

The Constitution of the Stephens College Student Government Association

Adopted April 28, 2008

Preamble

We, the students of Stephens College, believing in the importance of self-government as a direct and motivating force in the encouragement of autonomy and self-sufficiency of women as well as to further our educational goals and better our general welfare on campus and within our community, establish the Constitution of the Stephens College Student Government Association.

Statement of Purpose

The purpose of the Stephens College Student Government Association is to ensure the rights and freedoms of the Student Body are upheld through governance and to examine and instate the necessary changes that reflect the desires and needs of the students in Stephens College policies and programs. Furthermore, the Stephens College Student Government Association allocates funds for recognized student organizations and campus improvements.

Statement of Diversity

The Stephens College Student Body recognizes and encourages the diversity of its Student Body, and realizes the need for various individuals to be represented fairly and without bias or judgment. Therefore, the Stephens College Student Government Association freely welcomes and does not discriminate students/apprentices based on gender, race, ethnicity, nationality, religion, sexuality, age, disability, or any other difference that should be celebrated for the unique quality it gives those individuals. These students are encouraged to participate in student government and the decision-making process and express their ideas freely about campus.

Statement of Environment and Social Responsibility

Stephens College Student Government Association recognizes the importance of operating in a way that furthers the awareness and effective interaction with the communities the campus is a part. Through the practice of governance, the Stephens College Student Government Association will take proactive measures to recognize and support the Student Body's responsibility to environmental and social concerns.

Article I. Name

Section 1. The name of this organization shall be the Stephens College Student Government Association, henceforth SGA.

Article II. Membership

Section 1. All students enrolled at Stephens College and recognized by the Registrar of Stephens College shall be considered members of the Stephens College SGA.

Section 2. Definition of Student

A. Females enrolled at Stephens College and recognized by Stephens College Registrar shall be given the term *student*

a. This excludes females contracted through Departments in apprenticeships

Section 3. Definition of Apprentice

A. Female

a. Contracted through Stephens College Theater and Dance Departments

b. Capable of representation on SGA through Theater and Dance Departments as well as the Apprentice representation on Senate

c. Apprentice representation further than that on Senate is subject to further discussion

B. Male

a. Contracted through Stephens College Theater and Dance Departments

b. Capable of representation on SGA through Theater and Dance Departments as well as the Apprentice representation on Senate

c. Shall not be capable of further representation on Senate beyond that of a Senator

Article III. Adherence to College Policies

Section 1. As a governing and influential establishment within the campus community, SGA shall comply with all college rules, regulations, and policies, including, but not limited to the Stephens College Academic Honesty Code and the guidelines outlined in *Within the Ivy*.

Section 2. SGA shall neither make nor enforce regulations, instead only make recommendations, in regards to:

A. Matters directly concerned with the business management of the College or the public relations differing from those of SGA or other student organizations

- B. Matters pertaining to the management of the residence halls
- C. Matters of academic policy shall be under the jurisdiction of the Faculty and understood to cover all matters concerning curriculum and the conduct of educational work including:
 - a. The maintenance of acceptable academic standards, being understood this function is executed by the Chair of Faculty, Vice President of Academic Affairs, Curriculum Committee, and Faculty
 - b. The making of regulations concerning the use of the Library, such regulations are to be administered by the Librarian and staff

Article IV. Precedence

Section 1. The Constitution of the Student Government Association shall take precedence over the constitutions of all other SGA recognized organizations.

Article V. Authority

Section 1. The ultimate authority of the SGA rests with the members of the Association. This authority may be exercised through the referendum.

Article VI. Organizational Structure of SGA

Section 1. Executive Branch

A. Composition

The Executive Board shall consist of:

- a. The President of the SGA
- b. The Vice President of the SGA
- c. The Secretary of the SGA
- d. The Treasurer of the SGA
- e. The Student Advocate of the SGA
- f. The Academic Affairs Chair of the SGA

B. Duties and Powers

The Executive Board shall:

- a. Fulfill all duties outlined in Bylaws
- b. Act as a liaison between students and the administration, faculty and staff
- c. Attend all general meetings of Senate and all Executive Board meetings
- d. Form Senate and maintain general responsibility for the efficient operation for meetings and execute policy determined by Senate
- e. Conduct Senator Training at the beginning of each academic year once Senators are elected

Section 2. Legislative Branch

A. Senate

The Senate shall consist of:

- a. The Vice President of each class, who shall have a vote. A substitute may be sent in place of the Vice President should she be unable to attend. However, the Secretary of the Executive Board must be notified in advanced or the vote shall be considered void.
 - i. Class officers shall be expected to perform and execute the duties outlined in the Bylaws
- b. One representative from each Residence Hall, not on Residence Life Staff or on Judicial Board, who shall have a vote. These representatives shall be selected through the Hall Councils facilitated through the Residence Life Staff in each Residence Hall.
- c. One representative from the athletic department, who shall have a vote.
- d. One representative from the Residence Life Staff, who shall have a vote.
- e. One representative from the Judicial Board, who shall have a vote.
- f. One representative from the Programming Board, the President, who shall have a vote.

- g. One representative from each academic department, who shall have a vote. These representatives shall be selected during Departmental Dinners in the Fall.
- h. One representative from off-campus, who shall have a vote.
- i. One representative from Panhellenic Council, who shall have a vote.
- j. One representative from Apprentices, male or female, who shall have a vote
- k. Any non-voting members of the Student Body may participate and attend Senate as they are considered as equally important and necessary members of Senate and campus life.

B. Quorum

- a. Quorum equals fifty percent plus one of voting members plus two-thirds of Executive Board members in attendance.

C. Duties and Powers of the Senate

- a. Fulfill the duties and powers as outlined in the Bylaws.

Section 3. Committees

A. There shall be six standing committees within Senate to properly execute the recommendations of SGA. They shall be the:

- a. Academic Affairs Committee
- b. Food and Housing Committee
- c. Student Needs Committee
- d. Finance Committee
- e. Communications Committee
- f. Organizations Committee

B. When necessary, ad-hoc committees may be formed within Senate to expedite processes and ensure the proper functioning of SGA. They shall include, but not be limited to:

- a. Elections Committee
- b. Judiciary Committee

C. Duties and Powers

- a. Standing Committees are expected to perform duties and powers as outlined by the Bylaws.
- b. Duties and powers for Elections and Judiciary Committees are also presented in Bylaws and are expected to be executed as outlined.

The Bylaws of the Stephens College Student Government Association

Adopted April , 2008

Article I. Organization of Stephens College Student Government Association

Section 1. The Stephens College Student Government Association shall actively utilize and operate within the parameters set forth by the Bylaws.

Article II. Meetings and Attendance

Section 1. Executive Board Meetings

- A. Executive Board will meet at least once a week
 - a. Special meetings may be called by the President or by a petition of two-thirds of the Executive Board
- B. Members of the Executive Board shall be expected to attend all Executive Board and Senate meetings unless excused by the President of SGA
 - a. A request for an excused absence must be presented to the President of SGA no later than 48 hours before the meeting time and date
 - b. Executive members are allowed two excused and unexcused absences per semester
 - i. Should an Executive Board member exceed two absences in a single semester, a verbal warning shall be given. If the

absences continue, a written warning shall follow in conjunction with potential removal from the Executive Board.

- c. In the event of unforeseen circumstances, Executive Board members should contact the President of SGA notifying her of the expected absence when the circumstances do not warrant 48 hour notice.
- C. In the event the President requests an excused absence, she will:
 - a. Request the absence to the SGA Advisor 48 hours in advance
 - b. Provide the Vice President at least 48 hours to prepare for the forthcoming meeting
- D. Two-thirds of all Executive Board members must be in attendance to vote during Executive Board meetings
- E. Two-thirds of all Executive Board members must be in attendance to meet quorum during Senate meetings

Section 2. Senate Meetings

- A. Senate shall meet at least once every two weeks
 - a. Special meetings may be called by the President, or by the petition of fifty percent plus one of voting members of Senate
- B. Voting members of Senate are expected to attend all Senate meetings unless excused by the President of SGA
 - a. Excused absences must be requested to the President no later than 48 hours in advance of the meeting time and date
 - b. If a voting member of Senate cannot attend a meeting, the voting member shall contact an individual from his/her respective department, organization, etc. who shall act in his/her place.
 - i. The voting member shall contact the President informing her who shall be attending the Senate meeting
 - ii. The replacement member is expected to be informed and versed in the complexity of issues to be discussed at the meeting he/she shall attend

- C. In the event of unforeseen circumstances, voting members of Senate shall contact the President of SGA notifying her of the expected absence when circumstances do not warrant 48 hours of notice
- D. Executive Board members are allowed one excused absence from Senate meetings per semester.
 - a. Should an Executive Board member exceed her allotted amount of absences during the semester, a verbal warning will be given. If absences persist, a written warning will follow in conjunction with potential removal of voting powers.
- E. If any department, organization, etc. of individuals does not send representation to Senate more than two times in any given semester, this group can lose their voting privileges for the academic year
- F. Quorum must be met to conduct business and ensure the proper functioning of SGA. Quorum equals fifty percent plus one of voting member plus two-thirds of Executive Board members in attendance.

Section 3. Order of Business

- A. General assembly meetings of the Senate shall be conducting in the following order of business, with flexibility:
 - a. Call to order
 - b. Roll call
 - c. Approval of minutes from the last meeting
 - d. Additions or corrections to the minutes
 - e. Officer reports
 - i. Shall come from Executive Board, Committee Chairs, Vice Presidents of classes
 - f. Committee break-outs
 - g. Committee reports
 - h. Old Business
 - i. New Business

- j. Announcements
- k. Adjournment

Article III. Advisor

Section 1. The Advisor of SGA shall be appointed by the Vice President of Student Services based on qualifications deemed necessary.

Section 2. Purpose

- A. Serve as liaison between the Executive Board and Stephens College administration
- B. Serve as a resource for SGA Executive Board and Senate as well as a supporter for SGA sponsored meetings and events
- C. Serve as a point of contact for off-campus entities
- D. Meet with the President and Vice President of SGA weekly
- E. Attend Executive and Senate meetings
- F. Relay concerns and questions from SGA to Vice President of Student Services
- G. Serve as a mediator for conflicts within the organization
- H. Facilitate leadership training at the beginning of Fall and Spring semesters for the Executive Board and Senate
- I. Ensure the policies and values of Stephens College are followed and decisions made are ethical and will not jeopardize SGA or Stephens College

Article IV. Executive Board

Section 1. Term

- A. Elected and appointed officers shall serve in office one full academic year.

Section 2. Composition and Qualification

- A. The President shall be a full-time matriculated student in good academic standing who has served on the Executive Board for one (1) year and plans to hold office for a full academic year.

- B. The Vice President shall be a full-time matriculated student in good academic standing who has served on Senate for one (1) year and plans to hold office for a full academic year.
- C. The Secretary shall be a full-time matriculated student in good academic standing who has served on Senate for one (1) year and plans to hold office for a full academic year.
- D. The Treasurer shall be a full-time matriculated student in good academic standing who has served on Senate for one (1) year and plans to hold office for a full academic year.
- E. The Student Advocate shall be a full-time matriculated student in good academic standing who plans to hold office for a full academic year.
- F. The Academic Affairs Chair shall be a full-time matriculated student in good academic standing who plans to hold office for a full academic year.
- G. Senate may suspend these qualifications by a majority vote of two-thirds of quorum.

Section 3. Duties and Powers

- A. The President shall:
 - a. Be responsible for the overall proper functioning of the SGA
 - b. Serve as the official representative of Senate to both the students, campus organizations, administration, Board of Trustees, faculty, staff as well as off-campus entities, and must be educated in the multiplicity of issues affecting the student body
 - c. Preside over Senate
 - d. Serve as an ex-officio non-voting member of all SGA committees and subcommittees except the Judiciary and Elections Committees
 - e. Appoint temporary, until approved by Senate, committee members when a position has been vacant for two (2) Senate meetings
 - f. Appoint ad-hoc committees
 - g. Set meeting agendas with input from the Executive Board
 - h. Meet weekly with the SGA Advisor

- i. Maintain accurate records of the year's activities and submit an organized transition binder with a summarized timeline of responsibilities and overall assessment of the year to the SGA Advisor

B. The Vice President shall:

- a. Reside in the absence or at the request of the President
- b. Assist the President of SGA in any manner deemed necessary
- c. Preside over the Organizations Committee
- d. Maintain general knowledge of all organizations and clubs
- e. Meet monthly with the class officers and act as their liaison to Executive Board
- f. Be responsible for the approval process of all new organizations/program proposals chartered and sponsored through SGA
- g. Coordinate the awards ceremony for organizations
- h. Meet weekly in conjunction with the President with the SGA Advisor
- i. Serve as the liaison between SGA and the Alumnae
- j. Maintain accurate records of the year's activities and submit an organized transition binder with a summarized timeline and overall assessment of responsibilities to the SGA Advisor

C. The Secretary shall:

- a. Record the minutes at both Executive Board and Senate meetings
- b. Preside in the absence of President or Vice President
- c. Distribute the minutes to members within two days of the meeting
- d. Publish copies of minutes and file them accordingly in the SGA office within two days of the meeting thus making said minutes available to the Student Body
- e. Maintain all current contact information of all members of Executive Board and Senate

- f. Be responsible for general correspondence
- g. Work collaboratively with the webmaster to maintain and update the SGA website
- h. Reserve any space and equipment for all meetings of Senate and Executive Board
- i. Maintain accurate records of the year's activities and submit an organized transition binder with a summarized timeline and overall assessment of responsibilities to the SGA Advisor

D. The Treasurer shall:

- a. Preside over the Finance Committee
- b. Prepare a temporary budget with the Finance Committee in conjunction with the Executive Board, which will become operative after the Senate approves the budget by a two-thirds vote
- c. Keep detailed records of all funds budgeted by Senate
- d. Submit monthly budget reports to the Executive Board and quarterly budget reports to Senate on various budget items, detailing the current balance of the SGA budget
- e. Submit a detailed statement of actual receipts and expenditures to the legislative branch at the end of the end of semester
- f. Present proposals to the Finance Committee
- g. Facilitate meetings in the absence of the President, Vice President, and Secretary
- h. Update allotment forms
- i. Maintain accurate records of the year's activities and submit an organized transition binder with a summarized timeline and overall assessment of responsibilities to the SGA Advisor

E. The Student Advocate shall:

- a. Relay suggestions, concerns, and questions from the students of Stephens College to SGA

- b. Filter suggestions, concerns, and questions to the appropriate standing committee for review
 - c. Propose to the Executive Board the request for temporary committees to address the needs of the students
 - d. Develop student surveys to assess the needs of the students
 - e. Manage the suggestion box (electronic and physical)
 - f. Host monthly forums to encourage communication between students, faculty, staff, and administration
 - g. Address the student body periodically (at least once every two months) to report updates concerning students
 - h. Maintain accurate records of the year's activities and submit an organized transition binder with a summarized timeline and overall assessment of responsibilities to the SGA Advisor
- F. The Academic Affairs Chair shall:
- a. Preside over the Academic Affairs Committee
 - b. Act as a liaison between faculty, Executive Board, and the students
 - c. Attend the curriculum committee meetings and delegate as necessary to ensure attendance at any other curriculum-oriented meetings affecting the Student Body
 - d. Liaison between the Executive Board and the Registrar's Office
 - e. Maintain accurate records of the year's activities and submit an organized transition binder with a summarized timeline and overall assessment of responsibilities to the SGA Advisor

Article V. Senate

Section 1. Duties and Powers of the Senate

- A. Initiate and pass non-academic regulations and endorse statements of policy to be presented for the consideration of the entire college community
- B. Grant SGA recognition to campus organizations and groups

- C. Upon recommendation of the Finance Committee, allocate funds for recognized SGA student activities and organizations
- D. Authorize the organization of ad-hoc committees to investigate proposed legislation or immediate concerns
- E. Pass necessary legislative measures at meetings where quorum is met and voting
- F. Discuss matters relating to the College
- G. Solicit student opinion on issues
- H. Inform members of pertinent campus activities, plans, and issues

Section 2. Duties and Powers of the Senator

- A. Term
 - a. Senators shall serve in office one (1) full academic year.
- B. Each Senator may represent only one (1) constituency
- C. Senators include:
 - a. All voting members of Senate as mentioned under Article VI Section 2 of the Constitution
 - b. All non-voting members of the Student Body, whom shall have the opportunity to speak and be directly involved in student government regardless the ability to vote
- D. Senators are required to attend all scheduled Senate meetings as called by the President of SGA. Furthermore, they shall be required to attend all committee meetings as called by the Chair of said committee.

Article VI. Committees

Section 1. Standing Committees

- A. Academic Affairs

- a. Shall be chaired by the Academic Affairs Chair and operated in conjunction with three (3) permanent voting members from Senate
 - i. The Chair shall have no vote within the Committee
- b. Review curriculum changes and attend necessary curriculum related meetings to stay educated upon current matters
- c. Propose majors/minors based on the needs and desires of the students
- d. Make recommendations to the Library and the Academic Resource Center (ARC) based upon student needs and suggestions
- e. Work in conjunction with the Registrar and advisors
- f. Meetings shall be held weekly*

B. Food and Housing

- a. Shall review all matter pertaining to the residential policies
- b. Make recommendations to the Director of Residential Life
- c. Work with Residential Life to promote residence hall competition and community
- d. Act as a liaison between the students and Food Services
- e. Shall advise Food Services based upon suggestions from students
- f. Shall be chaired by a voting member of Senate and operated in conjunction with two (2) other permanent voting members from Senate
 - i. The Chair shall have no vote within the Committee, except in the event of a tie
- g. Meetings shall be held weekly

C. Student Needs

- a. Shall be chaired by the Student Advocate and operated in conjunction with three (3) other permanent voting members from Senate
 - i. The Chair shall have no vote within Committee

- b. Review Health Services, Student Services, Financial aid, Career Services, Facilities, and Security so as to improve students' daily life on campus
- c. Solicit student opinions on topics of concern
- d. Review the policies of the College found in the student handbook, *Within the Ivy*, annually and determine their relevance to the current Student Body
- e. Interpret the suggestions of the Student Body
- f. Meetings shall be held weekly

D. Finance

- a. Shall be chaired by the Treasurer operated in conjunction with two (2) permanent voting members of Senate
 - i. The Chair shall have no vote, except in the event of a tie
- b. Proposes and maintains budget to and for Senate
- c. Audits funding applications from all SGA recognized organizations before being presented to Senate for a vote
- d. Meetings shall be held weekly

E. Communications

- a. Chaired by voting member of Senate and operated in conjunction with three (3) permanent voting members of Senate
 - i. The Chair shall have no vote within Committee
- b. Responsible for advertising all SGA sponsored events
- c. Shall publicize any items Senate views as valuable to the campus and off-campus communities
- d. Responsible for all recruitment advertising and literature
- e. Meetings shall be held weekly

F. Organizations

- a. Chaired by the Vice President and operated in conjunction with three (3) permanent voting member of Senate
 - i. The Chair shall have no vote within Committee
- b. Responsible for the general coordination of SGA recognized organizations and SGA itself
- c. Provide more direction and act as a resource for new and returning organizations
- d. Meetings shall be held weekly

Section 2. Ad-Hoc Committees shall be formed as needed. They shall include, but not be limited to:

A. Elections Committee

- a. Chaired by a permanent voting member of Senate and operated in conjunction with three (3) permanent voting members of Senate
 - i. The Chair cannot include the President of SGA
 - 1. The Chair shall have no vote within Committee
 - ii. No individual running for office may participate on Elections Committee
- b. Duties as outlined in the Elections section of the Bylaws
- c. Shall be responsible for tracking and comparing voter turn-out data and reporting it to the necessary individuals

B. Judiciary Committee

- a. Called to form in the event of questions concerning constitutionality, impeachment, appeal, etc.
- b. The President cannot serve on this Committee
- c. The representative from Judiciary Committee cannot serve on this Committee as it is a conflict of interest

Article VII. Class Officers

Section 1. Purpose of the Class Officer is to serve as the representative of each class at Stephens College. Class officers are encouraged to raise funds, organize events, relay concerns from members of their class to SGA, and provide service to Stephens College

Section 2. Positions and Responsibilities

A. President

- a. Attend all class officer and class meetings
- b. Organize the class officers
- c. Serve as a point of contact for outside entities, class officers, and class members
- d. Facilitate class officer and class member meetings
- e. Delegate responsibilities amongst the class officers
- f. Serve as the voting member of Senate at the Vice President's request

B. Vice President/Treasurer

- a. Attend all class officer and class meetings
- b. Remain educated about financial policies and track class funds throughout the academic year
- c. Serve as the class representative on Senate with voting power
- d. Attend all Senate meetings and assume the responsibilities outlined therein
- e. Serve as the official liaison between Senate and the class officers
- f. Attend all financial and vice-presidential meetings
- g. Preside over class officer and class meetings when the President is unable or at the President's request

C. Secretary

- a. Attend all class officer and class meetings
- b. Record minutes of class offer and class meetings

- c. Distribute minutes to class members and create a copy to be placed in the files of the SGA office
- d. Oversee all publicity projects for class events
- e. Maintain a class transition binder to pass on to future class officers
- f. Serve as class representative on Senate with voting power in the absence of the Vice President

D. Event Chair

- a. Attend all class officer and class meetings
- b. Work with the Vice President/Treasurer to determine budget for class events
- c. Organize class events
- d. Organize beautification events to benefit Stephens College
- e. Create committees from class members to help organize social and Stephens College beautification efforts
- f. Attend Conferencing and Events mandatory meetings for organizations to better understand the process of booking a venue at Stephens College
- g. Can be appointed by the Vice President to serve as class representative on Senate with voting power in the absence of the Vice President, President, and Secretary

E. Fundraising Chair

- a. Attend all class officer and class meetings
- b. Work with the Vice President/Treasurer to determine fundraising goals
- c. Organize fundraisers
- d. Create committees from class members to help organize fundraising efforts
- e. Understand the policies associated with fundraising

- f. Attend Conferencing and Events mandatory meetings for organizations to better understand the process of booking a venue at Stephens College
- g. May serve as the voting member on Senate at the Vice President's request in the absence of the Vice President, President, and Secretary

F. Elections

- a. Elections shall take place for rising Seniors during Spring Elections. Elections for rising Juniors, Sophomores, and Freshmen shall occur by or within the second full week of classes.
 - i. All students are eligible to run for class officer positions for their respective classes so long as they are in good academic standing.
 - ii. Class status shall be determined by credits earned at the start of the Fall semester.
 - iii. Only members of the class shall vote on their class officers

Section 3. Appointing an Advisor

- A. Class Officers shall select an advisor during the third full week of classes and report this information to the Vice President of SGA
- B. The advisor shall be responsible for:
 - a. Serving as a resource and providing guidance for the class officers
 - b. Attending events and meetings as a supporter and mediator when conflicts arise
 - c. Attending any advisor trainings/meetings organized by the Leadership and Programming Office and/or Conferencing and Events
 - d. Finalizing approval of expenditures

Section 4. Appointing Other Class Officer Positions

- A. Other officer positions can be determined by the class as deemed necessary (ex. Historian, Public Relations, etc.)

- B. These position titles must be voted on by the class officers
- C. Class officers may appoint members of the class to fill these positions based on interest from members of the class
- D. Appointing members of the class to positions shall be based on qualifications
- E. Class officers shall inform the Vice President of SGA when appointing a position or creating a new position

Section 5. Vacancies

- A. Vice President/Treasurer shall reside as President if the President of the class is unable to fulfill her duties
- B. Secretary shall reside as Vice President/Treasurer if the President of the class is unable to fulfill her duties
- C. A class meeting shall be held and nominations extended for a replacement followed by a majority vote in the event the Events Chair or Fundraising Chair is unable to fulfill her duties

Article VIII. Student Organizations

Section 1. Students at Stephens College may exercise the right to form groups based upon common beliefs and interests, and may further their expression of opinion by formally unifying as organizations as permitted through the constitution of SGA.

Section 2. In order to be chartered by SGA, an organization shall file the following information with the Vice President.

- A. A Student Organization Registration Form, which includes, but is not limited to:
 - a. The name of the organization
 - b. Purpose of the organization
 - c. Name and contact information of faculty advisor(s)
 - d. Names and contact information of five Stephens undergraduates who are interested in creating and are actively participating in the organization
 - i. At least three of these individuals must be designated as officers or an equivalent of an officer

- e. A financial budget, if applicable
- f. A copy of the organization's constitution
 - i. Draft only if receiving or holding Tentative status
- g. A signed statement by the faculty/staff member agreeing to serve as an advisor
- h. At least seventy-five percent of the organizations membership must be Stephens undergraduates
- i. Any other requirements deemed necessary and proper by the organization committee

Section 3. Approval

- A. Organizations shall receive the status of Tentatively Pending based on a vote of approval by Senate, where a fifty percent plus one majority of quorum and two-thirds of the Executive Board vote in approval
- B. Recognition shall be granted Tentatively Pending one (1) semester of active status. An organization is then removed from tentative status and noted in *Within the Ivy* and SGA records as a fully recognized student organization
 - a. During this semester, the organization will be given a trial period, where they shall be required to complete all SGA recognition requirements

Section 4. Suspension/Revoking SGA Status

- A. Should any required information not be submitted by an organization, said organization may be denied recognition
- B. A student organization may be subject to suspension if the following occurs:
 - a. The organization is found guilty of submitting falsified required information
 - b. The organization is found in violation of specific agreements relating to the use of facilities of the College
 - c. The organization is inactive for one (1) academic year.

- i. The activity status of each organization is reviewed at the beginning of each academic year.
 - ii. Organizations whose recognition has been denied or suspended in previous years may appeal to the organizations committee head of SGA.
 - d. SGA status shall be revoked if:
 - i. Said organization has been inactive for one academic year
 - ii. Said organization has not completed their requirements for one (1) academic year.

Section 5. Returning Organizations

- A. All student organization shall be required to renew their registration with the organization committee of SGA each academic year
- B. Registration begins each fall in the final week of August for that academic year
- C. Registration requirements entail:
 - a. Completing and returning a Student Organization Informational Sheet
 - b. Completing and Returning a Funding Contract
 - i. Funding contracts explain the process for applying for allotments as well as funding guidelines
 - c. Attending the VP/Treasurer Meetings
 - d. Attending the mandatory Conferencing and Events workshops for organizations
- D. Student Organization shall also execute recognition requirements:
 - a. Attending the VP/Treasurer meetings
 - b. Completing at least one fundraiser
 - c. Completing at least one service project

- E. Officers and advisors of each organization shall ensure their organization completes the necessary registration requirements and attends required workshops
- F. Allocation proposals for funding from the Student Government Association shall not be accepted from an organization not recognized by SGA
- G. Allocations shall not be granted to organizations which have not fulfilled all requirements

Article IX. Funding Guidelines

Section 1. Objectives

- A. To assist, via funding, registered student organizations in their effort to sponsor services or events which directly contribute or enhance the betterment of the Stephens College community.
- B. To assist, via funding, registered student organizations' efforts to sponsor events to improve the social, cultural, recreational, and educational offering to the Student Body and college community at large.
- C. To assist, via funding, registered student organizations' efforts to participate in services or events designed to foster members' educational leadership or career-focused growth, or to assist in the attainment of the said organization's mission or purpose.
- D. To assist, via funding, registered student organization's efforts to sponsor physical and/or environmental improvements in the quality of the Stephens College community.

Section 2. Stipulations and/or Provisions of Funding

- A. To ensure objective are met, SGA at its discretion, may require funded organization or individuals to reciprocate in kind to the College
- B. Methods by which funded organization are asked to reciprocate is discretionary and determined by SGA in conjunction with the organization

Section 3. Eligibility

- A. Only SGA recognized organizations shall request allocations from the Association
- B. To request allocations, organizations shall complete and return an Allocation Request Form located in the SGA office

- C. Clubs and organizations must fulfill all requirements as outlined in the Bylaws to be considered for an allocation

Section 4. Start-up funding for new organizations

- A. Funding for newly-formed student organizations shall exist as follows:

- a. New organizations attempting to gain recognized status from SGA shall be permitted to apply for start-up funding
 - i. Said organization shall be given \$50 in funding from SGA to begin such activities and utilize within the organization's start-up budget

Section 5. SGA shall provide funds to events, socials, entertainment, etc. that invite and are deemed beneficial to the whole Student Body.

Section 6. Items SGA will not provide funding for includes, but is not limited to:

- A. Organization banners and signs (including vinyl banners and organization displays)
- B. Organization uniforms or T-shirts for an organization
- C. Scholarships, awards, gifts, or prizes
- D. Fundraising projects solely beneficial to the organization
- E. Operating expenses (ex. Telephone, subscriptions, salaries, copier rental, etc.)
- F. Fixtures, furniture, etc. to decorate individual organizations' offices
- G. Computers, printers, scanners, digital cameras or other hardware that benefit only the single organization
- H. Club sports or any intramural expenses that benefit only the organization's team
- I. Hotel room service/In room movies/DVD or VCR rentals/videos/tapes
- J. State sales tax
 - a. SGA shall provide organizations with a tax exempt number
- K. National or state organizational membership dues

- L. A specific campaign for national, state, federal, local, or campus office
- M. Donations of any kind
- N. Organizational parties exclusive to only members of said organization
- O. Campus-wide publications (newspapers, magazines, etc.)
- P. Books, Handbooks, or textbooks unless authorized by the SGA
- Q. Food, drink, decorations, or entertainment for banquets, receptions, meetings, buffets, parties, or other social events directed solely to the benefit of the organization

Section 7. Travel

A. Before Traveling

- a. Submit the traveling request form at least one month prior to travel dates
- b. In regards to funding travel, SGA will use the following criteria:
 - i. Priority for funding shall be given to students who have at least one semester remaining before graduation
 - ii. Either the group or student traveler shall be expected to pay a portion of the cost of travel
 - iii. Documentation for the cost of travel expenditures shall be required at the request for funding
 - iv. No meals shall be funded for students or members of an organization
 - v. Travelers must maintain and uphold the standards of Stephens College
 - vi. SGA shall pay no more than one-third of the registration fee for students attending the conference.
 - 1. Should there be no registration fee, SGA will immediately review travel expenses and continue allocation review process

- vii. SGA shall pay no more than one-third of traveling expenses including plane, train, or bus, and mileage costs to and from the designated destination
 - 1. If traveling by vehicle and claiming mileage, subsidies shall be based on four persons per vehicle at .32 cents per mile per vehicle *not* per person as dictated by the codes of Stephens College.
 - a. This does not include in-town driving such as taxi rides, metro, etc.
- viii. SGA shall fund an organization's hotel/lodging expenses \$100 per night for a maximum of three nights for two rooms, suggesting a minimum of three stay in each room
- ix. SGA shall not under any circumstance provide funding for an advisor's accommodations

B. Return from Travel

a. Complete the Return from Travel Form

- i. Completed Return from Travel Forms are due in the SGA Office within two weeks upon returning
 - 1. If returned after the deadline, the advisor of said organization must write an explanation detailing the explanation for the form's late arrival
 - 2. No forms shall be accepted after 30 days have passed since the group returned
- ii. Original receipts must be handed in to the Treasurer for review by the Finance Committee
 - 1. Only original receipts are accepted. Faxed or copied receipts shall not be accepted.
 - 2. Retain all original documentation for flights, registration, meals, etc.
- iii. In the event an organization requests a cash advance, all unused finances shall be returned to the Treasurer

1. Receipts submitted to the SGA and the money left from the cash advance must equal at least the amount of the cash advance
- iv. Reimbursement checks shall be written and delivered directly to the advisor, lending it the responsibility of the advisor and members of the organization to disperse and obtain reimbursement once checks have been cut
 1. Students shall be notified once checks have been cut and delivered to the advisor
 2. Allow for at least two weeks for reimbursement after submitting receipts to SGA
- C. Failure of an organization to follow these procedures may result in suspension of SGA funded trips

Section 8. Process

A. Form Access

- a. Student organization representatives shall have access to guidelines and proposal forms related to funding in the SGA office

B. Review Process

- a. All proposals shall be reviewed in an order based upon the date they are received
- b. All proposals shall be reviewed by the Finance Committee before being sent to Senate
- c. Upon approval of the Finance Committee, the organization shall send a representative to accompany the allocation with an oral presentation before Senate during their regularly scheduled meeting time
- d. SGA will review proposals and funding will be allocated one month in advance
- e. Documentation for cost of travel among other expenditures shall be required at the time of request for funding

C. Decisions

- a. Funding decisions made by SGA shall be viewpoint-neutral

- b. Funding for approved projects may be granted in any amount deemed reasonable by SGA. This amount may or may not include the entire amount requested in the allocation.
- c. Funding is allocated based upon a majority vote of the voting members of Senate present at the meeting as long the standards of quorum are met.
- d. Voting members of Senate, excluding Executive Board, who also serve as members on an organization shall be expected to vacate the discussion area when an allocation is presented and discussed. Quorum shall be assumed and these members shall be expected to abstain from voting when the discussion ends and voting begins.
- e. SGA shall not consider any request that not include a copy of the registration form, supporting documentation for expenditures, including an itemized budget of expenses and complete list of items to be purchased if purchases are a part of the request.
- f. SGA shall not consider any request where no representative gives an oral presentation to Senate upon the approval of the Finance Committee
- g. Should an organization be approved for funding, the SGA Treasurer shall transfer funds to the appropriate account.
 - i. If the organization or group does not have an account, other arrangements shall be made

D. Disbursement Process

- a. Following the successful transfer of funds to an organization, said organization shall hold the event, entertainment, activity, etc. within thirty days upon receiving the allotment
- b. Upon completion of event, entertainment, activity, etc. organizations shall be required to return original receipts to the Treasurer for review by the Finance Committee

E. Appeals

- a. Organizations may make an appeal regarding a decision made by the SGA Senate in relation to funding

- i. The appeal must be filed with the Treasurer within 30 days of the meeting in which SGA voted upon the request
- ii. The Judiciary Committee then shall review the appeal

F. Penalties

- a. Penalties shall be assessed as a result of the following actions:
 - i. Any organization found guilty of providing falsified figures or withholding of funds from SGA
 - ii. Any organization that fails to use SGA funds for their intended purpose without the permission of the SGA Senate
 - iii. Penalties shall result in probation for one year. The organization cannot request funds during the probationary period.

Article X. Elections

Section 1. The following regulations shall apply to the elections of the Student Body:

A. Timing of Elections

- a. Elections for Executive Board and rising Seniors shall occur during Spring Elections
 - i. Spring Elections shall be held between the third and fourth week following Spring Break
 - ii. Declarations for said Elections shall be available two weeks in advance of the Monday before voting
- b. Elections for remaining Executive Board positions following Spring Elections and rising Juniors, Sophomores, and Freshman shall occur within Fall Elections
 - i. Fall Elections shall occur within the second full week of classes
 1. Said Elections shall be facilitated by the Executive Board of SGA
 - ii. Declarations for said Elections shall be available one week in advance of the Monday before voting

B. Publicizing Open Positions

- a. Elections Committee shall write a letter to all eligible students outlining election procedures, timetable, and description of officer positions
 - i. The description of officer positions must be concurrent with the active Constitution
- b. SGA shall give the Student Body two weeks notification of open positions prior to elections

C. Nominations

- a. All candidates may be eligible only by attending at least one informational meeting about the election process*
- b. During this meeting, current officers shall be readily available to answer questions about current positions
- c. Students can self-nominate by completing the declaration in the SGA office or online
- d. Students must be allotted at least one week to fill out declarations and return them to the SGA office
- e. Students must provide a 150 word biography and picture with their declaration
- f. Students must be in good academic standing according to *Within the Ivy*.
 - i. For Senate, a student must maintain a 2.0 GPA.
 - ii. For Executive Board, a student must maintain a 2.5 GPA.
- g. Students can only run for one position per election
- h. Declarations must be posted on the SGA bulletin board the day following the deadline
- i. Students may not begin campaigning until declarations are returned

D. Campaigning

- a. Campaign shall be defined as:
 - i. The distribution and/or publication of any type of written, printed, or drawn material
 - ii. Any formal discussion, debates, speeches, or advertising by any candidate

E. Timing

- a. Campaigning cannot begin until the student returns the declaration to the SGA office
- b. Campaigning must end at midnight the day prior to the elections and all posters must be taken down by this time
- c. SGA may change times as deemed necessary

F. Campaign Funding

- a. A candidate may spend no more than \$50 on any given campaign
- b. An accurate report of all spending must be submitted to the Chair of the Elections Committee, by noon of Election Day

G. Responsibility

- a. Candidates shall be responsible for all activities relating to their campaign, including but not limited to building regulations, etc.
- b. No statements or actions shall be made by candidates, verbal or nonverbal, that grossly distort statement, proposals, or actions made by themselves, another candidate, or other students
 - i. Should incidents happen that warrant investigation by Elections Committee, candidacy shall be removed
- c. Candidates are responsible for the accuracy and truthfulness of the statements and violations of this rule constitute grounds for disqualification from seeking office
- d. The Elections Committee may call into question any and all campaign tactics including, but not limited to, fliers, posters, platforms, wording, advertisements

- i. Before the Election Day, the Elections Committee is the final arbiter in questions of the compliance of campaign materials with applicable regulations
 - 1. The Elections Committee may remove any and all fliers that violate campaigning regulations by majority vote
- ii. After Election Day, the SGA Senate shall process questions as part of contested election proceedings if necessary

H. Debates and Speeches

- a. Debates and speeches will be held for all candidates running for SGA office
- b. Individuals running for office while off-campus may appoint a proxy to represent them
- c. Speeches and/or debate shall be held within the first seven days of turning in declarations
- d. The specific location and formation of the debate and/or speeches shall be at the discretion of the majority vote of the Elections Committee

I. Right to Vote

- a. All registered students shall be eligible to vote including apprentices of both genders.

J. Balloting

- a. All ballots shall include the full name of all candidates
- b. Ballots shall be printed on colored (non-white) paper
 - i. For new and re-elections, the color of the ballot paper must differ for the colored paper used in the last election
- c. The top of the ballot shall read, “All ballots must be completed in full or be considered invalid. If you wish to vote for someone not on the ballot, please write her name in the designated area. If you have no preference, please mark ‘No preference.’ Failure to do so will result in the discarding of the ballot.
- d. Names on the ballot will be listed in alphabetical order

K. Counting Ballots

- a. Upon collection of the election ballots, the SGA Advisor and the Chair of the Elections Committee shall complete the counting of the ballots
 - i. Before counting begins:
 1. All extra ballots shall be shredded and deposited into the recycling bin
 2. If in any election less than 25% of the Student Body has voted, the Elections Committee shall not count the ballot until Senate decides the appropriate course of action
 - a. Senate may validate by a two-thirds majority vote
 - b. Senate may declare the election invalid and hold a new election or reelection
 - c. Senate may declare the election incomplete and extend the voting period by a two-thirds majority vote

L. The Final Result

- a. The candidate receiving fifty percent plus one of the vote in her category shall be deemed the winner
- b. Upon final consensus as to the winner, the ballots shall be recounted and placed back in the ballot box
- c. In the event of a tie, a run-off election shall be held within the next seven days
- d. Election results shall be posted the day following the election
- e. Should a winner decline, the candidate with the second most votes shall take her place
- f. Should none of the above receive enough votes, a new election shall take place

M. Contesting the Election

- a. An election may be contested up to one week following Election Day
- b. Anyone wishing to contest the election must submit a written appeal to the Elections Committee during this time
- c. The decision shall be returned by the Elections Committee as to the legitimacy of the complaint
 - i. If the complaint is valid, then a Senate meeting shall be held with one week to determine the appropriate course of action based on a two-thirds vote
 - 1. Actions may include, but are not limited to:
 - a. Denying the complaint
 - b. Holding a new election
 - c. Holding a reelection

N. Vacancies During the Full Term (Between Elections)

- a. Should the position of the Executive Board President become vacant the Executive Board Vice President shall assume the position
- b. Shall the office of the Executive Board Vice President become vacant, Senate shall elect a Vice President from its membership for the remainder of the term
- c. Should a Senate vacancy occur, the Executive Board President and Executive Board Vice President shall submit a recommendation for one nominee for the vacancy
 - i. Senate may accept or reject the nominee and request another recommendation within 30 days
 - ii. If the President and Vice President fail to comply with the above stated clause, the Senate may confirm by a two-thirds vote of seated memberships a nomination from the floor
- d. Should two or more vacancies occur simultaneously, a special election shall be held to fill the positions within 30 days

O. Resignation

- a. Members of Senate and Executive Board who wish to resign shall submit a formal letter of resignation to the President and SGA advisor one week prior to resignation.

Article XI. Impeachment

Section 1. Impeachment proceedings, or the possibility of impeachment proceedings shall be held in the highest regard and treated with the greatest concern. The Chair of the Judiciary Committee shall inform the individual who is being investigated as well as Preside over Senate when necessary for voting members of Senate hear the case and vote.

Section 2. A. Proceedings

- a. To initiate impeachment proceedings, a written motion and petition with the signatures of ten percent of students at large in conjunction with two-thirds voting members of Senate signatures requesting the investigation, and a list of offenses committed by the member in question must be presented at a meeting with the Judiciary Committee.
- b. Following the motion and presentation of petitions, the Judiciary Committee shall be concerned by the Chair
- c. The Committee shall have two weeks to investigate and present their finding during the next Senate meeting with a recommendation
- d. The member under investigation shall have an opportunity to rebut
- e. The Senate shall vote on the original motion after statement have been made in equal by opposing sides
- f. A three-fourths vote of Senate in favor of impeachment shall constitute removal
- g. A declaration of impeachment for individuals previously under investigation shall initiate the process of removal
- h. For all campus elected officers, chairs, committee members, and SGA advisors, the Senate may remove the individual by a two-thirds majority vote

Article XII. Referendum

Section 1. During the two-week period between when Senate votes on a measure and when the measure goes into effect, the Student Body shall have the opportunity to call for a referendum vote.

Section 2. Process

A. Any student from the Student Body may call for a referendum by filing a petition with at least eighty-five signatures and twelve voting Senate members signatures with the Student Advocate.

a. Voting shall take place in Stamper Commons on one day during lunch and dinner, and must be extremely well-publicized at least three days in advance

b. Votes put into referenda shall pass by simple majority and, if the vote reverses the action of Senate, the measure shall be considered defeated and may not be reconsidered until the next term of Senate

B. A two-thirds majority vote by Senate shall put any measure into referenda

Article XIII. Amendment

Section 1. Amendments to these Bylaws may be proposed by a majority vote, of quorum of the voting members of Senate, or by sixty members of the SGA in the form of a petition brought to the Senate. All amendment proposals shall be valid when passed by a three-fourths vote by a quorum of the members of the Senate

Article XIV. Adoption

Section 1. Adoptions to these Bylaws may be proposed by a majority vote, of quorum of the voting members of Senate, or by sixty members of the SGA in the form of a petition brought to the Senate. All adoption proposals shall be valid when passed by a three-fourths vote by a quorum of the members of the Senate