of Honor Court as needed to discuss procedures pertaining to their judicial bodies
- i. To keep all records of the Judicial Board
- j. To notify all members of scheduled meetings

2. Vice president of Judicial Board

- a. To serve as vice president of the Judicial Board and to assume the duties of the president upon the president's request or resignation.
- b. To act as IOC liaison.
- c. To send notification of penalties as the Judicial Board directs
- d. To ensure adherence to the penalties sanctioned by the Judicial Board

3. Secretary of Judicial Board

- a. To keep the minutes of the meetings of the Judicial Board
- b. To notify students of charges and hearing dates

4. Treasurer of Judicial Board

- a. Responsible for budget and monetary exchanges
- b. To act as events chair for the Judicial Board

5. Executive Powers and Duties

- a. To establish uniform regulations for the residence halls within the framework of college regulations
- b. To complete a training session in the fall for the Executive and Judicial Board members'
- c. To serve as needed on College committees
- d. To establish automatic sanctions for residence hall violations within the framework of college regulations

6. Judicial Representatives

- a. To serve on Judicial Board as an elected representative
 - b. To hold judicial powers in the residence halls
 - c. To serve as a liaison between Judicial Board and the Residence Life staff
- D. Meetings
- 1. The Judicial Executive Board shall meet as requested by the president of Judicial Board
 - 2. The Judicial Board shall generally meet weekly. The president of Judicial Board will notify the Board of exceptions.
 - 3. Attendance Policy – members must meet the attendance guidelines as stated in the by-laws.
 - 4. Each member of Judicial Board will be evaluated as needed.
 - 5. To protect the privacy of students all meetings of the Judicial Board are closed.
- E. Judicial Powers
- 1. To maintain uniform regulations for the residence halls
 - 2. To constitute the court of primary jurisdiction in the following matters:
 - a. Alcohol Policy
 - b. Smoking Policy
 - c. Visitation
 - d. General residence hall regulations
 - e. Quiet hours
 - f. Signing in/out procedure for first year students
 - g. Avery Glen apartment policies
 - h. Scottie Shuttle policies
 - i. #Students Access
 - j. To constitute the court of primary jurisdiction in matters jeopardizing the safety and property of others, including
 - i. Carelessness in keeping exterior doors locked after residence hall closing hours
 - ii. Misuse of keys, including but not limited to:
 - aa. Residents lending keys to any on or off-campus visitors
 - bb. Residence Life Staff members in possession of master keys, loaning their master key(s) to another person; only Resident Directors, Resident Assistants or acting Resident Directors should have master keys
 - cc. Students who fail to wait until the designated time to enter residence halls after the break
 - dd. Students who fail to vacate the residence hall prior to breaks.
 - 3. To impose the following penalties, but are not limited to:
 - a. Auto-sanctions: At the discretion of the president of Judicial Board under the advisement to the Board or the dean of students, the following penalties are automatic in cases of clear violations as seen by a Judicial Board member, Residential Assistant, or Residential Director
 - i. Alcohol
 - aa. First violation: \$50-\$100 fine; 10-15 hours community service depending on the severity of the offense; and a written 250-word essay of the Judicial Board's choosing. The essay must be turned in within 30 days to Judicial Board
 - bb. Second violation: \$100-\$300 fine; 15-30 hours of community service depending on the severity of the case; a recommendation for referral for alcohol awareness course with Health Services or an outside facility
 - cc. Third violation: \$300-\$500 fine; 30+ hours community service; recommendation for a referral for an alcohol assessment. Depending upon the severity of the incident(s), Judicial Board may also present the case to Honor Court with the recommendation of suspension or expulsion for the third or additional violation(s) of the alcohol policy.
 - ii. Visitation
 - aa. First violation: warning file to be kept on file for the academic year and 30 days without visitation
 - bb. Second violation: warning file to be kept on file for the academic year, one semester's worth of days without visitation and required to make signs outlining the parietals policy to be put up in the student's dorm
 - iii. Smoking
 - aa. First violation: warning file to be kept on file for the academic year and a 500 word essay on smoking to be submitted to the president of Judicial Board, the dean of students, and the Judicial Board's advisor within 15 days
 - bb. Second violation: warning file to be kept on file for the academic year and fill a 16oz water bottle with cigarette butts from campus grounds
 - iv. Residence hall/floor meeting absence
 - aa. First violation: warning file to be kept on file for the academic year
 - bb. Second violation: warning file to be kept on file for the academic year and required to make a flyer for next hall/floor meeting
 - v. Kitchens: Failure to clean a kitchen after a 24 hour warning will result in its closure for one week
 - b. Non-auto-sanction violations
 - i. Warnings
 - aa. Warnings are given at the discretion of the president of Judicial Board for minor offences that do not warrant a case.
 - bb. Quiet hour offenses: three warnings within one semester will result in a Judicial Board case
 - ii. Violations of the pet policy as stated in the student handbook.
 - c. Other violations of Judicial Board will be dealt with on a case-by-case basis at the discretion of the president.
 - 4. Penalty procedures

- a. A suspected offender has a maximum of 24 hrs to acknowledge any accusations of the alleged violations of college and/or residence hall policy to the Judicial Representative in the student's residence hall
- b. Any written warning distributed will be filed with the Judicial Board president, remain on file for the academic year, and may be referred to if the student repeats the offense for which the warning was given
- c. The first and second offense each result in a Judicial Board case
- d. The third offense of a given violation results in an Honor Court case
- e. Alcohol violations include both on campus and off campus events reported to the college, in addition to what the policy stipulates
- f. The Judicial Board reserves the right to refer a case involving frequent or flagrant violation, or case involving a more serious penalty, to Honor Court as is deemed necessary
- g. Judicial Board shall impose penalties through a quorum consisting of eight persons
- h. Judicial Board has the right to vote on cases and impose penalties without the input of accused student if the student failed to respond within 24 hours of the third investigation notification email from Judicial Board

Section V: Programming Board

A. Membership

1. Executive Board

- a. The Executive Board shall consist of the President, Vice President, and Treasurer of whom shall be elected by a Association vote.
- b. Executive board members are not allowed to hold the following positions: officer or member of Student Senate; officer or member of Honor Court; officer or member of Judicial Board; officer of the student's class; member of the Allocating Committee.

2. Members

Members shall be selected by application and interviews conducted by the Programming Board executive board.

B. Duties and Powers

1. President of Programming Board

- a. To preside over all meetings of Programming Board
- b. To work with the Advisor on monitoring the Board's Budget, both allocation and monitoring
- c. To approve all events hosted by the Board
- d. To hand out all disciplinary measures to Coordinators, Chairs, and Members
- e. To hold interviews for chairs and members, for every semester.
- f. To host a retreat for Programming Board chairs and members every semester.
- g. To handle all paperwork and logistical information necessary for the Board, such as EMS information.
- h. To coordinate Programming Board's participation in campus collaboration events.
- i. All other duties assigned to Chairs of the Board.

2. Vice President

- a. To handle all matters of internal communication, including the board's roster and contact sheet, reminder emails, and coordination of interviews.
- b. To manage the attendance policies, and inform the President when disciplinary action needs to be taken.
- c. To participate in the interviews for chairs and members.
- d. To attend all IOC and COSMO meetings as the Programming Board representative, as needed.
- e. To coordinate Programming Board's participation in campus collaboration events.
- f. To ensure all Board advertising and calendars have been posted around campus
- g. All other duties assigned to Chairs of the Board.

3. Treasurer

- a. To assist and support the President in developing a budget, and budget forecast for the school year during the summer before Fall semester.
- b. Work with chair with developing budget spreadsheets.
- c. To follow up with chairs after every in order to keep track of budgetary expenditures.
- d. Report to the President about the budget status of Programming Board after every month.
- e. Meet with Advisor for a mid year budget review.
- f. Discuss P Card policies and consequences with chairs during chair retreat.
- g. Create and submit budget allocation for the following school year.

4. Chairs of the Board

- a. To be responsible for advertising, scheduling, and planning of at least one event per month.
- b. To lead and mentor the group of members serving on their committee.
- c. To discuss with the executive board the progress, or any concerns about their members.
- d. Return an additional copy of their receipts to the treasurer from P Card purchases.
- e. All other duties assigned to General Body Members

5. General Body Members of Programming Board

- a. To attend all meetings, and meet the point requirement the Vice President Sets.
- b. To attend their committees event and help out with set up and cleanup.
- c. To assist their chairs in the planning process.
- d. To sell tickets for Black Cat Formal, Spring Fling, and work a 30 minute shift at each formal and additionally Red Light Green Light.
- e. To serve on one committee (primary only).
- f. To actively seek feedback and suggestions from the wider Association about projects of the board.

Section VI: Inter-organizational Council (IOC)

A. Membership

1. Membership shall consist of the Vice President or a designated representative from each student organization at Agnes Scott College. These organizations include both those funded by the ASCSGA and those with independent sources of funds.
2. Officers may be elected from within the Inter-Organizational Council at the discretion of the chair.

B. Meetings

1. Meetings shall be held regularly and shall be chaired by the Inter-Organizational Council chair.
2. In order to avoid absent group representatives, reminders must be sent out before each meeting.

C. Powers and Duties

1. IOC's purpose is to facilitate communication among campus organizations [themselves, as well as with the ASCSGA].
2. Each student organization will be required to submit a "student organization registration form" along with the appropriate attachments (member roster and constitution) at the beginning of each semester. Failure to submit this form will result in the loss of organizational status and the inability to participate in the budget allocations process and reserve event space on campus. If an organization loses organizational status and would like to re-establish itself, it must re-apply to Student Senate for approval.
3. All groups will submit proper EMS forms to reserve all spaces. Failure to use spaces upon their reservation may result in penalties to be decided upon by the IOC chair or director of campus life and student engagement, including, but not limited to billing for up to 50% of the cost of set-up.
4. The Chair will verify and advise new student organization with completion of all student organization forms before submitting forms for approval from the Student Senate.

Section VII: Coalition of Student Multicultural Organizations (COSMO)

A. Membership

Advisory board members will consist of one member of each of the student organizations of underrepresented students on campus based on race, ethnicity/culture, sexual identity, religion, size, class, political affiliation, age, ability, and/or gender identity and expression.

B. Powers and Duties

Each member of the advisory board committee will submit monthly reports detailing the concerns of each organization regarding campus relations, incidents of harassment based on race, ethnicity/culture, sexual identity, religion, ability, age, size, class, political affiliation, and/or gender identity and expression to the Director of Campus Life and Intercultural Engagement.

Section VIII: Student Green Fee Fund (SGFF)

The Student Green Fee Fund (SGFF) allows Agnes Scott students the opportunity to engage directly in sustainability efforts at Agnes Scott by initiating and leading sustainability projects on campus and by participating in educational opportunities off campus. This fund will be available to all students who apply and it will be managed by a student committee. By so doing, students are able to take active leadership in addressing issues of sustainability at Agnes Scott.

Section I: Source of Funds

- A. Funds for the SGFF will come from the \$10 green fee allocation of the Student Activity Fee.

Section II: Management

A. Committee Structure

1. The SGFF will be managed by a student committee, with one student serving as the committee chair. The inaugural committee will have three members. The committee may increase in size if deemed necessary with a maximum of five members.
2. Committee members will vote to approve the most competitive applications for funds. The committee will brief the Office of Sustainability on the projects they have selected, and then work with the sustainability staff to make the final decisions on allocating the funds.

B. SGFF Committee Chair

1. The chair is responsible for calling meetings and overseeing the management of the SGFF.
2. The chair will be appointed by ASCSGA Executive Board.
3. The chair will serve as a non-voting member of ASCSGA Executive Board.
4. The chair cannot serve on the executive board of Smart Women for the Advancement of Tree hugging (SWAT)

Section III: Applying for Funds

- A. Applications will be available on SGA website to be completed and turned into the SGFF Committee Chair.

Section IV: Applying for Committee Membership

- A. Application

1. Interested students will complete an application to serve on the committee. Applications will be available in the Fall and Spring semester annually.
2. The SGFF Committee members will be selected by the Director of Sustainability and appointments will be made in April every year.
3. Members shall not serve on the executive board of Smart Women for the Advancement of Tree hugging (SWAT)

B. Receiving Fund

1. The application will be opened on a rolling basis during the academic year upon the Chair's discretion and funds available.

**ARTICLE V
ELECTIONS**

Section I: Elections Board

A. Membership

1. Members of the Elections Board shall be members that are chosen at the discretion of the chair of Elections. The board will be headed by the chair of Elections, but will have alternating members for each election period to ensure that there will be an unbiased campaign for petitions.
 - a. For spring elections (voting for Student Senate, Student Government Executive Board, IOC, COSMO, Honor Court, Judicial Board, Programming Board, class officers and Allocating Committee) ASCSGA Secretary will appoint members of the Elections Board who will assist the chair of Elections in all facets of publicity, preparations for Election events, and clean-up of all Election materials and flyers.
2. The chair of Elections may call meetings at any time. If a member of the Elections Board fails to attend more than one (1) meeting during an election cycle, they will be asked to resign from the committee.

B. Duties of the Elections Board

1. To assist the ASCSGA secretary/Chair of Elections
2. To be responsible for all publicity concerning elections, excluding individual campaign materials.
3. To distribute petitions for all offices to be filled.
4. To assist in verifying the eligibility of all candidates.
5. To assist in the Elections Kick Off event.
6. Election Board Members will never handle the electronic ballot nor will they personally receive petitions.

C. Procedures

1. Any student wishing to become a candidate for a Student Government Association office or for any office to be elected by the student's class, must submit a petition to Elections Board at a time to be determined by Elections Board.
2. A student may not run for more than two offices.
3. The Elections Board will send preference cards to those students appearing on the ballot more than once. The student must rank the offices according to the student's preference and return the card by the date specified to the Elections Board. If the student fails to do so, the student's name will be removed from the ballot.
4. Will post the names of the candidates of each office randomly on a final ballot.
5. Will post the final ballot and petitions as they are submitted before the Association votes.
6. Speeches will be required of the candidates for president of the Student Government Association Executive Board, the executive board of Student Senate, the executive board of Honor Court, the executive board of Judicial Board, and the executive board of Programming Board.
7. Voting will last for three (3) consecutive school days.
8. The chair of Elections will inform the Association of the election results.
9. Appeals, meeting the requirements as stated in the Constitution, will be reviewed by a committee including the following: the Student Government Association Executive Board President, the Student Senate President, the Honor Court president, the Judicial Board President, the Associate Dean of Students, a representative from the Center for Student Engagement staff and a representative from Academic Affairs.

D. Emergency Elections

1. If any positions are left open after an election period, the chair of Elections will make a call for petitions the following semester within the first three (3) weeks of return.
2. Petitions will be gathered and candidates will be selected in the same manner as Fall elections.
3. ASCSGA Executive Board will elect which candidates will be chosen to fill the available spots.
4. The chair of Elections will notify all candidates of the status of their approval. The chair of Elections will subsequently inform the Association of the results.

Section II: Eligibility

A. All candidates

1. Must have a 2.5 GPA at the time of the election.

2. Must not be found responsible for an Honor Court violation.
 3. Must not be found responsible for no more than two Judicial Board violations of any kind and no more than one alcohol violation.
 4. If candidates do not meet one or all of the requirements above they must submit an appeal letter to the president of the Association at the time the petition is submitted. The Appeals Committee will notify the candidate prior to the campaign period.
- B. All elected officers are not eligible to hold more than one office elected by the Association at large without approval from the Executive Board of the Association.
1. If approval is given to the candidate, they will be notified with an electronic copy letter from the chair of the Elections Board prior to the campaign period.
 2. If a candidate for ASCSGA Executive Board wishes to petition to hold more than one position in ASCSGA or other responsibilities at Agnes Scott College (i.e., Resident Director, editor of a publication, etc.), they should discuss this with the Director of Campus Life and/or the organization's advisor.

Section III: Elections Timing

- A. All elections will be conducted in accordance with the policies and procedures of Elections Board .
1. Campus-wide elections will be held two times per academic year: once at the beginning of fall semester and once at the end of spring semester.
 - a. Elections to elect First-Year representatives to Student Senate, Honor Court, Judicial Board, and First-Year Class Officers will be held at the beginning of the fall.
 - b. Elections to elect representatives to Honor Court (including president, vice president, treasurer and secretary), Student Senate, (including president, vice president, treasurer and secretary), Judicial Board (including president, vice president, and secretary), Programming Board (including executive board positions), and ASCSGA Executive Board will be held at the end of the spring.
 - c. Elections to elect Class Officers (including president, vice president, treasurer and secretary) will be held in the spring. Class officers are voted on by their respective classes.
 2. Students running for positions with residential stipulations must run according to expected residential status in the fall. If, in the fall, there is a change in residential status the student must resign from office.

ARTICLE VI RESIGNATIONS OR VACANCIES

Section I: Resignation of Student Government Executive Board Members

- A. Resignations will be filled as soon as possible. All resignations must be verified in writing to the president of the Association.
- B. During the period of the vacancy, the president of the Association will fulfill both the president's position and the vacant position. If the president of the Association resigns or is impeached, the president of Student Senate temporarily fulfills both the position of Student Senate president and the vacant position.

Section II: Vacancies of Office in Organizations of the Association

If the president of any organization resigns or is impeached, the vice president assumes the president's duties. The now-vacant vice-president position will be filled according to regular election procedures as outlined in this constitution.

ARTICLE VII IMPEACHMENT PROCESS FOR ASCSGA ELECTED OFFICERS

Section I: Grounds for Impeachment

- A. Gross violations of the ASCSGA Constitution
- B. Embezzlement
- C. Gross negligence of duties
- D. Abuse of Power

Section II: Impeachment Process

- A. A concerned student contacts a member of the Supreme Court.
- B. The student meets with the Supreme Court to state the student's case. The student must give grounds for impeachment.
- C. The Supreme Court, excluding member(s) being impeached, would research and review the case in a timely manner and determine if there are sufficient grounds for impeachment
- D. If sufficient grounds for impeachment are determined by a 2/3 vote, there will be a student forum held by the Supreme Court within one week. At the forum, both sides of the issue will be presented.
- E. A campus wide vote will be held within 72 hours of the forum, not including weekends, to determine if the officer shall be impeached.
- F. The secretary/Chair of Elections Board will oversee the voting. If the Secretary/Chair of Elections Board is being impeached, the president of the Association will oversee the voting.
- G. Impeachment requires a 2/3 agreement of the quorum.
- H. Decision of vote takes effect immediately after the results of the vote are announced.
- I. The open position is filled according to the ASCSGA Constitution of the respective organization.

ARTICLE VIII
PROCEDURES FOR AMENDMENTS TO THE ASCSGA CONSTITUTION

Section I: Procedure

A. Proposed Amendment

Proposed Amendments must be submitted in writing by students to the Constitutional Review Committee which is a Student Senate committee.

B. Amendment Research

After submission, the Constitutional Review Committee shall research the amendment. By consensus, the committee shall have the right to determine if the proposed amendment is relevant.

C. Vote on Said Amendment

If relevant, the committee shall take the amendment to the general body of Student Senate. The Student Senate shall vote to approve or reject forwarding the amendment to a Association vote in the next general election.

D. Approval

1. The ASCSGA shall vote on the proposed amendment at the next ASCSGA Election. A two-thirds (2/3) affirmative vote of a quorum, in favor of the amendment is required for approval of the proposed amendment.

2. The ASCSGA Elections Board shall supervise such voting and judge the returns.

E. Denial

1. If the Constitutional Review Committee does not approve the amendment, the committee shall send a written statement to the person who submitted the proposal. The statement shall explain the committee's decision.

Section II: Appeal Procedure

A. Right of Appeal

If the proposed amendment is rejected at either the committee consensus or the Senate vote, the student who proposed the amendment has the right to appeal the decision.

B. Petition

1. Said student must secure the signatures of thirty (30%) percent of the ASCSGA body.

2. The petition shall set forth in exact words the action sought and shall have the proposed amendment written at the top of each page. The petition must include the name and phone number for each signer of said petition.

3. The petition shall be submitted to the president of Senate. The president reserves the right to verify the signatures on the said petition.

C. Action on Appeal

If the signatures are secured and verified, the proposed amendment will then follow the procedures as listed in Article VIII, Section I., D-E.

Section III: Emergency Procedure

A. Right of Declaration of Emergency

The ASCSGA has the right to declare a proposed amendment an emergency if the amendment must have a Association vote before the next ASCSGA Election.

B. Procedure for Emergency Priority

1. A motion for emergency action can be made by any Association member at a Student Senate meeting.

2. A vote to approve the motion must be passed by a supermajority (75%) in the affirmative.

3. If approved, the president of Senate shall take the proposal to the president of the Association. The president of the Association shall be required to make arrangements for holding of a general election, in conformance with the rules governing general election, in thirty (30) days after receipt of said proposed amendment.

4. If the motion is rejected by the Student Senate, the ASCSGA Association can initiate emergency action by securing the signatures of thirty percent (30%) of student members of ASCSGA according to guideline set forth in Article VII, Section II.B.

5. If these signatures are secured, the said petition shall be taken to the ASCSGA President. The president shall be required to make arrangements for the holding of a general election, in conformance with the rules governing general elections, within thirty (30) days after receipt of said petition.

ARTICLE IX
PROCEDURES FOR BYLAWS FOR MEMBER ORGANIZATIONS OF THE ASSOCIATION

Section I: Adoption

A. Notification

Notice of proposed initial bylaws must be given to all members of the organization at least one week in advance of vote.

B. Voting

A quorum of three-fourths (3/4) of the body must be present to adopt bylaws. Bylaw proposals will be treated as main motions, with the exception that initial bylaws must receive an affirmative vote of at least two-thirds (2/3) to be adopted.

Section II: Revision and Amendments

A. Notification

Notice of a proposed revision or amendment of the organization's bylaws must be given to all members at least one week in advance of a vote.

B. Voting

A quorum of the three-fourths (3/4) of the body must be present to revise or amend the bylaws. Revision and amendments of the bylaws will be treated as main motions, with an affirmative majority vote required to change the bylaws.

Section III: Extent

A. Immediacy

Bylaws adoption, revision, or amendment will be effective immediately upon passage unless passed with a proviso of delay.

B. Constitutionality

1. All bylaws are subject to the restraint of the Agnes Scott College Student Government Association constitution, and bylaws in conflict with the constitution shall be declared null and void.

2. Any amendments or revisions to an organization's bylaws must be submitted to Constitutional Review Committee for evaluation.

3. ASCSGA Executive Board organizations may only submit amendments to their bylaws that do not directly affect the constitution. Any constitutional changes must be submitted in accordance with Article VIII, Section 1-A.

C. Jurisdiction

A member's failure to conform to the bylaws of the organization shall be grounds for impeachment.

Agnes Scott College
Student Senate Bylaws
Article X

Section I: Membership

A. Composition of Student Senate

1. There shall be five members of the Executive Board: President, Vice-President, Secretary, Treasurer, and Parliamentarian.
2. There shall be a total of seventeen to twenty-three Student Senators defined as follows:
 - a. Of the total seventeen to twenty-three senators, they shall be either residential or nonresidential senators elected at large by the residential students in the general fall elections.
 - b. Two to six of the total seventeen to twenty-three shall be senators elected at large by students in the general fall or spring elections.
 - a. at least two of the total seventeen to twenty-three shall be representatives of first-year students elected during first-year elections early in the fall term.
 - b. Of the seventeen to twenty-three senators there should be at least two senators for each class year

B. Qualifications

1. Senators
 - a. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
 - b. Be enrolled at Agnes Scott College during the elected term
2. Executive Board
 - a. All executive board members must be of second semester first year or higher standing.
 - b. President must have served one semester on the executive board.
 - c. President and Vice-President must each have served two consecutive semesters on Student Senate
 - d. Secretary, and Treasurer, Parliamentarian must each have one semester on Student Senate

Section II: Meetings and Attendance Policy

A. Meetings

Student Senate meets every Tuesday evening at 7 p.m. in an agreed upon meeting room. All meetings are open to the campus community.

B. Attendance

1. Senators are allowed three (3) absences during their term.
 - a. Missing a Tuesday night meeting is equivalent to one (1) absence
 - b. Missing a committee meeting or responsibility is equivalent to 1/3 of an absence.
 - c. Arriving late to or leaving early from a meeting without notice is equivalent to 1/3 of an absence
2. All absences from a Tuesday night meeting are to be turned into the Secretary and President.
3. On the third absence, a verbal and written warning will be given.
4. After the third absence, if there is a failure to complete any liaison report, committee duties, or miss any committee or Senate meetings, the senator is obligated to give a letter of resignation.
5. For special circumstances (i.e. sickness, death, etc.), executive board can make allowances on a case by case basis. Disputed policies can be appealed to Senate.

Section III: Duties and Responsibilities

A. Committees

1. Each senator will be an active member of at least one committees.
3. Committee chairpersons are responsible for keeping track of the duties of their committee. They must turn in an attendance sheet for all committee meetings and they must report any unfulfilled duties to the Vice President.

B. Liaisons

1. Each senator will be a liaison to a department or office on campus.
2. Each senator will keep a record of their correspondence with their liaison, which will include any letters and a summary of all liaison activity.

C. Other Responsibilities

All senators are also responsible for the duties listed in the ASCSGA Constitution Article IV: Section 1: C.

Section IV: Committees

A. Committees

Senators must be assigned to standing committees as follows but the president may use presidential discretion regarding the number of Senators serving on a committee.

1. Constitutional Review Committee
 - a. The committee is responsible for the ASCSGA Constitution.
 - b. The committee is responsible for handling the amendments to the ASCSGA Constitution.
 - c. The Vice-President of Student Senate shall chair the committee.
 - d. The committee shall be composed of the chairperson, four to seven Student Senators,.

3. Public Relations Committee
 - a. The Public Relations Committee is responsible for coordinating the efforts of the Publicity, Visuals, and Web Page subcommittees.
 - b. The committee is also responsible for ensuring that the campus community remains informed of Student Senate activities and issues.
 - c. The Secretary of Student Senate shall chair the committee.
 - c. The committee shall be composed of one chairperson and two to six student senators.
 - i. The Publicity Subcommittee
 - aa. To be responsible for informing the campus community, in a timely manner , of events sponsored by Student Senate and important community issues through such means as E-mail, voicemail, and posters.
 - bb. To be responsible for maintaining an ASCSGA bulletin board in a public space.
 - cc. The subcommittee shall be composed of one chairperson and five Student Senators.
 - ii. The Visuals subcommittee:
 - aa. To coordinate advertisements for all events to be hung in restrooms and other public places these advertisements are but not limited to flyers and banners.
 - bb. The subcommittee shall be composed of no more than three Student Senators.
 - iii. The Web Page subcommittee:
 - aa. To be responsible for working with information technology services to create and maintain a web page containing information about Student Senate and its activities.
 - bb. The subcommittee shall be composed of two Student Senators.
 4. Elections Board Committee
 - a. The committee shall be composed of two Senators elected by Student Senate.
 - b. These Senators shall serve on the ASCSGA Elections Board under the ASCSGA Secretary/Chair of Elections Board in planning and running fall and spring elections.
 5. Supreme Court Committee
 - a. The committee shall be composed of two Senators elected by Student Senate.
 - b. It is the responsibility of these Student Senators to attend all meetings of the Supreme Court and report all valuable information from the Supreme Court to Student Senate.
 6. Allocating Committee
 - a. The committee shall be composed of one Student Senator who will represent Student Senate at all meetings of the Allocating Committee.
 - b. It is the responsibility of this Student Senator to report all valuable information from Allocating Committee to Student Senate.
 7. Student Development Fund
 - a. This committee shall be composed of the Student Senate Treasurer as well as at least two senators.
 - b. It is the responsibility of the Student Senators to determine the criteria for the student development fund as well as student's acceptance or denial.
- Section V: Liaisons
1. Each senator shall be responsible for acting in at least one liaison position. The departments listed below are recommended but the president may use presidential discretion to add or change offices.
 2. Senators assigned to the following offices shall be responsible for maintaining regular contact with the head of that office with the purpose of representing student concerns and acting as a student resource to the office.
 - a. Accounting
 - b. Athletics
 - c. Dean of the College
 - d. Dean of Students
 - e. Office of Facilities
 - f. Alumni Relations
 - g. Financial Aid
 - h. Food Services
 - i. Health Services/Wellness Center
 - j. Information Technology Services
 - k. Intercultural Engagement
 - l. International Education
 - m. Library
 - n. Public safety
 - o. Religious Life
 - p. Residence Life
 - q. Registrar
 - r. Student Activities/CSE
 - s. Career planning
 - t. Commuters
 3. Each Senator shall provide the secretary of Student Senate with copies of all correspondence with the office or series of meetings to which the senator is assigned.
 4. The executive board of Student Senate reserves the right to amend the liaison positions throughout the term if the need arises.

5. Senators assigned to the following meetings are responsible for attending the meetings with the purpose of reporting to Student Senate and, when necessary, to voice concerns of the Association .
 - a. Faculty Meetings
 - b. Master Plan Meetings

Section VI: Voting

A. Definition of Voting Terms

1. Majority: The majority of a voting body is defined as more than fifty percent (50%) of the voters.
2. Super Majority: The supermajority of a voting body is defined as at least seventy- five percent (75%) of the voters.
3. Quorum: The quorum of a voting body is defined as at least three-fourth (3/4) of the voting members.

B. Voting Procedure

1. There must be a quorum of Student Senators present in order to vote on legislation.
2. Student Senate shall follow the standard voting procedure outlined in Robert's Rules of Order.
3. Revisions and amendments to the bylaws shall be treated as main motions, with an affirmative majority vote required to amend the bylaws.

C. Voting Privileges

1. The President of Student Senate shall not have voting privileges.
2. All Student Senators shall have voting privileges.
3. The President of Student Senate shall vote in the case of a tie as well as veto.

Programming Board By-Laws

Section I: Membership:

- A. Composition of the Board
 - a. All potential members must apply to be on Programming Board, the application is created by members of Programming Board's executive Board.
 - b. All potential members must participate in a mandatory interview held by President and the Vice President of Communications
 - c. All potential chairs must apply to become a chair, the application to be created by President.
 - d. All potential chairs must participate in mandatory interview held by outgoing Executive Board.
- B. Qualifications
 - a. General Body Members
 - i. Must be enrolled at Agnes Scott College during the elected term
 - b. Chairs of the Board and Vice President of Communications
 - i. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
 - ii. All executive board members must have at least one semester as a General Body Member in good standing at time of Chair Application.
 - iii. All other qualifications necessary to be a General Body Member
 - iv. President must have one full year's experience as either a chair or the VP of Communications.

Section II: Duties and Responsibilities

- A. Committee Membership
 - a. Each General Body Member will be an active member of one Primary Committee and one Secondary Committee.
 - i. Committee chairpersons are responsible for keeping track of the duties of their committee.
 - b. Each General Body Member must attend one weekly event sponsored by Programming Board.
 - c. Each member of Programming Board, including Chairs of the Board and Executive Board Members must attend our high budget events of the year.
 - i. These include, but are not limited to: Black Cat, Spring Fling, Harvest Fest, Spring Fest, and Red Light Green Light Party

Section III: Meetings and Attendance Policies

- A. Meeting Times
 - a. Programming Board meets every Sunday evening at 7 p.m. in an agreed upon meeting room. All meetings are open to the campus community, with notification of the Executive Board.
- B. Attendance
 - a. Members are allowed two (2) notified meeting absences per semester.
 - b. Missing a Sunday night meeting is equivalent to one (1) absence.
 - c. Missing Programming Board Event for the week is equivalent to one (1) absence.
 - i. Events of the Week include but are not limited to: Committee Events, Collaboration Events, Off Campus Advertising
 - ii. If a member's committee has an event one week, that counts as the event for the week
 - d. Arriving more than ten minutes late to a Programming Board meeting or leaving before the meeting is officially adjourned results in half (1/2) absence.
 - e. More than four (4) absences of either events or weekly meetings will result in Programming Board Probation.
 - i. Programming Board Probation results in extra committee work.
 - ii. If Programming Board Probation is not resolved three (3) weeks before Black Cat or Spring Fling, the member forfeits their student ticket and guest ticket privileges.
 - f. For special circumstances (i.e. sickness, death, etc.), Executive Board can make allowances on a case-by-case basis. Disputed policies can be appealed to the Executive Board

Section IV: Committees

- A. Arts & Crafts
 - a. This is a Primary Committee.
 - b. This committee is responsible for hosting an arts and crafts related event every two (2) weeks.
- B. Entertainment
 - a. This is a Primary Committee.
 - b. This committee is responsible for hosting a TGIF event once (1) a month.
 - c. This committee is responsible for hosting Red Light Green Light Party, every year in September.
 - d. This committee is responsible for hosting any "miscellaneous" events.
 - i. These include, but are not limited to: magicians, hypnotists, comedians, other parties.
- C. Films
 - a. This is a Primary Committee.
 - b. This committee is responsible for hosting at least three (3) film screenings on campus per semester.
- D. Seasonal Events
 - a. This is a Primary Committee.
 - b. This committee is responsible for collaboration with the COSMO chair and COSMO groups to host Harvest Fest.

