

Mount St. Mary's University Student Government Association Constitution

ARTICLE I. NAME

This organization shall be called the "Mount St. Mary's University Student Government Association," hereinafter referred to as "the SGA" or, "SGA."

ARTICLE II. OBJECT

The student body of Mount St. Mary's University hereby establishes the SGA as its representative to shared governance. The SGA represents undergraduate students in voicing their concerns, promoting their interests, and advocating for student life and academic concerns at Mount St. Mary's University.

ARTICLE III. MEMBERS

Section One. Composition.

The SGA shall consist of the Student Body President, an advisor, and a legislative body of at-large Representatives consisting of one representative for every 75 Mount St. Mary's University FTE undergraduate students, rounding up. The actual number of representative positions shall be determined by the end of September using full time, undergraduate enrollment data from the start of the fall semester.

Section Two. Representatives.

A. **Qualifications.** Representatives must:

1. Be undergraduate students of Mount St. Mary's University, taking classes on campus for at least the spring semester of their term of office.
2. Maintain at least a 2.25 cumulative grade point average.
3. Not be serving disciplinary suspension or expulsion. Students on disciplinary probation may run for office pending the approval of the Dean of Students.

B. **Term of Office.** A representative shall serve a term of one (1) year or until a successor is elected and installed. A representative's term of office shall begin with the first regular meeting of the SGA occurring in the spring semester. There is no limit to the number of terms that a student may serve as a Representative.

C. **Removal and Resignation.**

1. Removal. A representative shall be removed for the following reasons:
 - a. Failing to maintain a minimum 2.25 cumulative grade point average, as verified by the University Registrar.
 - b. As a result of successful disciplinary proceedings against a representative in which removal from office is the recommended sanction.
 - c. Failing to attend four (4) regular meetings of the SGA in a semester.
2. Resignation. A representative may resign by submitting a request in writing to the

SGA Secretary.

- D. **Vacancies.** Vacancies shall be filled by the candidate receiving a majority of the legal, ballot votes cast by members present and voting in an election at a regular or special meeting of the SGA, for which at least ten (10) days' notice of the vacancy has been given to the Mount St. Mary's University student body.

Section Three. Advisor.

The advisor to the SGA shall be appointed by the Dean of Students and shall serve a term of office at the discretion of that administrator. The advisor should attend SGA and Executive Board meetings and participate in discussion and debate, but may not vote, make motions or second motions.

ARTICLE IV. OFFICERS

Section One. Officers.

The officers of the SGA shall be a Student Body President, a Vice President, an Secretary, and a Treasurer.

Section Two. Qualifications.

A. **Student Body President.** The student body president shall:

1. Be a full-time, undergraduate student as verified by the University Registrar.
2. Not participate in a study abroad program while holding office.
3. Have at least a 2.75 cumulative grade point average.
4. Not be serving disciplinary suspension or expulsion. Students on disciplinary probation may run for the office of president pending the approval of the Dean of Students.

B. **Vice President, Secretary, and Treasurer.** Other officers shall:

1. Currently be serving a term of office as representatives within the SGA.
2. The Vice President must have served at least one semester in office within the SGA.

Section Three. Election of Officers.

A. **Election of the Student Body President.**

1. The student body shall elect, by either written or electronic ballot, the Student Body President. A plurality vote shall elect.
2. Elections shall be held annually on the Tuesday and Wednesday of the full week of classes immediately prior to the November Thanksgiving break.
3. In the event of a tie, only the names of the candidates tied will be placed on a new ballot and a new election shall be conducted on or before November 30.

4. If there is only one candidate for office, the office may be filled by acclamation.

B. Election of the SGA Vice President, Secretary, and Treasurer.

1. The membership of the SGA shall elect by written ballot the Vice President, Secretary, and Treasurer. at its first regular meeting of the spring semester. A majority vote of members present and voting shall elect.
2. Elections shall be conducted in the following order: Vice President, Secretary, and Treasurer.
3. If there is only one candidate for an office, the office may be filled by acclamation.

Section Four. Duties of Officers.

A. The Student Body President shall:

1. Chair regular and special meetings of the SGA in the absence of the Vice President.
2. Chair regular and special meetings of the SGA Executive Board.
3. Serve as the student representative to the Mount St. Mary's University Board of Trustees' Student Affair Committee.
4. Serve as, or appoint a designee to serve as, a student representative to the Mount St. Mary's University Board of Trustees' Academic Affairs Committee and Advancement Committee.
5. Serve as, or appoint a designee to serve as, a representative to Mount St. Mary's University boards and committees whenever student representation is requested by the administration.
6. Appoint SGA members to SGA standing committees and designate a chairperson for each unless otherwise specified in these bylaws.
7. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

B. The Vice President shall:

1. Chair regular and special meetings of the SGA.
2. Serve as an ex-officio member of all SGA committees.
3. Succeed to the office of Student Body President should the Student Body President vacate the office.
4. Serve as a member of the Mount St. Mary's University Council.
5. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

C. The Secretary shall:

1. Maintain a record of the proceedings of the Executive Board and the SGA.

2. Notify officers, committee members, and delegates of their election or appointment; furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of existing committees and their members.
3. Prepare, prior to each meeting, an agenda to be distributed to members of the SGA, showing the exact order, under the correct headings, matters known in advance that are due to come up and, if applicable, the times for which they are set.
4. Maintain the SGA's official membership roll and call the roll when it is requested or required.
5. Document absences and report them to the body for action.
6. Maintain record book(s) in which this Constitution, the Bylaws, and any other documents are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting.
7. Make the minutes and records available to members upon request.
8. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

D. The Treasurer shall:

1. Chair the SGA Finance Committee.
2. Maintain a record of the SGA General Fund and SGA funded accounts.
3. Oversee the distribution of funds and make financial reports at each regular meeting of the SGA.
4. Perform other duties as prescribed in this Constitution, or in the parliamentary authority adopted by the SGA.

Section Five. Term of Office.

A. Term of Office for the Student Body President.

1. The Student Body President shall serve a term of one (1) year or until a successor is elected and installed.
2. The term of office shall begin with the first regular meeting of the SGA occurring in the spring semester.

B. Term of Office for the SGA Vice President, Secretary, and Treasurer.

1. The SGA Vice President, Secretary, and Treasurer shall serve a term of one (1) year or until a successor is elected and installed.
2. The term of office shall begin immediately upon election.

C. Limitations to Term of Office.

1. No individual may serve more than two (2) consecutive terms in a specific office.
2. No member may concurrently occupy the office of more than one SGA officer.

Section Six. Removal and Resignation.

A. Removal. An officer shall be removed for the following reasons:

1. Failing to attend four (4) regular meetings of the SGA in a semester.
2. Failing to maintain a minimum 2.75 cumulative grade point average, as verified by the University Registrar.
3. As a result of successful disciplinary proceedings against an officer in which removal from office is the recommended sanction.

B. Resignation. An officer may resign by submitting a request in writing to the SGA Secretary or the SGA Advisor. A resignation shall take effect upon receiving a majority of the legal votes cast by members present and voting in a regular meeting at which the request is considered.

Section Seven. Vacancies.

An officer vacancy, except for Student Body President, shall be filled by election at the next regular meeting of the SGA after the meeting in which the vacancy is announced.

ARTICLE V. MEETINGS

Section One. Regular Meetings.

Regular Meetings of the SGA will be held weekly each semester on Tuesdays at a time specified in the Bylaws unless otherwise specified by the membership. The first meeting of each semester shall occur in the second week of classes.

Section Two. Special Meetings.

Special meetings of the SGA may be called by the Student Body President or upon the written request of seven (7) members of SGA. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students, at least five (5) days' notice shall be given to members by telephone, in writing, or electronic means.

Section Three. Quorum.

The quorum for regular and special meetings of the SGA shall be a majority of the membership.

Section Four. Rules of Conduct.

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

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

ARTICLE VI. EXECUTIVE BOARD

Section One. Composition.

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

Section Two. Powers.

The Executive Board shall be authorized to conduct the business of the SGA between academic semesters or in an emergency as authorized by the Dean of Students Office except for authorizing expenditures of more than \$1000.

Section Three. Meetings.

- A. **Regular Meetings.** The Executive Board shall meet weekly at a time and place designated by the Student Body President. Members must be provided with at least twenty-four (24) hours' notice by telephone, in writing, or electronic means.
- B. **Special Meetings.** Special meetings of the Executive Board may be called by the President or upon the request of two (2) members of the Executive Board or the Advisor. The purpose of the meeting shall be stated in the call. Except in cases of emergency authorized by the Dean of Students, at least two (2) days' notice shall be given to members by telephone, in writing, or electronic means.
- C. **Quorum.** The quorum for regular meetings and any special meetings of the Executive Board shall be a majority of its members.

ARTICLE VII. COMMITTEES

Section One: Standing Committees.

A. Committees.

There shall be the following Standing Committees: Finance, Operations, Public Relations Committee, and Nominations & Elections.

B. Duties.

1. The Finance Committee shall recommend budgets and special funding for clubs and organizations, develop rules and policies for the distribution of funds, and investigate opportunities to fund special projects.
2. The Operations Committee shall be responsible for recommending any structural, operational, or disciplinary changes, to the organization.

October 1 and disband after the election each fall semester. Members may not be candidates in the election to be conducted.

3. The Public Relations Committee: shall be responsible for updating and maintaining social media accounts of the student government. This committee is responsible for marketing Student Government on a day to day basis.

C. Membership.

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

Section Two. Ad Hoc Committees.

Ad Hoc Committees shall be appointed as deemed necessary by the SGA. Ad Hoc Committees shall consist of a chair and at least two (2) other members, nominated by the Student Body President and approved by the SGA.

Section Three. Powers.

Committees are not authorized to act on their own will. Committees shall make recommendations to the SGA for any action that is to be taken on behalf of the organization. Committees shall report as required or when requested by the SGA to do so.

ARTICLE VIII. ELECTIONS

Section One: Advisor Role.

- A. **Approvals.** The Advisor shall be in charge of checking that each applicant is in compliance with the regulations outlined under the elections bylaws. The advisor shall approve and notify candidates that they have been approved to run.
- B. **Marketing Approval.** The Advisor shall use their discretion in approving any posters the candidates wish to distribute.
- C. **Enforcement.** The advisor shall enforce all and any penalties for violations of the election by laws.
- D. **Creation of Ballot.** The advisor shall create or delegate the creation of the ballot to be used for elections.

Section Two. Public Relations Committee.

- A. **Information meetings.** The Public Relations Committee is charged with holding information sessions before elections to inform the public, answer questions, and get the word out.
- B. **Marketing for Elections.** The Public Relations Committee is responsible for properly and sufficiently advertising elections.

Section Three. Clubs and Organizations

- A. Each registered club must provide at least 1 member to volunteer with elections.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order Newly Revised (RONR) shall govern the SGA in cases to which they are applicable and in which they are not inconsistent with these bylaws and any Standing Rules of Order that the SGA may adopt, in cases including, but not limited to, discipline, impeachment, basic parliamentary procedure.

ARTICLE X. AMENDMENTS**Section One. Proposing Amendments.**

Amendments to this Constitution may be proposed by the SGA Operations Committee, or by a signed petition representing ten percent (10%) of the student body.

Section Two. Approval of Amendments.

Amendments to this Constitution shall be adopted by receiving two-thirds of the legal votes cast at a regular or special meeting of the SGA for which notice of the proposed change has been announced to the student body at least fourteen (14) days in advance.

Section Three. Amended Constitution.

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