

Chestnut Hill College
Student Government Association
Constitution

Adopted Date: 12/04/08

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I

Name

The name of this organization will be the Student Government Association of Chestnut Hill College, hereafter The College. The President, Executive Vice President, Vice President of Communications, Vice President of Community Service, Vice President of Student Life, and Vice President of Financial Affairs of this association will be named the Executive Board. The Class Presidents and Vice Presidents will be named the Class Officers. The Student Government Association, hereafter SGA, is composed of the Executive Board and Class Officers.

ARTICLE II

Mission

The SGA commits itself to representing actively the student body. 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 President of SGA or the advisor. Failure to attend will result in consequences at the discretion of the President of SGA 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 responsibility given by the students and the College under the guidelines of the SGA Constitution.

- A. The Executive Board and Class Officers have the right to suggest changes within SGA and all suggestions should be taken seriously.
- B. All decisions voted on by the Executive Board have the right to be overturned by a $\frac{3}{4}$ vote of the Class Officers.
- C. SGA should hold at least one forum per semester to hear the concerns of the student body.
 - 1. Class Officers should hold at least ONE class meeting per semester to address the specific concerns of the class.

ARTICLE VI

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. Reach a majority vote when dealing with the expenditure of funds for the organization.
- D. Attend a working lunch per semester with the President and Vice Presidents of the College.
- E. Prepare findings and research a topic of interest for the working lunch.
- F. Supervise and approve of the SGA Election schedule (there may be members who cannot supervise elections because they are running for re-election).
- G. Uphold the SGA constitution to his or her ability.

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

- A. The Executive Board should meet every week with the Class Officers.

- B. Four of the seven Executive Board members must be present to conduct business and make decisions.
- C. Executive Board meetings are closed and confidential.

ARTICLE VII

Executive Board Members' Duties of SGA

Section 1. It shall be the duty of the SGA 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.
- 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.
- I. Set up weekly meetings with Vice President for Student Life and SGA advisor.
- J. Prepare semester calendar of events and important dates for the board.
- K. Brief the incoming President.
- L. Assist in the appointment of students who meet the necessary requirements to fill vacant seats on SGA (after Spring and Fall elections).
- M. Call special meetings of the Executive Board when necessary.
- N. Schedule a working lunch with the President and Vice Presidents of the College once a semester.
- O. Maintain a binder to be passed down to the future Presidents.
- P. Oversee that all duties of SGA are completed.

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

- A. Assume the duties of the President in his/her absence and/or the office of the President in the event it is vacated.
- B. Act as a liaison between all campus organizations, the Executive Board, and Class Officers.
- C. Work with the organizations in conjunction with the SGA Advisor to organize and run General Assembly Meetings by providing leadership skills, team building, and fundraising techniques.
- D. Organize the General Assembly Meetings to be held every two weeks.
- E. Assist in coordinating events occurring on campus such as Griffin Week, Spirit Week, and Founder's Day.

- F. Maintain contact with local colleges, especially SEPCHE schools, and coordinate a luncheon/conference with the SEPCHE schools at the end of the Spring Semester.
- G. Coordinate the Club Forum at the beginning of the Fall Semester and a student organization update at the beginning of the Spring Semester.
- H. Be responsible for collecting and reporting evaluations for SGA programs including success/failure, turnout, and follow up information.
- I. Maintain a binder to be handed to future Executive Vice Presidents.

Section 3. It shall be the duty of the SGA Vice President of Academic Affairs to:

- A. Chair the Academic Affairs Committee at bi-monthly meetings.
- B. Consult with the Dean of the School of Undergraduate Studies on questions based on students' concerns.
- C. Be a part of the Greater Expectations Committee.
- D. Report at each meeting the activities of the committee.
- E. Hold at least one student/faculty event per semester.
- F. Hold student forums as needed.
- G. Maintain a binder to be handed to future Vice Presidents of Academic Affairs.

Section 4. It shall be the duty of the SGA Vice President of Student Life to:

- A. Chair the Student Life Committee at bi-monthly meetings.
- B. Work with and hold meetings with the Student Activities Office.
- C. Report at each meeting the above activities to SGA.
- D. Hold Commuter Events and forums as needed.
- E. Act as a liaison between the Chestnut Hill Activities Team, hereafter known as CHAT.
- F. Develop and analyze surveys dealing with the student concerns.
- G. Maintain a binder to be handed to future Vice Presidents of Student Life.

Section 5: It shall be the duty of the SGA Vice President of Financial Affairs to:

- A. Be responsible for maintaining a budget for SGA for the academic year.
- B. Consult with the SGA Advisor to ensure accuracy of budgets for SGA, each class, and clubs.
- C. Manage club budgets as determined by Executive Board vote based on club budget request (see section on Clubs).
- D. Fill out reimbursement requests for approved expenditures of SGA and the clubs, based on budget availability.
- E. Keep accurate records of all financial transactions of SGA, through use of spreadsheets and receipt photocopies.
- F. Oversee and assist in coordinating all fundraising done by the SGA.

- G. Report at each meeting the above activities to the SGA and report to clubs their available budget at GAM meetings. Also, clubs will be sent updates on their budget every two weeks.
- H. Maintain a binder to be handed to future Vice Presidents of Financial Affairs.

Section 6. It shall be the duty of the SGA Vice President of Community Service to:

- A. Offer community service opportunities to the student body.
- B. Consult with the Campus Ministry Office for collaboration.
- C. Assist Class Officers with their biannual community service projects.
- D. Hold meetings (as needed) with the Community Service Committee.
- E. Report at each meeting the above activities to the SGA.
- F. Maintain a binder to be handed to the future Vice Presidents of Community Service.

Section 7. It shall be the duty of the SGA Vice President of Communications to:

- A. Take attendance of all SGA meetings.
- B. Take minutes of the meetings and distribute them to the members of SGA and the Advisor.
- C. Prepare the petitions and ballots for each election.
- D. Record the results of each student election and advertise the winners.
- E. Act as the liaison between the College's media sources (TV Club, The Griffin, etc.).
- F. Create and distribute the CHC weekly each week no later than 12 Noon on Mondays.
- G. Maintain a binder to be handed to future Vice Presidents of Communications.

ARTICLE VIII

Class Officer Duties of SGA

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

- A. Organize one class meeting per semester, in order to receive input as well as inform fellow classmates.
- B. Build a relationship with the Alumni office for post graduation responsibilities.
- C. Organize one community service project or fundraiser for a non-profit organization per academic year.
- D. Coordinate Anti Racism and Discrimination Week.
- E. Assist Career Services with planning of Backpack to Briefcase Month.
- F. Organize at least one class fundraiser per semester.
- G. Organize two senior social events prior to commencement.
- H. Use main hallway of Fournier Hall as Christmas Decorating location.
- I. Maintain a binder to be handed to the future Senior Class Presidents.
- J. Other duties as assigned by SGA.

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

- A. Organize one class meeting per semester, in order to receive input as well as inform fellow classmates.
- B. Organize at least one community service project or fundraising initiative for a non-profit organization per semester.
- C. Coordinate Alcohol Awareness Week in conjunction with the College.
- D. Organize at least one class fundraiser per semester.
- E. Coordinate and Chair the committee for the Senior Farewell Dinner.
- F. Request the information binder that contains all of the needed information to plan for the Senior Farewell Dinner.
- G. Use the Rotunda as the Junior Class' Christmas decorating night location.
- H. Maintain a binder to be handed to future Junior Class Presidents.
- I. Other duties as assigned by SGA.

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

- A. Organize one class meeting per semester, in order to receive input as well as inform fellow classmates.
- B. Organize at least one community service project or fundraising initiative for a non-profit organization per semester.
- C. Organize at least one class fundraiser per semester.
- D. Plan and organize the Winter Formal Dance.
- E. Work closely with the Junior class officers in order to plan the Senior Dinner.
- F. Use the outside of Fournier Hall, the Library and Piazza for Christmas Decorating Night.
- G. Maintain a binder to be handed to future Sophomore Class Presidents.
- H. Other duties as assigned by SGA.

Section 5. It shall be the duty of the First Year Class President to:

- A. Organize one class meeting per semester, in order to receive input as well as inform fellow classmates.
- B. Establish a working relationship with College officials to better familiarize students with the rules and regulations of the College.
- C. Organize at least one class fundraiser per semester.
- D. Arrange at least one community service project or fundraising initiative for a non-profit organization per semester.
- E. Organize and orchestrate the decorating of the cafeteria for Christmas Decorating Night.
- F. Assist the Junior Class in organizing Senior Dinner.
- G. Maintain a binder to be handed to future First Year Class Presidents.
- H. Other duties as assigned by SGA.

Section 6. It shall be the duty of the Class Vice President(s) to:

- A. Be responsible for class budgets, fundraising, and consulting with the Vice President of Financial Affairs.
- B. Hold class meetings in conjunction with the Class President acting as vice-chair.
- C. Take over the role of the president if current president is resigned/ removed.
- 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 SGA.

Article IX

Elections

Section 1. The elections for SGA shall take place over a two-week period before the week of final examinations of the spring semester. The Executive Board and Class Officers shall serve for one academic year.

- A. In order to run for SGA President, the candidate must have one year of experience on the Executive Board.
- B. No prior experience is necessary to run for any other position.
- C. President and Executive Vice President must be elected to their position.
- D. If positions are left vacant after the Spring and Fall elections have taken place, the 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 sign petitions or vote in the undergraduate SGA Elections for the following year.

Section 3. First Year Student Class elections for Class Officers shall be held in the first two weeks of the new academic school year.

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

- A. Nominations of the Executive Board shall require 175 signatures of students who are eligible to vote. The petition, along with a picture of the candidate and the signature of the person currently holding the position, are to be turned in by 3pm of the stated day.
- B. Nominations for Class Officers shall require 75 signatures of students who are eligible to vote in their class only. The petition, along with a picture of the candidate and the signature of the person currently holding the position, are to be turned in by 3pm of the stated day.

- C. Executive Board members shall appoint members to their respective committees rather than holding committee elections.
- D. Campaigning for the elections is permitted, except where the actual voting takes place.

Section 6. All nominations shall be posted at least three days before the scheduled elections.

- A. Each Nominee is required to read the description of position, meet one on one with the person who currently holds that position, obtain the his/her signature, and sign a copy of duties of the desired position before the elections take place.

Section 7. The Candidate's Forum shall be held within a few days prior to elections. Each person running for a position is to give a short speech as to why they would like to be elected.

Section 8. The order of the listing of the candidates on the ballot shall be determined by alphabetical order.

Section 9. In order for a candidate to be elected to the position, they must receive a simple majority of the vote.

Section 10. 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. Only current SGA members not seeking office may be involved in the election process.
- C. Those SGA members that participate must:
 - 1. Remain objective.
 - 2. Be responsible for registering each student voting.
 - 3. Make sure that each student casts only one vote.
- D. Votes will not be counted until the polls are shut down for the day.
- E. Votes will be counted only by the officers of the SGA not running for re-election.
- F. All the election results must be recorded and given to the SGA President and the Vice President for Student Life.
- G. All ballots cast during election process must be kept for at least ten business days in case of an appeal.
- H. All interpretations and questions will be determined by the SGA Advisor.

Section 11. Between the nominating period and the election week, nominees will be given the opportunity to meet the current officers and meet with SGA.

Section 12. To be eligible to run for SGA, a student must have a 2.5 GPA and be in good disciplinary standing with the College.

ARTICLE X

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 Executive Board 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, complete SGA office hours, and serious violations of College policy. Also, attending SGA functions under the influence of any controlled substances is prohibited.

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 President of SGA 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 President of the SGA, 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. Once approved as per Constitution guidelines and the Student Government Advisor, those names shall be voted via secret ballot.

ARTICLE XI

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, and the advisor or a staff representative must be at every event.

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 Club Council Meeting. If one representative does not show up 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 President of Financial Affairs 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 given to the Vice President of Financial Affairs.

ARTICLE XII

Academic Committee

Section 1. The Academic Affairs Committee shall be chaired by the Vice President of Academic Affairs and shall be composed of the Dean of Academic Affairs, a liaison from the Student Life Committee, and current students.

Section 2. It shall be the duty of the Academic Affairs Committee to:

- A. Provide a channel for communication between faculty and students.
- B. Suggest and provide social events to foster interaction between faculty and students.
- C. Discuss academic concerns of the students.
- D. To provide a representative from the committee to sit when needed on the Curriculum Committee and the Faculty Academic Affairs Committee.
- E. To elect a member to take minutes and distribute them to the committee and to the President of the SGA.
- F. Meet on an as needed basis.

ARTICLE XIII

Student Life Committee

Section 1. The Student Life Committee shall be chaired by the Vice President of Student Life, and shall be composed of a Student Life Staff member and current resident and commuter students.

Section 2. It shall be the duty of the Student Life Committee to:

- A. Discuss the on-campus student life concerns (ex: Dining Services, Security, etc.).

- B. Assist with the resident and commuter forums.
- C. To elect a member to take minutes and distribute them to the committee and to the President of the SGA.
- D. Meet on an as needed basis.

ARTICLE XIV

Community Service Committee

Section 1. The Community Service Committee shall be chaired by the Vice President of Community Service and shall be composed of a Campus Ministry Staff member and current students.

Section 2. It shall be the duty of the Community Service Committee to:

- A. Alert students to upcoming community service projects.
- B. Research community service opportunities.
- C. Assist in coordinating service projects performed by campus organizations.
- D. Meet on an as needed basis.

ARTICLE XV

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 XVI

Constitution

Section 1. The Constitution of SGA shall be kept on file by the Vice President of Communications, in the Library, and available to any student upon request.

ARTICLE XVII

Meetings

Section 1. Attendance at all meetings and sponsored events is expected.

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