

Constitution of the Student Government Association of Mount St. Mary's University

We, the Undergraduate Students of Mount St. Mary's University, with the consent of the administration, faculty, and Board of Trustees, in order to foster unity between students and the institution, to advocate and address student concerns, and to advance the general welfare of the school, do ordain and establish this Constitution for the Student Government Association of Mount St. Mary's University.

The actions and policies of the Student Government Association shall be driven by the university's mission statement: As a Catholic university, Mount St. Mary's graduates ethical leaders who are inspired by a passion for learning and lead lives of significance in service to God and others.

1.1.0 ARTICLE I. Association

- Section 1* This institution shall be called the Student Government Association of Mount St. Mary's University, hereinafter referred to as the Student Government Association, herein referred to as SGA.
- Section 2* Upon enrollment in Mount St. Mary's University, each student shall become a member of the Student Body and shall be subject to the rules and regulations of the SGA. As a member, students at-large shall be represented by a Senator in the Student Senate.
- Section 3* The Student Government Association shall be the governing body for the undergraduate students of Mount St. Mary's University.
- Section 4* Any apportionment of funds by the college administration to the SGA shall be managed by its executive officers under the direction of the SGA Advisor/Dean of Students.

1.2.0 ARTICLE II. Executive Branch

- Section 1* The purpose of the Executive Branch of the SGA shall be to advocate for the interests of the student body, to pursue the fulfillment of the enactments of the Student Senate, to promote the university's mission of leading lives of significance in service to God and others, and to perform all other duties as outlined in the Constitution and Bylaws of the SGA.
- Section 2* The Executive Branch shall consist of the Executive Council and Executive Cabinet. The Executive Branch members shall not occupy an SGA Class or Senatorial office.
- Section 3* The Executive Council shall be comprised of the Executive President, Executive Vice President, Vice President of Finance, and Vice President of Administration.

Section 4 The Executive Cabinet shall be comprised of the Executive President, Attorney General, Director of Public Relations, and Chief of Staff. The Executive President may appoint additional members to the Executive Cabinet at their discretion.

Section 5 Duties and Power of the Executive Officers

1. Executive President

- i. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
- ii. Shall chair regular and special sessions of the Student Senate in the absence of the Executive Vice President.
- iii. Shall chair regular and special meetings of the Executive Branch.
- iv. Shall serve as a liaison between the students and the university administration, including but not limited to being a voting member of the Mount Council.
- v. Shall deliver a welcome address at Convocation at the start of the academic year.
- vi. Shall approve or veto all legislation passed by the Student Senate within fourteen (14) days after its passage, or the bill shall go into effect without their endorsement.
- vii. Shall be responsible for recommending student members to university boards and committees.
- viii. Shall attend Student Senate sessions without voice and without voting privileges, unless specifically called upon by the Executive Vice President. When rules are suspended and in open periods, the Executive President may have voice privileges but may not speak for or against any legislation.
- ix. Shall be charged with the power of calling special session of the Student Senate.

2. Executive Vice President

- i. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
- ii. Shall serve as the Chair of the Student Senate for regular and special sessions.
- iii. Shall serve as the Executive President of the SGA in the absence of the Executive President.
- iv. Shall duly instruct all Senators as to the standing rules and procedures observed by the Student Senate in the first Senate session of the semester.
- v. Shall vote in the Student Senate only to break a tie.
- vi. Shall assume any duties assigned to them by the Executive President or SGA Advisor/Dean of Students.

3. Vice President of Finance
 - i. Shall be appointed by the Executive President and confirmed by the Student Senate.
 - ii. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
 - iii. Shall chair the SGA Finance Committee
 - iv. Shall keep accurate records of all financial transactions enacted by the SGA and oversee the distribution of funds to student organizations recognized by the Student Senate.
 - v. Shall be called upon to make a financial report at Student Senate sessions.
 - vi. Shall not authorize or distribute any money without the approval of the Executive President, SGA Advisor/Dean of Students, and/or designee.
 - vii. Shall attend Student Senate sessions with voice privileges but without voting privileges.
 - viii. Shall assume any duties assigned to them by the Executive President or SGA Advisor/Dean of Students.

4. Vice President of Administration
 - i. Shall be appointed by the Executive President and confirmed by the Student Senate.
 - ii. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
 - iii. Shall maintain accurate records of proceedings of the Executive Branch and SGA.
 - iv. Shall maintain attendance records and minutes of all Student Senate sessions. Copies of the minutes shall be made available to the student body, SGA Advisor/Dean of Students, and Vice President of Student Life.
 - v. Shall report absences of Senators to the body for action.
 - vi. Shall prepare an agenda for each session of the Student Senate, to be made available to the student body prior to each session.
 - vii. Shall attend Student Senate sessions with voice privileges but without voting privileges.
 - viii. Shall assume any duties assigned to them by the Executive President or SGA Advisor/Dean of Students.

5. Attorney General
 - i. Shall be appointed by the Executive President and confirmed by the Student Senate.

- ii. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
- iii. Shall submit written opinion concerning matters of law upon request of the Executive President or Executive Vice President within two (2) weeks of the request to be maintained in the SGA Archives.
- iv. Shall administer all elections, prepare ballots, and submit them to the SGA Advisor/Dean of Students.
- v. Shall chair the Public Safety Advisory Board.
- vi. Shall attend Student Senate sessions with voice privileges but without voting privileges.
- vii. Shall assume any duties assigned to them by the Executive President or SGA Advisor/Dean of Students.

6. Director of Public Relations

- i. Shall be appointed by the Executive President and confirmed by the Student Senate.
- ii. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
- iii. Shall be responsible for all public relations issues impacting the SGA, including but not limited to campus life, Student Senate, and SGA sponsored events.
- iv. Shall keep the student body and university informed of the actions and activities of the SGA through the medium of the Mountain Echo, social media, and other such desired means.
- v. Shall attend Student Senate sessions with voice privileges but without voting privileges.
- vi. Shall assume any duties assigned to them by the Executive President or SGA Advisor/Dean of Students.

7. Chief of Staff

- i. Shall be appointed by the Executive President and confirmed by the Student Senate.
- ii. Shall be charged with the responsibility of enforcing and maintaining the Constitution and Bylaws of the SGA.
- iii. Shall report directly to the Executive President and assist the Executive President wherever called upon.
- iv. Shall attend Student Senate sessions with voice privileges but without voting privileges.
- v. Shall assume any duties assigned to them by the Executive President or SGA Advisor/Dean of Students.

1.3.0 ARTICLE III. Legislative Branch

Section 1 The Legislative Branch shall be composed solely of the Student Senate. The purpose of the Student Senate shall be to represent the entire student body through legislation. It shall have the power to pass bills and resolutions concerning student government and make recommendations to university administration regarding student welfare.

Section 2 The Student Senate shall meet no less than twice per month (except in the case of holidays). Special sessions shall be called by the Executive President. In all meetings of the Student Senate, quorum shall consist of a simple majority of the Student Government Association Constitution and Bylaws.

Section 3 Membership

1. Executive Vice President, to serve as the Chair of the Student Senate.
2. Executive Branch Officers, without voting privileges.
3. Senators
 - a. Each Registered Student Organization (RSO) within the Center for Student Involvement and Belonging shall provide one (1) Senator. This Senator should be the President of the RSO, although the position can be filled by another RSO member if desired.
 - i. See Bylaw Article II for information on organization distinction.
 - b. Four (4) Class Presidents.
 - c. Two (2) commuter students to represent commuters at-large.
 - d. Each President of the Neighborhood Communities.
 - e. One (1) Student Athlete Advisory Committee representative.
 - f. One (1) International student.
 - g. Four (4) Freshman Council Senators.

Section 4 Rights and Duties of Senators

Each Senator shall receive a Senator's Handbook at the beginning of the academic year which describes their rights and duties in more detail, which include the following:

1. Shall have one (1) vote in Student Senate sessions.
2. May present legislation.
3. Provide discussion or debate on legislation.
4. Make club announcements.

Section 5 Attendance

1. Senators absent with or without a substitute three (3) times or more shall be expelled.

2. Senators absent two (2) times without a substitute shall be expelled.
3. If a Senator is expelled, the organization shall provide a replacement. The organization shall lose voting privileges until a replacement is provided.
4. Organizations without any Senators for two (2) sessions shall be expelled.
5. Any Senator or organization, having been expelled, has the right to appeal to the SGA Executive Officers.

Section 6 Special Senate Seats

1. Chaplain
 - a. Shall be appointed by the Executive President.
 - b. Shall open each Senate Session in prayer.
 - c. Shall provide spiritual leadership and support to the Senate and Executive Branch.
 - d. Shall ensure all actions of the Senate are in keeping with the Catholic mission and values of Mount St. Mary's University.
 - e. Shall be either an undergraduate student or seminarian.
 - f. Shall attend Student Senate sessions with voice privileges but without voting privileges.
 - g. Shall assume all other duties assigned to them by the Executive President or Executive Vice President.

Section 7 Legislation

1. Legislation shall be passed by a simple majority of Senators and voting members of the Student Senate.
2. All legislation passed by the Senate must be presented to the Executive President for approval or veto.
3. If no action is taken by the Executive President within fourteen (14) days of the legislation being presented, the bill becomes effective.
4. If the legislation is vetoed, a two-thirds (2/3) majority vote of Senators is required to override the veto.
5. If the legislation is approved and signed by the Executive President, the legislation shall be presented to the SGA Advisor/Dean of Students, who shall direct the legislation to the appropriate channels for action.

1.4.0 ARTICLE IV. Elections

Section 1 Executive Officer Candidates

1. Candidates shall run as a ticket, with one candidate for Executive President and one candidate for Executive Vice President.
2. Each candidate must have one (1) or more semester of experience within SGA at Mount St. Mary's University. Experience may include being a Senator, Class Officer, or other such positions.

3. Each candidate must have a cumulative 2.5 GPA or higher and must maintain a 2.5 GPA throughout their term in office.
4. Each candidate must present a petition with fifty (50) signatures from the Student Body to the Attorney General or SGA Advisor/Dean of Students.
5. Each candidate may not be a first-year student during the term in which they would hold office.

Section 2 Class Officer Candidates

1. Each candidate must have a cumulative 2.5 GPA or higher, with the exception of the Freshman Class Officers, and must maintain a 2.5 GPA throughout their term in office.
2. Each candidate must present a petition with twenty-five (25) signatures from the Student Body to the Attorney General or SGA Advisor/Dean of Students.

Section 3 The rules and regulations concerning campaigns are found in the Bylaws of the SGA.

Section 4 Elections shall be held in accordance with rules and regulations found in the Bylaws of the SGA. A candidate shall be declared the winner if they have received a plurality of votes. In the event of a tie, a runoff election shall be held.

Section 5 Installation of Officers

1. Elections for Executive Officers and Class Officers, with exception of the Freshman Class Officers, shall be held during the Spring semester. Inauguration shall be held following the elections and shall mark the start of an officer's term. Terms shall conclude on the Inauguration the following Spring semester.
2. At Inauguration, the newly elected Executive President shall give an address.
3. Nominations for appointed positions shall be made by the newly elected Executive President on or before the beginning of their term. All nominations shall be confirmed by the Student Senate in the first session during the following Fall semester.
4. Elections for Freshman Class Officers shall be held in the beginning of the Fall semester. Terms shall begin the day of the finalization of election results and shall end at the Inauguration of the new Class Officers in the Spring semester.

1.5.0 ARTICLE V. Class Governments

Section 1 The purpose of Class Government shall be to provide an effective structure within which class activities and actions can be implemented.

Section 2 The Class Officers shall be representatives of their class and be named as follows: President, Vice President, Treasurer, and Secretary.

1. The President shall be the executive officer of their class. They shall be in charge of all class activities and shall preside at all class meetings. When a representative from a class is needed, the President shall assume that role.
2. The Vice President of each class shall preside at class meetings in the absence of the Class President. They shall assume all other duties assigned to them by the Class President.
3. The Treasurer of each class shall keep accurate records of all monetary transactions made by the class. No transaction shall be made without prior approval from the Class President, SGA Advisor/Dean of Students, and the Vice President of Finance. They shall assume all other duties assigned to them by the Class President.
4. The Secretary of each class shall keep accurate records of class meetings and shall be responsible for all publicity pertaining to class activities. They shall assume all other duties assigned to them by the Class President.
5. Each Class Government must appoint an Advisor from the faculty or staff to oversee their organization and act as sponsor for the academic year.

Section 3 Class Officers shall assume all other duties assigned to the by the Executive President or SGA Advisor/Dean of Students.

Section 4 The Freshman Council shall be the governing body of the Freshman Class, comprised of fifteen to seventeen (15-17) members selected from the class at-large who apply for the position.

1. Under the guidance of the Freshman Class Officers and Freshman Class Advisor, the Freshman Council shall advocate for concerns of the Freshman Class as students acclimate to collegiate life.
2. The Freshman Council shall elect four (4) Senators from the Council to represent the Freshman Class in the Student Senate, apart from the Freshman Class Officers.
3. In the event that a Council member fails to meet Council and attendance requirements, the Council may remove a sitting member and appoint a representative in their place from the original group of applicants.

1.6.0 ARTICLE VI. Referendum

All actions of the SGA, including legislative and executive actions, are subject to dissension. After all constitutional means have been exhausted, the dissenting group may petition the Student Senate to call for a referendum by the student body. Dissenting group must have one-quarter ($\frac{1}{4}$) written confirmation of the student body. The referendum shall be presented to a vote by the student body, wherein it shall be enacted provided it receives a two-thirds ($\frac{2}{3}$) majority vote of the student body.

1.7.0 ARTICLE VII. Impeachment

- Section 1* All Officers shall be subject to impeachment for the following reasons:
1. Failure to maintain a 2.5 GPA throughout their term in office.
 2. Failure to carry out responsibilities as defined in the SGA Constitution and Bylaws.
 3. Failure to be a representative of Mount St. Mary's University as outlined by the Student Code of Conduct.
- Section 2* Impeachment of an Executive Officer shall occur when a petition with one-tenth (1/10) of the student body's signatures is presented to the Vice President of Administration in the Student Senate and approved by three-fifths (3/5) of the Senators present. The Executive Vice President shall preside over impeachment proceedings, except in cases where the Executive Vice President were to be impeached, wherein the duties shall fall to the Attorney General.
- Section 3* Impeachment of a Class Officer shall occur when a petition with one-tenth (1/10) of the class's signatures is presented to the Vice President of Administration in the Student Senate and approved by three-fifths (3/5) of the Senators present.
- Section 4* Upon notification of impeachment, the officer shall be allowed one (1) week to prepare adequate defense, at such time the expulsion proceedings shall commence in the Student Senate. To expel an officer, the Student Senate must support the motion with a two-thirds (2/3) majority vote.
- Section 5* If an officer is expelled, the Executive President shall appoint an officer to assume the duties of the vacant office until an election for said office is held. In the event that the Executive President is expelled, these duties shall fall to the Executive Vice President.

1.8.0 ARTICLE VIII. Resignation of Executive Officers

Upon resignation of the Executive President, the Executive Vice President shall assume the office of Executive President and the Executive Officers shall appoint a new Executive Vice President to be confirmed by a two-thirds (2/3) majority vote of the Student Senate. Other vacant Executive Offices shall be filled by appointment by the Executive President and confirmed by a simple majority vote of the Student Senate.

1.9.0 ARTICLE IX. Constitutional Amendments

An amendment shall be presented to the Student Senate and passed by a two-thirds (2/3) majority vote of Senators present. Upon passage, the proposed amendment shall be publicized and presented to the student body for adoption by popular election, wherein it shall be ratified by

a two-thirds (2/3) majority of the voting student body. Failure to achieve said majority shall prohibit adoption of the proposed amendment to the SGA Constitution.

1.10.0 ARTICLE X. Constitutional Convention

Upon petition by five hundred (500) members of the student body and three-fourths ($\frac{3}{4}$) approval of said petition in the full Student Senate, a Constitutional Convention shall be established. The delegates of said Convention shall be comprised of the Executive President, Executive Vice President, Vice President of Finance, Vice President of Administration, Attorney General, Chief of Staff, Director of Public Relations, all Class Presidents, as well as seven (7) Senators elected with plurality by the Student Senate. The Convention's proposed Constitution shall obtain two-thirds (2/3) approval from the Student Senate and ratified by a popular majority vote of the student body.

1.11.0 ARTICLE XI. Bylaws

The Bylaws of the SGA shall be established and maintained by the Attorney General and ratified by the Student Senate. Amendments to the Bylaws shall be adopted in the Student Senate by a two-thirds (2/3) majority vote of the Senators present.