

# **ANNA MARIA COLLEGE**

## **STUDENT GOVERNMENT ASSOCIATION**



### **Constitution**

## 1. Preamble

We, the students of Anna Maria College, in order to unify the student body, to promote interest and welfare amongst our peers, finance student events, and to create an environment for all concerns to be addressed, do hereby organize the Student Government Association Constitution. The name of the organization shall be the Student Government Association of Anna Maria College.

## 2. Mission of the Student Government Association

To act as a voice for the students, empowering them, and acting as a resource while upholding the traditions and values of Anna Maria College. Placing the students at the center of our educational experience, the Anna Maria College Student Government Association seeks to effectively communicate, create and maintain community, as well as provide and support co-curricular learning. As we represent the College and our student body we will hold ourselves to the highest standards by leading with integrity while selflessly serving the students and the college on a local, state, and national level.

## 3. Terms

- a. SGA – This acronym stands for the Student Government Association. When the Term “SGA” is used it refers to the Student Government Association as a whole, including the Senate, the House of Representatives, and the Executive Board. It does not include the Class Boards or any individual club or organization board.
- b. The Student Body – The term “Student Body” refers to all undergraduate, full-time students as a whole.
- c. Executive Session - A meeting of the Executive Board which consists of the President, Vice President, Treasurer, Publicist, Secretary and Advisor.
- d. Student Congress - Refers to the Senate and the House of Representatives as a whole.

## 4. Article I – The Executive Board of the SGA

### a. Officers

#### i. President

##### 1. Role

- a. The President is the Chief Executive Officer of the Student Government Association. He or she represents the Student Body as liaison between the SGA, Student Body and administration. He or she shall preside over all meetings of the SGA.

##### 2. Responsibilities

- a. The President shall call meetings of the Senate, House of Representatives and Executive Board.

- b. By virtue of the position, be a voting member of the Student Government Association Executive Board.
- c. Represent the SGA and student body upon request or shall appoint a representative in case of his/her absence.
- d. Meet with the College President at least once a month.
- e. Meet with the Advisor once a week and maintain communication.
- f. Serve or appoint someone to serve as the official delegate to the Worcester Student Government Association (WSGA) per the calander set by the WSGA.
- g. Maintain an active role in SGA by attending all regularly scheduled meetings.
- h. Other duties as assigned by the SGA Executive Board or SGA Advisor.

### 3. Voting Powers

- a. In The Senate and The House of Representatives.
  - i. The President shall abstain from voting in all matters.
  - ii. In the event of a tie, the President shall cast the deciding vote.
- b. In Executive Session
  - i. The President shall have one vote in all voting matters.

### 4. Qualifications of Office

- 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.
- b. The candidate must be able to serve their term for one calendar year (January thru December)
- c. The Candidate must have previously served two (2) consecutive, immediate semesters, either in the SGA Senate, SGA House of Representatives, or on the SGA Executive Board. If no one that meets these requirements is willing to run for office any student who has served as a member of a club/Organization executive board or in another leadership capacity on campus can petition to run.

#### ii. The Vice-President

##### 1. Role

- a. The Vice-President shall serve as liaison between SGA and the administration. They shall assume the role and responsibilities of the President in his/ her absence.

## 2. Responsibilities

- a. The Vice-President shall by virtue of the position, be a voting member of the Student Government Association Executive Board.
- b. Shall represent the SGA by serving on college committees.
- c. Shall have the responsibility to coordinate the dates for and supervise Class Board elections.
- d. Shall communicate any information from the Office of Student Affairs to the Student Government Association.
- e. Shall create ad-hoc committees as deemed necessary at any time to assist with his/her work. Committees must be approved by the SGA Executive Board.
- f. Shall maintain an active role in SGA by attending all regularly scheduled meetings.
- h. Shall perform other duties as assigned by the SGA Executive Board.

## 3. Voting Powers

- a. In The Senate and The House of Representatives
  - i. The Vice President shall have one vote in all matters.
  - ii. In the absence of the President the Vice President shall abstain and have the tie breaking vote in the event of a tie.
- b. In Executive Session
  - i. The Vice-President shall have one vote in all voting matters.

## 4. Qualifications of Office

- a. The office of the Vice-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.
- b. The candidate must be able to serve their term for one calendar year (January thru December).
- c. The Candidate must have previously served two (2) consecutive semesters, either in the SGA Senate, SGA House of Representatives, on the SGA Executive Board or

as a member of an Executive Board of a SGA recognized Club/ Organization.

iii. The Treasurer

1. Role

- a. The Treasurer shall oversee the finances of SGA; and shall chair the Budget Committee which is responsible for the Allocation of funds.

2. Responsibilities

- a. The Treasurer shall by virtue of the position, be a voting member of the Student Government Association Executive Board.
- b. Shall form a committee, advised by the Director of Student Activities, to allocate a budget to SGA Recognized Clubs/Organizations.
- c. Shall keep an accurate account of all monies received and disbursed and a list of all assessments due and paid.
- d. Shall up-hold the financial records for each club/organization for up to five (5) fiscal years.
- e. Shall maintain an active role in Student Government Association by attending all regularly scheduled meetings.
- f. Shall perform other such duties as assigned by the Student Government Association Executive Board.

3. Voting Powers

- a. In The Senate and the House of Representatives.
  - i. The Treasurer shall have one vote in all voting matters.
- b. In Executive Session
  - i. The Treasurer shall have one vote in all voting matters.

4. Qualifications of Office

- a. The office of the Treasurer 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.
- b. The candidate must be able to serve their term for one calendar year (January thru December).
- c. The Candidate must have previously served two (2) consecutive semesters, either in the SGA Senate, SGA

House of Representatives, on the SGA Executive Board or as a the Treasurer of a SGA recognized Club/Organization.

iv. The Secretary

1. Role

- a. The Secretary shall be the formal record keeper of the SGA Senate, SGA House of Representatives and The SGA Executive Board.

2. Responsibilities

- a. The Secretary shall by virtue of the position, be a voting member of the Student Government Association Executive Board.
- b. Shall consult with the other officers to identify agenda items for Senate Meetings, House of Representatives meetings, and Executive Sessions.
- c. Shall keep the records and minutes of all meetings of the Student Government Association.
- d. Shall submit all minutes of the Student Government Association to the Anna Maria College website for the entire Anna Maria College community to view.
- e. Shall identify and maintain contact with the members of the Student Government Association.
- f. Shall keep up-to-date files of all members of all committees and Club/Organizations.
- g. Shall maintain an active role in Student Government Association by attending all regularly scheduled meetings.
- h. Shall perform other such duties as assigned by the Student Government Association Executive Board.

3. Voting Powers

- a. In The Senate and the House of Representatives.
  - i. The Secretary shall have one vote in all voting matters.
- b. In Executive Session
  - i. The Secretary shall have one vote in all voting matters.

4. Qualifications of Office

- a. The office of the Secretary 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.

- b. The candidate must be able to serve their term for one calendar year (January thru December).
- c. The Candidate must have previously served two (2) semesters, either in the SGA Senate, SGA House of Representatives, on the SGA Executive Board or as a member of the Executive Board of a SGA recognized Club/Organization.

v. Publicist

1. Role

- a. The Publicist is responsible for coordinating publicity and information for the Student Government Association events via newspapers, posters, electronic media, etc.

2. Responsibilities

- a. The Publicist shall by virtue of the position, be a voting member of the Student Government Association Executive Board.
- 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 Executive Board.
- d. Shall be a direct liaison from the Student Government Association to the Office of Marketing and Communications of the college.
- e. Shall maintain an active role in Student Government Association by attending all regularly scheduled meetings.
- f. Shall perform other such duties as assigned by the Student Government Association Executive Board.

3. Voting Powers

- a. In The Senate and the House of Representatives.
  - i. The Publicist shall have one vote in all matters.
- b. In Executive Session
  - i. The Publicist shall have one vote in all voting matters.

#### 4. Qualifications of Office

- a. The office of the Publicist 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.
- b. The candidate must be able to serve their term for one calendar year (January thru December).
- c. The Candidate must have previously served two (2) semesters, either in the SGA Senate, SGA House of Representatives, on the SGA Executive Board or as a member of the Executive Board of a SGA recognized Club/Organization.

#### vi. Past Executive Board Officers

##### 1. Role

- a. Past Executive Board Officers will serve in a mentorship capacity to the new board until their commencement.

##### 2. Responsibilities

- a. Pass on all information/records to their respective board member.
- b. Attend SGA meetings through March and then as needed.
- c. Coordinate and assist in planning events.
- d. Other duties as assigned.

##### 3. Voting Powers

- a. Past Executive Board member shall have no voting powers.

##### 4. Qualifications

- a. The officer must have completed their term through December 31<sup>st</sup>.
- b. The officer must remain in good standing with the College.
- c. In order for a past officer to stay active they must maintain a minimum cumulative GPA of 2.5.

#### 5. Article II – The Student Congress

##### a. The Senate

- i. The Senate is comprised of elected students from each of the six schools. They will raise and vote on issues in regards to student needs.
- ii. Members

1. The Student Government Association Senate will include the following members:



- a. Two (2) Senators from each school:
  - i. School of Business
  - ii. School of Education
  - iii. School of Fire and Health Sciences
  - iv. School of Humanities
  - v. School of Justice and Social Sciences
  - vi. School of Visual and Performing Arts
- b. One (1) Senator for each of the following:
  - i. Office of Student Activities
  - ii. Office of Multicultural Affairs
  - iii. Campus Ministry
  - iv. Residence Hall Council
  - v. Commuter Council
  - vi. SAAC
  - vii. Grounds and Safety

## 2. Role

- a. Each Senator is charged to represent their constituents to the best of their ability by raising concerns and advocating for resolution of those concerns. They will also be liaisons from their constituents to the SGA.

## 3. Responsibilities

- a. A Senator, by virtue of the position, shall be a voting member of the SGA Senate.
- b. Inform their constituent bodies of all actions and applicable information from the Student Government Association.
- c. Motion the SGA for applicable matters.
- d. Meet twice a month with the Dean/Director of the school/department they represent.
- e. Serve on a SGA committee.
- f. Hold at least one (1) office hour a week.
- g. Maintain an active role in the Student Government Association by attending all regularly scheduled meetings.
- h. Perform other duties as directed by the Senate or SGA Executive Board.

## 4. Voting Powers

- a. Senators shall be granted one (1) vote on all voting matters in both Senate Meetings and Joint Sessions.

## 5. Qualifications of Office

- a. To hold a senate position, students must have been a full time undergraduate student for a minimum of 1 (14 week) semester. They also need to be in good academic standing with the college, holding a GPA of 2.2.
- b. The candidate must be able to serve their term for one calendar year (January thru December)
- c. A SGA Senator cannot hold a position in the SGA House of Representatives.

b. The House of Representatives

- i. The House of Representatives is made up of one student from each SGA recognized club/organization and each class board. They meet to discuss events, event planning and ways to collaborate on events for the campus community. They also raise issues in regards to club/organizations. They serve as a body to foster better communication and help to pass on the knowledge of what is going on around campus.

ii. Members

1. The Student Government Association House of Representatives will consist of the following members:

- a. One (1) Representative from each SGA recognized club/organization.
- b. One (1) Representative from each Class.

2. Role

- a. Each Representative is charged to represent their constituents to the best of their ability by engaging in club/organization development within SGA. They shall take what they learn in SGA back to their club/organization and be liaisons to SGA.

3. Responsibilities

- a. A Representative, by virtue of the position, shall be a voting member of the SGA House of Representatives. Inform their constituent bodies of all actions and applicable information from the Student Government Association.
- b. Motion the SGA for applicable matters.

- c. Representatives shall maintain an active role in the Student Government Association by attending all regularly scheduled meetings.

#### 4. Voting Powers

- a. Representatives shall be granted one (1) vote in all voting matters in both House Meetings and Joint-Sessions.

#### 5. Qualifications of Office

- a. Representative positions shall be open to full-time undergraduate students in good standing with the College, with a minimum cumulative GPA of 2.2.
- b. The candidate must be able to serve their term deemed by their respective organization.
- c. A SGA Representative cannot hold a position in the SGA Senate.

#### c. Joint-Sessions

##### i. Members

1. Joint-Sessions are to be made up of the Senate, House of Representatives and Executive Board.
2. Joint-Sessions are to be held at least once a semester.
3. Joint-Sessions can be held for the following reasons:
  - a. As an open forum in the style of a town hall meeting.
  - b. For a State of the SGA address.
  - c. For emergency voting procedures.
  - d. For other matters as determined necessary.

#### d. Voting Procedures

##### i. In the Senate or House of Representatives

1. The motion will be made for a matter to be brought to vote.
2. Members may deliberate for a time not to exceed ten (10) minutes.
3. The vote will occur.
4. If the vote carries by (2/3); the SGA President shall affirm the decision of the Senate or house in good faith by acclamation.

##### ii. Requiring both the Senate and House of Representatives

1. The motion will be made for a matter to be brought to vote.
2. Members may deliberate for a time not to exceed ten (10) minutes.
3. The vote will occur in the originating body.
4. If the vote carries by (2/3); the following week the second body shall have time, not to exceed ten (10) minutes, for deliberation.
5. If the vote carries by (2/3) in the second body then the SGA President shall affirm the decision of the Student Congress in good faith by acclamation.

iii. Failing Motions

1. If the motion fails in either the Senate or House, it may be brought up again after four (4) weeks.

iv. Tabling Motions

1. If discussions are deemed to need further time, the President of the Student Government Association may table the motion to be revisited at the next meeting.

e. Committees

- i. Committees will be created by the SGA Executive Board as needed. They will consist of at minimum:
  1. A Chairperson
  2. A Recorder
  3. At least one (1) other person
- ii. All Minutes and Members must be submitted to the SGA Secretary for record.

f. General Assembly

i. Members

1. All full-time, undergraduate students are charged to be members of the general assembly.
2. Meetings of the Senate, House of Representatives and Joint-Sessions are open to members of the general assembly.
3. Members of the general assembly are non-voting.

6. Article III – Advisor

a. The Advisor of the SGA

- i. The Advisor of the Student Government Association shall be the Director of Student Activities.

- ii. The Advisor shall have no voting powers.
- iii. The Advisor may be present at any SGA meeting.

## 7. Article IV – Clubs/ Organizations

### a. Club/ Organization Types

#### i. SGA Recognized Clubs/Organizations

1. A club/organization that has been recognized by the Office of Student Activities for one (1) full semester may petition to become a SGA recognized club/organization in the SGA House of Representatives by:
  - a. Asking the Director of Student Activities for a recommendation for SGA recognition.
  - b. The House of Representatives will vote for the club/ organization to be recognized by the SGA.
2. A SGA recognized club/organization must abide by both the Allocation Committee and Club/Organization policies.
3. A SGA recognized club or organization may, by their own decision, at any time, revert back to college recognized.

## 8. Article V – Meetings

### a. The SGA Executive Board

- i. Meetings of the SGA Executive Board may be called by the following:
  1. The President of the SGA.
  2. The SGA Advisor.

### b. The Senate

- i. Meetings of the SGA Senate may be called by the following:
  1. The President of the SGA.
  2. The SGA Advisor.
  3. The vote of (2/3) of the Senators in quorum.
  4. Twenty (20) percent of the Student Body, by petition, where at least twenty (20) students are present in general assembly at the time of the meeting.

c. The House of Representatives

- i. Meetings of the SGA House of Representatives may be called by the following:
  - 1. The President of the SGA.
  - 2. The SGA Advisor.
  - 3. The vote of (2/3) of the Representatives in quorum.
  - 4. Twenty (20) percent of the Student Body, by petition, where at least twenty (20) students are present in general assembly at the time of the meeting.

d. SGA Joint-Sessions

- i. Joint-Sessions of the SGA Senate and House may be called by:
  - 1. The SGA Executive Board.
  - 2. The SGA Advisor.

e. Professional Conduct

- i. All those in attendance at a SGA meeting are expected to act in a professional and civil manner.
- ii. Use of technology must be limited to that of recording information or as a reference. No Texting is permitted.

9. Article VI – Elections

a. Regular Elections

i. The SGA Executive Board

- 1. The SGA Executive Board shall be elected before November 15<sup>th</sup>.
- 2. The Positions shall be elected by the student body at large.

ii. The Senate

- 1. The SGA Senate members shall be elected before November 15<sup>th</sup> by their respective constituents.
- 2. Senators will be voted on by majority vote by their constituency.

iii. The House of Representatives

1. The SGA Representatives will be elected by their constituents according to their respective club/organization's constitutions.
- iv. Class Boards
    1. See Class Board constitutions.
  - v. Freshman Class Boards
    1. Freshman Class Boards shall be elected before September 30<sup>th</sup>.
    2. The positions shall be elected by members of the freshman class.
- b. Special Elections
    - i. Any special election shall follow the procedures for regular elections.
    - ii. The Senate shall vote on the time frame of the elections, affirmed by the House of Representatives.
  - c. Vacancy of Office
    - i. If there is ever a vacancy of office the position is to be filled by line of succession.
  - d. Open Positions
    - i. Open positions are to be filled by a letter of intent and resume.
    - ii. The position is to be publicized for a minimum of one (1) week.
    - iii. Once all letters and resumes are collected by the cutoff date the SGA Executive Board will vote.
  - e. Write-ins
    - i. Under no circumstances may write-in candidates be valid.
  - f. Terms of Office
    - i. All new officers shall be charged and inaugurated upon President's Christmas Dinner.
    - ii. All current officers shall be discharged upon The President's Christmas Dinner.
    - iii. All offices shall be one (1) year.

g. Administration

i. Election Administration

1. The Office of Student Activities shall be administrator to all elections.

ii. Ballot Recording

1. The Office of Student Activities shall keep voting results for a minimum of four (4) years.

10. Article VII – Impeachment, Removal, and Replacement

a. SGA Executive Board

i. Reasons for Impeachment

1. Deliberate attempt to circumvent the SGA Constitution.
2. The Failure to fulfill the roles and responsibilities of office.
3. Failure to maintain good standing with the college.
4. Any other malfeasance in office.

ii. Procedures of Impeachment and Removal

1. Charges for impeachment may originate in either the Senate or House and may be brought by:
  - a. Any Senator or Representative presenting a statement of charges.
  - b. Twenty-Five (25) percent of the student body with thirty (30) members of the general assembly in agreement with the charges.
2. The accused shall have the right to view the charges brought before them immediately.
3. The accused shall have the right to have counsel present.
4. A committee shall be formed with two (2) willing members of the Senate and two (2) willing members of the House of Representatives chosen at random by the Director of Student Activities. The committee will be chaired by the highest ranking



member of the SGA Executive Board available, following line of succession.

5. The Impeachment Committee shall interview the accused and have the right to question the accused.
  6. The Senate and House shall have the right to question the accused.
  7. The Senate and House, in a Joint-Session hearing shall act as jury and its decision shall be final and binding.
    - a. The Senate and House, in quorum, shall each vote in favor of removal by a (2/3) vote in order for removal to carry.
    - b. The Accused and the Accuser shall abstain from voting.
  8. If a vote of (2/3) is not reached the accused will be found not guilty and the same charges may not be brought against them again.
- iii. Resignations and Replacement
1. All resignations must be given two (2) weeks in advance.
  2. Replacement of all offices shall follow line of succession, then Article VI, Section d. for vacant positions.

#### 11. Article VIII – Amendments to the Constitution

- a. Amendments to the constitution may originate in either the Senate or House.
- b. The amendment must be read aloud in Joint-Session.
- c. The floor shall be opened for a time not exceeding thirty (30) minutes to allow discussion of the amendment.
- d. The Senate and House shall vote on the proposed amendment. The vote must be carried in each chamber by (2/3) vote, in quorum.

#### 12. Article IX – Nullification of the Constitution

- a. Nullification of the constitution may originate in either the Senate or House.
- b. The nullification must be announced in Joint-Session.
- c. The floor shall be opened for a time not exceeding thirty (30) minutes to allow discussion of the nullification.
- d. The Senate and House shall vote on the nullification. The vote must be carried in each chamber by (2/3) vote, in quorum.
- e. The decision then must be affirmed by (2/3) of the class boards in a majority vote.
- f. The Constitution shall not be nullified unless another constitution, approved by the Director of Student Activities, and voted on by the Senate and House is in place.

#### 13. Article X – Judicial Appeals

- a. A decision by the SGA (House, Senate, or Executive Board) or a Class Board may be brought to the Dean of Student Conduct for appeal.
- b. The Dean of Student Conduct shall hold a meeting with the appellee and appellate body to discuss the matter at hand.
- c. The Dean of Student Student Conduct shall render their judgment, and it will be final.

#### 14. Article XI – Clauses

- a. Procedural Clause
  - i. Any procedural instruction not laid out in this constitution shall be derived from Robert’s Rules of Order: Newly Revised.
- b. Correctable Errors Clause
  - i. If the Student Government Association partially or completely fails to comply with the provisions of the this document 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.
- c. Statutory Construction Clause
  - i. This constitution is statutorily constructed. No provision shall be implied and the phraseology shall be taken as it appears.

As Amended, January 1<sup>st</sup>, 2014