



Chestnut Hill College

Student Government Association Constitution

Last Amended: Fall 2019

ARTICLE I – Name

The name of this organization will be the Student Government Association of Chestnut Hill College, hereafter The College. The Executive President and the Executive Vice President make up the Executive Board. The Class Presidents and Vice Presidents make up the Class Officers. The Student Government Association, hereafter SGA, is composed of the Executive Board and Class Officers.

ARTICLE II – Mission

SGA commits itself to representing actively the student body and to providing strong leaders on campus. SGA strives to serve the school community with dedication, loyalty, responsibility, and to lead with equality. Moreover, by preserving the tradition of the College, SGA will encourage appreciation and awareness for the College and the world at large.

ARTICLE III – Membership

All registered, undergraduate, full time students of the College are represented by SGA. The Executive Board and Class Officers must maintain a 2.5 GPA and be in good disciplinary standing to be elected and remain in office. Whoever is elected must be a role model for all students at the College and represent the student body. They must also attend every meeting unless excused by the Executive President or the advisor. Failure to attend will result in consequences at the discretion of the Executive President up to and including removal from office.

ARTICLE IV – Responsibility

Section 1. SGA deals with any and all issues pertaining to the student body of the College. Academic and overall campus issues brought to the attention of SGA will be taken into consideration and addressed under the supervision of the College administration.

Section 2. SGA will exercise the legislative responsibility granted by the College.

A. All concerns regarding the student body of the College will be heard and addressed within SGA and brought to the attention of the necessary College officials.

Section 3. All elected officials of SGA will exercise, not exploit, their responsibilities given by the students and the College under the guidelines of the SGA Constitution. The Executive Board and Class Officers have the right to suggest changes within SGA and all suggestions should be taken seriously.

ARTICLE V – Executive Board

Section 1. The Executive Board shall be elected by members of the student body in accordance with the procedures set forth in the constitution.

Section 2. It shall be the duty of the Executive Board to:

- A. Represent student opinion through appropriate channels.
- B. Form and oversee committees to address issues that arise during the academic year.
- C. Organize working lunch with the President and Vice Presidents of the College as needed.
- D. Prepare findings and research a topic of interest for the working lunch.
- E. Supervise and approve of the SGA Election schedule.
- F. Uphold the SGA constitution.

Section 3. The Executive Board shall meet as needed when the College is in session.

ARTICLE VI – Executive Board Members’ Duties of SGA

Section 1. It shall be the duty of the Executive President to:

- A. Oversee the workings of the SGA.
- B. Call and preside at meetings of the SGA.
- C. See that the necessary committees are set up.
- D. See that all student elections are carried out efficiently and according to the

procedures of the constitution.

E. Work for greater communication between SGA, the administration, the faculty, and the students and between various departments on campus.

F. Speak on behalf of the student body at special events, including but not limited to: Fall Convocation, SGA Induction, and the SSJ Appreciation Luncheon.

G. Have a written agenda for each SGA meeting.

H. Send reminder and follow-up emails after each meeting as needed.

I. Prepare semester calendar of events and important dates for the board.

J. Brief the incoming Executive President.

K. Assist in the appointment of students who meet the necessary requirements to fill vacant seats on SGA (after Spring and Fall elections).

L. Call special meetings of the Executive Board when necessary.

M. Schedule a working lunch with the President and Vice Presidents of the College as needed.

N. E-mail campus for updates on SGA as needed.

O. Maintain a binder to be passed down to the future Executive Presidents.

P. Work in conjunction with Junior and Freshman Classes.

Q. Oversee that all duties of SGA are completed.

Section 2. It shall be the duty of the Executive Vice President to:

A. Assume the duties of the Executive President in his/her absence.

B. Have knowledge of local colleges, especially SEPCHE schools, for reference to decisions made by SGA.

C. Be responsible for collecting and reporting evaluations for SGA programs including success/failure, turnout, and follow up information.

D. Work in conjunction with Senior and Sophomore Classes.

E. Maintain a binder to be handed to future Executive Vice Presidents.

Section 3. It shall be the duty of the Executive Secretary to:

A. Work for greater communication between SGA, the administration, the faculty, and the students and between various departments on campus.

B. Record minutes of SGA meetings.

C. Maintain SGA portion of the college website.

- D. Send reminder and follow-up emails after each meeting as needed.
- E. Maintain a binder to be passed down to the future Executive Secretaries.

ARTICLE VII – Class Officer Duties of SGA

Section 1. It shall be the duty of the Senior Class President to:

- A. Receive input as well as inform fellow classmates about SGA happenings.
- B. Organize at least one class fundraiser per academic year.
- C. Organize Griffins Give Back at least once per academic year.
- D. Head Senior Send Off committee in conjunction with the Student Activities Office.
- E. Head advertising for SGA.
- F. Act as a community liaison (i.e. host community building events, publicity).
- G. Use main hallway of Fournier Hall for Christmas Decorating Night.
- H. Maintain a binder to be handed to the future Senior Class Presidents.
- I. Other duties as assigned by the Executive President.

Section 2. It shall be the duty of the Junior Class President to:

- A. Receive input as well as inform fellow classmates about SGA happenings.
- B. Organize at least one class fundraiser per academic year.
- C. Coordinate the Senior Dinner.
- D. Organize Town Halls one per semester to receive input from all years and record input to share at the debriefing following the Town Hall.
- E. Use the Rotunda for Christmas Decorating Night.
- F. Maintain a binder to be handed to future Junior Class Presidents.
- G. Other duties as assigned by the Executive President.

Section 3. It shall be the duty of the Sophomore Class President to:

- A. Receive input as well as inform fellow classmates about SGA happenings.
- B. Organize at least one class fundraiser per academic year.
- C. Work closely with the Junior class officers in order to plan the Senior Dinner.
- D. Organize Pancake Dinner Night one per semester.
- E. Host advocacy events (i.e. water pong for Alcohol Awareness, heritage events with the Office of Diversity and Inclusion).
- F. Use the hallway leading to the Rotunda for Christmas Decorating Night.

G. Maintain a binder to be handed to future Sophomore Class Presidents.

H. Other duties as assigned by the Executive President.

Section 4. It shall be the duty of the Freshman Class President to:

A. Receive input as well as inform fellow classmates about SGA happenings.

B. Organize at least one class fundraiser per academic year.

C. Be actively involved on campus with things outside of SGA to become more familiar with the campus

D. Select a class year for the Freshman President and for the Freshman Vice President with whom to collaborate for the academic year.

E. Work closely with the Junior class officers in order to plan the Senior Dinner.

F. Use the Cafeteria for Christmas Decorating Night.

G. Maintain a binder to be handed to future Freshman Class Presidents.

H. Other duties as assigned by the Executive President.

Section 5. It shall be the duty of the Class Vice President(s) to:

A. Be responsible for class budgets, fundraising, and consulting with the Executive President and their respective presidents.

B. Handle all forms (i.e. reimbursement forms) for respective classes and file all forms in the class binders.

C. Take over the role of Class President if the position is vacant.

D. Represent the class by voicing opinions and concerns discussed at class meetings.

E. Assist the Class President with any of his/her duties in any capacity.

F. Maintain a binder to be handed to future Class Vice Presidents.

G. Other duties as assigned by the Executive President.

Article VIII – Elections

Section 1. The elections for SGA shall take place over a two-week period during the end of the spring semester. The Executive Board and Class Officers shall serve for one academic year. In order to run for Executive President, the candidate must have one full year of experience on SGA. No prior experience is necessary to run for any other position. Executive President and Executive Vice President must be elected to their position. If positions are left vacant after the

Spring and Fall elections have taken place, the Executive President may appoint students to these vacancies if candidates meet the requirements.

Section 2. All students who are enrolled in the college for the upcoming year are eligible to vote in the Executive Board and Class Officer elections. No graduating seniors can vote in the undergraduate SGA Elections for the following year.

Section 3. The election of the Freshman Class Officers as well as any vacant spots shall be held in the first three weeks of the new academic school year.

Section 4. Nominations for all SGA positions shall take place through self-nomination.

Nominations of the Executive Board require 75 signatures of students who are eligible to vote. Nominations for Class Officers require 50 signatures of students who are eligible to vote in their class only. The petition, completed with the signature of the person currently holding the position, are to be turned in by the time of the forum.

Section 5. All nominations shall be posted at least three days before the scheduled elections. Each nominee is required to read and understand the description of position, meet one on one with the person who currently holds that position, and obtain the his/her signature.

Section 6. The Forum shall be held within a few days prior to elections. Each person running for a position is to give a brief speech as to why they would like to be elected.

Section 7. The order of the listing of the candidates on the ballot shall be organized in alphabetical order.

Section 8. In order for a candidate to be elected to the position, they must receive a simple majority of the vote.

Section 9. SGA Elections shall be run by the following guidelines:

- A. The days and times that the voting will take place must be posted in accordance with posting guidelines in the Student Handbook.
- B. All the election results must be recorded and given to the Executive President and the advisor.
- C. All ballots cast during election process must be kept for at least ten business days in case of an appeal.
- D. All interpretations and questions will be determined by the advisor.

Section 10. Between the nominating period and the election week, nominees will be given the opportunity to meet the current officers and meet with SGA.

Section 11. To be eligible to run for SGA, a student must have a 2.5 GPA and be in good standing with the College.

ARTICLE IX – Resignations, Removals, and Vacancies

Section 1. Resignations from any position shall be presented in writing to the SGA. This resignation shall include the reasons for resignation and may include names of possible candidates who the resigning member believes would be sufficient to fill the position.

Section 2. Any member of the SGA may be removed (with cause) by a 2/3 majority vote of the current members after a discussion between all parties. Actions for dismissal include, but are not limited to, failure to: attend meetings, complete assigned tasks, attend sponsored events, and uphold College policy. Attending SGA functions under the influence of any controlled substances is prohibited and will result in removal from office.

Section 3. The removal of a member of SGA from office may be appealed within ten days of the Executive Board vote. The appeal must be given to the Executive President during that time period. A 2/3 vote of all the members of SGA (Executive Board and Class Officers) is necessary to overturn a removal from office. Reasons for the appeal shall be submitted in writing by the removed member to the voting members of SGA for review.

Section 4. In case of a vacancy of any elected office of SGA, the duties of that vacant position will be fulfilled by the Executive Board. If still vacant, the position will be appointed by the Executive President, with consultation of the Executive Board and Class Officers. Names presented for the fulfillment of vacant positions shall be considered and the candidates will be briefed on the duties of the position.

ARTICLE X – Organizations

Section 1. All organizations are required to fill out a Club Packet, which includes forms such as budget request, advisor information, and member information.

Section 2. Every organization on campus is required to hold one event per semester.

Section 3. Proper paperwork must be filled out to have an event occur, such as event approval forms and event evaluation forms.

Section 4. There must be at least one representative from every organization at every training. If one representative does not attend, then ten dollars is to be deducted from the organizations budget.

Section 5. The budget request forms are due by said date at the beginning of each semester; if a request is late then it is possible that no money will be given to that organization that semester.

Section 6. Reimbursements must be in to the Vice Presidents no later than two weeks after the date on the receipt. In order to be reimbursed, there must be an original receipt and completed reimbursement form.

ARTICLE XI – Creating Amendments

Section 1. Amendments to the constitution may be proposed at SGA Meetings.

Section 2. Students will be notified electronically prior to an Executive Board vote of pending amendments.

Section 3. An amendment shall require an affirmative vote of 2/3 of the ballots cast by the Executive Board. The vote shall be by secret ballot.

ARTICLE XII – Constitution

Section 1. The Constitution of SGA shall be kept on file by each member of SGA and available to any student upon request.

ARTICLE XIV – Meetings

Section 1. Attendance at all meetings and sponsored events is expected and mandatory unless the Executive President is notified in an appropriate time.

Section 2. All absences exceeding two per semester (excused or unexcused) will be brought to the attention of the SGA Executive Board.