Constitution of the
Anna Maria College
Student Government Association

Preamble

We, the students of Anna Maria College, in order to unify the student body, to promote interest and welfare of the student body and finance student activities, do hereby organize Student Association Constitution. The name of the organization shall be the Student Government Association of Anna Maria College.

Article I. Student Government Association Mission Statement

The Student Association shall include all matriculated and dues paying undergraduates of Anna Maria College. As a member of the Student Association and representative of Anna Maria College, students are expected to uphold the institutional values, policies, and philosophy of Anna Maria College as well as the values and philosophy of the Sisters of Saint Anne. Student policies can be found in the Student Handbook and adherence to the policies is expected to be followed at any time a student represent Anna Maria College (i.e. Activities, Conferences, Functions, Retreats, Etc…). Members of the Student Association and their respective organizations will be held accountable for actions that violate Anna Maria College policy.

Article II. Student Government Association Membership

The Student Association shall have a governing body called the Student Government Association (STUDENT GOVERNMENT ASSOCIATION). The Student Government Association will be compromised of an Executive Board, Student Senate, and the General Council.

Section One. Executive Board

A. The Executive Board shall be composed of:
1. The President.
2. The Vice President of Student Affairs.
5. The Vice President of Business Affairs.
6. The Publicist.
7. The Secretary

B. All members of the Executive Board shall each work together to complete assigned tasks.

Section Two. Student Senate

A. The Student Senate shall be composed of:
1. Residence Hall Representative
2. Food Services Representative
3. SAAC Representative
4. Spiritual Life Representative

5. Commuter Representative

Section Three. General Council

A. The voting members of the General Council shall be composed of:
1. Each of the five (5) of the Student Government Association Executive Board.

2. Each of the sixteen (16) members of the Senate (4 elected members of each class, one of shall be the President of the Class).

B. The Advisor shall have no voting or veto powers.

C. The President of the STUDENT GOVERNMENT ASSOCIATION shall preside over the General Council meetings and shall vote only in the event of a tie.

Section Four. Advisor

The Advisor to the Student Association, STUDENT GOVERNMENT ASSOCIATION Executive Board (including Business Affairs Committee), Student Senate, General Council Board shall be the Director of Student Activities.

Section Five. Tenure of Membership

The Student Government Executive Board shall hold office for a term of one fiscal year in accordance with the STUDENT GOVERNMENT ASSOCIATION fiscal year by virtue of their elected or appointed positions.

Section Six. General Council

A. Duties and responsibilities of the General Council:
1. To act upon matters that relate to the Student Association.

2. To appoint ad-hoc committees as they are deemed necessary.

3. To act upon recommendations presented by the Executive Board or Student Senate or General Council.

4. To refer matters to the President of the College, the Board of Trustees, College departments, and/or the student body as deemed necessary.

5. To refer matters to the appropriate Vice President of STUDENT GOVERNMENT ASSOCIATION and to assist with their work.

6. All members must attend meetings of the STUDENT GOVERNMENT ASSOCIATION.

7. All members must submit an event registration form for each event programmed on and off campus. All event registration forms must be reviewed and approved by the advisor and President. They are allowed to adjust where they think necessary.

8. All members must commit to the sound system policy when used.

9. All members must submit minutes to the Secretary of the STUDENT GOVERNMENT ASSOCIATION Executive Board by-weekly, whether the Student Organization Meets or not.

B. Meetings
1. The first meeting of the academic year shall be held within three (3) weeks of the start of the academic year.

2. Special meetings of the General Council may be called by any of the following:
a. The President of the STUDENT GOVERNMENT ASSOCIATION.

b. Two-third (2/3) of the General Council via written request to the President of the STUDENT GOVERNMENT ASSOCIATION.

c. Ten (10) percent of the student body via written request to the President of the STUDENT GOVERNMENT ASSOCIATION.

d. The Director of Student Activities

3. All meetings shall be open to the entire Anna Maria College community.

4. Meetings shall be conducted according to the Robert's Rules of Order: Revised.

C. Quorum
1. A quorum shall consist of two-thirds (2/3) of the voting membership of the General Council.

2. No action shall be taken on any business matter without a quorum being present.

Section Seven. Executive Board Officers and Duties

A. The President
1. The President is the Chief Executive Officer of the Student Government Association and shall preside at all regular and special meetings of the Executive Board and General Council. S/he shall only vote in the event of a tie.

2. Duties and Jurisdiction
a. Shall call meetings of the General Council and Executive Board.

b. The President, shall represent the Student Government Association and student body upon request and shall appoint a representative in case of his/her absence.

c. The President shall by virtue of this position, be a member of the Board of Trustees Standing Committee on Institutional Advancement.

d. The President will review applications, event registration forms, conduct interviews, and make appointments prior to JFK Night.

e. The President shall maintain an active role in Student Government Association by attending all regularly scheduled meetings. See Article VI for attendance policies.

B. The Vice President of Student Affairs
1. The Vice President of Student Organizations shall be a liaison for Student Organizations to the Student Government Association and the Office of Student Activities.

2. Duties and Jurisdiction

a. The Vice President of Student Affairs shall by virtue of the position, be a member of the Student Government Association Executive Board.

b. The Vice President of Student Affairs shall consider such matters as may be designated for research and consideration by the Student Government Association. This information shall be made available to the student body.

c. The Vice President of Student Affairs shall be the direct liaison between the Student Government Association and the Offices of Student Affairs and the Vice President of Student Affairs and Dean of Retention.

d. The Vice President of Student Affairs shall have the responsibility to coordinate the dates for and supervise the elections for Class Boards.

e. The Vice President of Student Affairs shall communicate any information of the Office of Student Affairs to the Executive Board and the General Council.

f. The Vice President of Student Affairs shall create ad-hoc committees as deemed necessary at any time to assist with his/her work. Committees must be approved by the Student Government Association.

g. The Vice President of Student Affairs shall communicate effectively with all Student Organizations concerning the policies of the Student Government Association and continually be the liaison between the Student Government Association and all Student Organizations.

h. The Vice President of Student Affairs shall hold monthly meetings with all Student Organizations to discuss current issues in Student Government Association and Student Organization concerns.

i. The Vice President of Student Affairs shall meet with each Student Organization individually during the spring semester to help with individual needs of each Student Organization including, but not limited to elections and allocations.

j. The Vice President of Student Affairs shall have the responsibility of obtaining an updated list of all active Student Organizations recognized by Student Government Association and obtain a copy of each student organization's current constitution annually (if said constitution has

been amended, revised, or altered) at allocations to keep on file in the Student Government Association office binder and Office of Student Activities and Student Affairs.

l. The Vice President of Student Affairs shall have the responsibility to review all requests for the formation of new Student Organizations that seeks recognition by the Student Government Association. No new Student Organizations shall be recognized without following the guidelines established in Article VIII.

m. Shall be in charge of requests for status changes of Student Organizations from non-funded to funded.

n. The Vice President of Student Affairs shall be responsible to coordinate the Annual Student Organization Fair within the first three (3) weeks of the academic year.

o. The Vice President of Student Affairs shall meet at the beginning of each semester with the advisors of each of the student organization.

p. The Vice President of Student Affairs shall perform other such duties as assigned by the Student Government Association Executive Board.

q. The Vice President of Student Affairs shall maintain an active role in Student Government Association by attending all regularly scheduled meetings. See Article VI for attendance policies.

E. The Vice President of Business Affairs

1. The Vice President of Business Affairs shall act as the treasurer and shall chair the Business Affairs Committee which is responsible for the disbursement of the Student Association funds.

2. The Vice President of Business Affairs shall have the right to appoint Vice President of Student Affairs to assist in the everyday duties of the Business Affairs.

3. The Vice President of Business Affairs shall by virtue of the position, abide by the Business Affairs Constitution.

4. May assist the new President-elect with selection of the Vice President of Business Affairs for the following academic year prior to JFK Night.

5. Duties and Jurisdiction

a. The Vice President of Business Affairs shall by virtue of the position, be a member of the Executive Board of the Student Government Association.

b. The Vice President of Business Affairs shall receive and disburse all monies of the Student Government Association.

c. The Vice President of Business Affairs shall keep an accurate account of all monies received and disbursed and a list of all assessments due and paid.

d. The Vice President of Business Affairs shall be the treasurer for all Student Government Association Account.

e. The Vice President of Business Affairs shall appoint five (5) members, one (1) from each undergraduate class to serve as members of the Business Affairs Committee.

f. The Vice President of Business Affairs shall meet monthly with the treasurers of each active student organization.

g. The Vice President of Business Affairs shall up-hold the finical records for each student organization for up to five (5) fiscal years.

h. The Vice President of Business Affairs shall be responsible for the financial records within the said binder:

i. Conference Fund
ii. Fundraiser proposal

iii. All Student Government Association Accounts
iv. Student organization discussions and agreements made by the student organizations.

i. The Vice President of Business Affairs shall perform other such duties as assigned by the Student Government Association Executive Board.

j. The Vice President of Business Affairs shall maintain an active role in Student Government Association by attending all regularly scheduled meetings. See Article VI for attendance policies.

6. Duties and Jurisdiction of the Business Affairs Committee:

a. Conduct budget hearings for all approved student organizations for each fiscal year (July 1-May 31) and approve budget allocations.

b. The Vice President of Business Affairs shall approve all fund raising activities and acceptance of monies from sources other Student Association funds.

c. The Vice President of Business Affairs shall by May 1, present to the Student Government Association a final budget for the Student Government Association.

d. The Vice President of Business Affairs shall select the Allocations Committee of the Business Affairs Committee and submit membership to the General Council for final approval.

F. Secretary

1. The Secretary shall be a voting member of the Student Government Association Executive Board and General Council.

2. Duties and Jurisdiction

a. The Secretary shall consult with the President and Vice Presidents to identify agenda items for the General Council meetings.

b. The Secretary shall keep the records and minutes of all meetings of the Student Government Association.

c. The Secretary shall submit all minutes of the Student Government Association meetings to the Anna Maria College website for the entire Anna Maria College community.

d. The Secretary shall identify and maintain contact with the voting members of the Student Government Association.

e. The Secretary shall keep up-to-date files of all members of all ad-hoc committees and commissions.

f. The Secretary shall advise the President on the rules and precedents governing the meetings of the Student Government Association

g. The Secretary shall perform other such duties as assigned by the Student Government Association Executive Board.

h. The Secretary shall maintain an active role in Student Government Association by attending all regularly scheduled meetings. See Article X for attendance policies.

G. Publicist

1. The Coordinator of Public Relations is responsible for coordinating publicity and information for Student Government Association events via newspapers, posters, electronic media, etc.

2. Duties and Jurisdiction

a. Shall be a voting member of the Student Government Association Executive Board and the General Council.

b. Shall coordinate the publicity efforts of all Student Government Association related programs, activities and news.

c. Shall create ad-hoc committees as deemed necessary at any time to assist his/her work. Committees shall be approved by the Student Government Association.

d. Shall be a direct liaison from the Student Government Association to the Office of Marketing and Communications of the college

e. Shall perform other such duties as assigned by the Student Government Association Executive Board.

f. Shall maintain an active role in Student Government Association by attending all regularly scheduled meetings. See Article VI for attendance policies.

Article III. Line of Succession

In the absence of the President of the Student Government Association, resignation or withdrawal from Anna Maria College, or his/her inability to serve in that office, the Vice President of Student Affairs shall befall the position. If the Vice President of Student Affairs cannot take office as the new President then the line of succession shall be as follows:

1. Vice President of Business Affairs of the Student Government Association
2. Student Government Association Secretary
3. Student Government Association Publicist

In this event, the Student Government Association shall, by two-thirds (2/3) vote; elect a new officer to fulfill the duties of the office left vacant.

Article IV. Elections

Section One. Candidates

A. Eligibility

Full-time undergraduate students, in good standing with the College, with a minimum cumulative GPA of 2.5 may run for office provided such a member meets the qualifications as provided herein. Elections will be held online.

B. Qualifications

1. President

a) The office of the President of the Student Government Association shall be open to full-time undergraduate students in good standing with the College, with a minimum cumulative GPA of 2.5. The candidate must be able to serve their term for one fiscal year in accordance with the Student Government Association fiscal year by virtue of their elected positions.

b) Candidates must possess leadership skills and have a current knowledge of Student Government Association issues, policies and procedures.

c) Candidates will have a two week period to campaign. Voting will be the day after campaigning ends.

2. Student Organization Executive Board

a) All Student Organization Executive Boards within the Student Government Association shall open to full-time undergraduates in good academic standing.

b) The length of tenure for each office shall be determined by each specific Student Organization's Constitution.

Section Two. Voting Privileges

Voting privileges shall be extended to all full-time undergraduate students. If any open positions occur during the year, an individual will be appointed by the Executive Board with the approval of the General Council.

Article V. Student Government Association Meetings

A. A meeting of the General Council of the Student Government Association may be called by:

1. The President of the Student Government Association;

2. A two-thirds (2/3) vote of the General Council;

3. A petition consisting of the signatures from ten (10) percent of the eligible student body when submitted to the President of the Student Government Association;

4. Director of Student Activities

B. The Student Government Association President shall preside over all Student Government Association meetings. If the President of the Student Government Association is absent for a meeting the line of succession, as stated in Article III shall be abided by.

C. Robert's Rules of Order: Revised Edition shall be used.

Article VI. Attenance

All members shall be required to attend General Council meetings. Quorum is based upon the voting membership at the time of the meeting. Exceeding the designated number of absences may lead to removal of office. Any member of the campus community may attend General Council meetings.

Article VII. Impeachment

Section One. Reasons for Review (any position withing the Student Government Association)

A. A deliberate attempt to circumvent the Constitution.

B. The failure to fulfill duties of office as stated in Article II, Section VII.

C. Failure to abide by attendance policies as stated in Article VI.

D. Failure to maintain a good standing with the College.

E. Any other malfeasance in office.

Section Two. Procedures for Impeachment

A. Charges for impeachment shall be presented to the General Council and may be brought by:

1. Ten (10) percent of the student body via written request;

2. Any member of the General Council presenting a statement of charges for impeachment.

B. The accused shall have the right to examine the accuser(s) and shall have the right to have counsel present.

C. The President and the Vice Presidents of the Student Government Association shall have the right to act as a Judicial Committee chaired by the President of the Student Government Association. In the event that the accused is a member of the executive board, the Student Government Association shall choose a substitute. In case of impeachment against the President of the Student Government Association, the rules of the line of succession shall apply for the Judicial Committee.

1. The Judicial Committee shall query the accused as well as the accuser(s).

2. The General Council shall have the right to query any accuser(s) or the accused.

D. The General Council shall act as a jury and its decision shall be binding.

E. A two-thirds (2/3) majority vote of the General council membership shall be necessary for impeachment of a General Council member, Senate member, or Executive Board member.

F. Neither the accused nor the accuser(s) shall have voting privileges in impeachment procedures.

Article VIII. Establishment of a New Student Organization

A. The interested group of students will get a commitment from a responsible member of the Anna Maria College faculty, staff or administration to serve as Advisor to the developing Student Organization. It is expected that the Advisor will maintain an active roll in the operation and activities of the Student Organization.

B. The students, with the assistance of the Advisor will develop a Constitution using the Student Government Association Model Constitution as a guideline. The group may wish to share the proposed Constitution with the staff of Student Activities for review of consistency, legibility, and wording and to help ensure the proposed Constitution is compatible with the Constitution and philosophy of the Student Government Association and Anna Maria College.

C. The group will then secure a minimum of one hundred (100) signatures on a petition with an identified Advisor and full Executive Board, which calls for the formation of the Student Organization as outlined on the proposed Constitution. Along with this petition the board members of the Student Organization and the Advisor must sign a petition for recognition.

D. The petitions are both submitted to the Student Government Association Vice President of Student Affairs who will review it with the Student Government Association Executive Board. If there are any problems, it is returned to the group for modifications.

1. Student Organization Proposal Presentation

   a) Student Organization presents idea with as much detail as possible to the Student Government Association General Council.

   b) Each presentation must be no longer than five (5) minutes.

2. Question & Answer Period

   a) General Council has the opportunity to ask the presenters questions about their proposed Student Organization

   b) Once a question has been answered, someone else has the opportunity to ask a question. No immediate follow up questions will be permitted.

   c) This period will be no longer than ten (10) minutes.

   d) Once the question and answer period has ended the presenters will be asked to leave the meeting.

3. General Council Discussion

   a) General Council has the opportunity to discuss the Student Organization proposal. Both positive and negative aspects of the Student Organization shall be discussed.

   b) This period will be no longer than five (5) minutes.

4. Silent Ballot Voting

a) All voting members within General Council will be given a ballot and the opportunity to vote on whether or not the proposal should be approved and accepted as a Student Organization under the Student Government Association.

b) This process will be no longer than five (5) minutes.

5. Calculation of Votes

a) Once voting has concluded, the Student Government Association Secretary, Publicist, and President will tally the votes and announce the decision of the General Council.

b) This process will be no longer than five (5) minutes.

E. If the Student Organization is accepted, it is the officially recognized as part of the Student Association and is entitled to all rights and privileges of the Student Government Association.

F. Funding may not be immediate. Pending no violations of the Student Government Association Constitution, after one academic year, funding may then be applied through the allocations process as stated in the Constitution of the Business Affairs Committee.

Article IX. Amendments, Nullification of Constitution and Petitions

Section One. Amendments
A. Amendments to the Constitution of the Student Association shall require two-thirds (2/3) vote of the quorum.

B. If this action is not satisfactory to the student body; they shall have the right to challenge the amendment as stated. This shall be done according to the guidelines in Article IX, Section Three.

C. Amendments shall be printed and sent to each member of the Student Government Association, the President of the College, the Vice President of Student Affairs, Director of Student Activities and all interested and concerned students. They shall be kept as inserts to the Constitution.

Section Two. Nullification of this Constitution
Nullification of this Constitution shall require the affirmation of two-thirds (2/3) of the voting members of the General Council or 51% of the voting members of the student body voting. At such time, such proposed Constitution shall be made available to interested student body members.

Section Three. Petitions and Referenda
Students or groups in disagreement with any decision or legislation of the Student Government Association on any matter (other than budget requests and financial transactions between the Student Government Association and Student Organizations) shall have the right to request a “Petition Form” from the Vice President for Student Affairs.

A. The student or group requesting the petition shall be required to receive the signatures of ten (10) percent of the student body in order to hold a referendum. The petition shall state the decision or legislation enacted by the Student Government Association and the reason seen to overturn the decision or legislation.

B. Completed petitions shall be returned to the Secretary of the Student Government Association.

C. It shall be the responsibility of the group or organization requesting the referenda to handle any and all publicity. Voting on the referenda shall be coordinated and administered by the Vice President of Student Affairs.

D. Voting on the referenda shall begin no less than four (4) and no more than seven (7) school days following the presentation of the said petition to the Secretary.

E. Voting shall be open to all full-time undergraduate students and shall be held for a period of two (2) days.

F. A two-thirds (2/3) majority vote of the voting population of the Student Association is required to overturn any decision or legislation of the Student Government Association. In such cases, the proposed legislation by the individual or group, shall be binding. If the proposed referendum fails, the decision or legislation originally enacted by the Student Government Association shall remain as such.

Article X. Saving Clause

Section One. Implied Powers and Authority

In addition to specific powers and authority set forth in this Constitution, the STUDENT GOVERNMENT ASSOCIATION shall have further powers and authority deemed reasonable implied from the provisions of the Constitution.

Section Two. Correctable Errors

If the STUDENT GOVERNMENT ASSOCIATION partially or completely fails to comply with the provisions of the STUDENT GOVERNMENT ASSOCIATION in respect to dates and times, or in the documentation of those said dates and times, or makes in error in the phraseology of the notice of proposals, and the voting majority of a meeting feel that these errors do not cause substantial injury to the rights of the members of the affected party, the actions of proceedings are nonetheless valid.