RIDER UNIVERSITY – PRINCETON CAMPUS
WESTMINSTER CHOIR COLLEGE

STUDENT GOVERNMENT ASSOCIATION
Constitution and Bylaws

Authored by Joseph F. Woodhull
Ratified on December 9, 2004

Joseph F. Woodhull
President 2003-2005

Jocelyn Nordstrom
Vice President 2003-2004

Peter F. Heckman Jr.
Vice President 2004-2005

Joshua A. Kennon
Treasurer 2003-2005

Megan Sheridan
Secretary 2003-2004

Aaron Green
Secretary 2004-2005

Laura Hubbard
Advisor 2003-2005

Joseph Capone
Advisor 2003-2004

Clara Rottsolk
Advisor 2004-2005
THE CONSTITUTION

PREAMBLE
We, the students of Westminster Choir College (“College”) of Rider University (“University”) on the Princeton Campus (“Campus”), in order to serve as the representative body of the students to the faculty, staff, and administration; to uphold a system of responsible leadership in order to maintain the rights and privileges of the student body; support the mission of the University; and to foster a community that values a social and cultural environment, do hereby establish this Constitution of the Student Government Association.

ARTICLE I: NAME
The organization shall be known as the Student Government Association of Westminster Choir College of Rider University on the Princeton Campus (“SGA”).

ARTICLE II: MEMBERSHIP
Section A: SGA Membership
Membership in the SGA is granted to all students of the College who pay the Student Activities Fee.

Section B: General Assembly Membership
General Assembly (“GA”) Membership consists of those elected and appointed individuals identified in Article III: Structure and is subject to the following provisions:

1. Eligibility: In order to be elected or appointed into any position within the GA, an individual must be a full-time, matriculated student of the College with a minimum cumulative GPA of 2.5.
2. Discrimination: Membership is open to all students. The GA welcomes elected and appointed members of all races, religions, ethnicities, genders, creeds, socioeconomic statuses, gender expressions, sexual orientations, disabilities, ages, or political affiliation.

Section C: Violation of Membership Eligibility
If an individual is found to be in violation of the provisions under Section B, he/she risks forfeiting their elected or appointed membership in the GA in accordance with the Bylaws.

ARTICLE III: STRUCTURE
Section A: Branches of Government
The GA shall consist of three Branches of Government: Executive, Legislative, and Judicial.

1. Executive: The Executive Board (“Board”) will serve as the executive branch of the GA. It shall consist of a President, Vice President, Secretary, and Treasurer.
2. Legislative: The Student Senate (“Senate”) will serve as the legislative branch of the GA. The Senate shall consist of a ratio of elected representatives of the populations of both undergraduate and graduate students residing in the residence halls and those commuting as of the official enrollment numbers on the first day of classes of the academic year. The Senate shall maintain a ratio of one (1) Senate member per twenty (20) students located within their representation. If this ratio cannot be met, the Senate shall continue to function in accordance with the SGA Constitution and Bylaws and the ratio may increase if necessary.
3. Judicial: The Office of Community Standards will serve as the branch of the GA through which violations of the Code of Conduct in the Source are addressed. Representation will be established in accordance with Article VI. Students serving on this branch are not considered a member of the Executive or Legislative branches.

Section B: Student Organizations
The GA shall establish and recognize Student Organizations under the following titles: Subordinate Councils, Class Governments, and Recognized Student Organizations.

(1) Subordinate Councils: The GA shall establish and recognize three Subordinate Councils. The SGA recognizes their right to create their own governing documents subject to the approval of the Senate and establish their own representation and executive councils. The Subordinate Councils must adhere to the SGA Constitution and Bylaws.
   a. Student Finance Board (“SFB”): The SFB shall be responsible for the allocation of the Student Activities Fee.
   b. Programming Board: The Programming Board shall be responsible for large scale student entertainment and programming.
   c. Inter-Campus Organization (“ICO”): The ICO shall serve as a liaison between the SGA and the Lawrenceville Campus SGA and may include members of either campus.

(2) Class Governments: The SGA shall establish and recognize five Class Governments: four undergraduate councils and one Graduate Student Association (“GSA”). The Class Governments must adhere to the SGA Constitution and Bylaws and the Class Government Constitution and Bylaws.

(3) Recognized Student Organizations (“RSO”): The SGA shall establish and recognize all approved RSOs. The SGA recognizes their rights to create their own governing documents and establish their own representation and executive councils. The RSOs must adhere to the SGA Constitution and Bylaws.

(4) All Student Organizations shall abide by the following organizational policies:
   a. Attaining RSO Status: An individual, or group of individuals, shall submit proposed governing documents and a mission statement to the Board. The governing documents and mission statement must adhere to the mission of the University and the SGA Constitution and Bylaws. The Board may recommend any possible changes to the documents. Individual(s) must then present their proposed organization to the Senate. The Senate may approve the proposed organization with a two-thirds (2/3) majority vote of a quorum.
   b. Governing Documents: All student organizations are to be governed by a constitution and bylaws document. The Class Governments are overseen by the Class Government Constitution and Bylaws.
   c. Mission Statement: Each organization shall maintain a mission statement that must adhere to the SGA Constitution and Bylaws and their respective governing documents. Each organization may renew their mission statement at training sessions.
   d. Amending Governing Documents: All constitutional amendments to any organizations governing document must be proposed to the Senate. The Senate may adopt the amendments with a two-thirds (2/3) majority vote of a quorum. Each organization has the right to amend their bylaws in accordance with its own policies.
   e. Attaining Subordinate Council Status: If an RSO wishes to attain Subordinate Council Status, they must present a rationale to the Board. If the Board approves the rationale, the RSO must present the rationale in the form of a Constitutional Amendment in accordance with Senate legislative procedures.

ARTICLE IV: POWERS OF THE EXECUTIVE BRANCH

Section A: Principles
The Board is responsible for ensuring that the GA fulfills its duties in accordance with the SGA Constitution and Bylaws, which includes, but is not limited to, representing the SGA and its interest to all segments of the University community, including the faculty, staff, and administration; serving as the envoy of the College student body to the Board of Trustees; supporting the SGA Mission Statement; upholding the SGA Constitution and Bylaws; and establishing special interest task force.

ARTICLE V: POWERS OF THE LEGISLATIVE BRANCH

Section A: Principles
The Senate is responsible for serving as the representative voice of the SGA which student issues are presented, discussed, and acted upon through the passage of legislation and resolutions. The Senate has no authority to suspend the SGA Constitution and Bylaws.

Section B: Speaker of the Senate
The Senate shall elect a Speaker of the Senate among its membership by a two-thirds (2/3) majority vote of that membership. This Speaker of the Senate shall assume responsibilities outlined in the Bylaws.

Section C: Revisions
The Senate shall be responsible for overseeing the rights and responsibilities all student life related provisions of the Code of Conduct contained in The Source. Alcohol/drug policies and procedures are not subject to SGA approval.

ARTICLE VI: POWERS OF THE JUDICIAL BRANCH
Section A: Administration
The Office of Community Standards shall be responsible of the administration of the judicial process as outlined in The Code of Conduct contained in The Source.

Section B: Representation
Candidates for the College Community Standards Board must be nominated by the Office of the Associate Dean of Students and confirmed by the Senate.

ARTICLE VII: MEETINGS
Section A: Meetings of the Board
(1) Presiding Officer/Chair: The President shall be the presiding officer at all Board meetings subject to the Bylaws.
(2) Regular Meeting: The Board shall have weekly meeting subject to the Bylaws.
(3) Attendance: The members of the Board are expected to attend all meetings of the Board subject to the Bylaws.
(4) Voting Decisions: All decisions of the Board require a three-fourths (3/4) majority vote.

Section B: Meetings of the Senate
(1) Presiding Officer/Chair: The Vice President shall be the presiding officer at all Senate meetings.
(2) Voting: All members of the Senate receive one (1) vote. In case of a tie amongst voting Senate members, the chair shall break the tie. Voting procedures are further clarified in the Bylaws.
(3) Non-Voting Members and Guests: All students of the College are considered non-voting members of the Senate.
(4) Quorum: Quorum shall be defined as two-thirds (2/3) of Senate members. If a quorum is not present, the presiding officer has the discretion whether to call the meeting to order or not. Voting on legislation cannot take place if a quorum is not present.
(5) Attendance: Members are expected to attend every meeting. Attendance procedures are outlined in Bylaws.
(6) Accessibility: In addition to meetings being open to the University community, all meeting dates, times, agendas, minutes, and legislation shall also be available to that community.

Section C: Meetings of the General Assembly
(1) Presiding Officer/Chair: The President shall be the presiding officer at all General Assembly meetings.
(2) Members: All elected and appointed SGA officers are members of the General Assembly.
(3) Attendance: Members are expected to attend every meeting. Attendance procedures are outlined in the Bylaws.

**ARTICLE VIII: THE FINANCING OF THE SGA**

**Section A:** The Student Activities Fee
The Student Activities Fee will be disbursed under the authority of the SFB.

**Section B:** Provisions
Provisions as to how the Student Activities Fee can be spent are outlined in the governing documents of the SFB.

**ARTICLE IX: VETO**

**Section A:** Power
The President has the right to veto any legislation passed by the Senate within three (3) academic days after the legislation has passed and subject to the notification, override, and limitation clauses.

**Section B:** Notification
The President must inform the Speaker of the Senate in writing that the veto power has been used no later than forty-eight (48) hours after said veto is used. Discussion on the veto may occur at the current or next meeting of the Senate.

**Section C:** Override
The Senate reserves the right to override a veto of the President by a three-fourths (3/4) majority vote of a quorum during the current or next scheduled meeting. The President must sign the legislation if overridden by the Senate.

**Section D:** Limitation Clause
The President cannot veto a Senate override or any removal from office as voted by the Senate and subject to the Bylaws.

**ARTICLE X: AMENDMENTS AND REFERENDA**

**Section A:** Amendments
Amendments to this Constitution shall be presented as legislation to the Senate. Amendments must be approved by a three-fourths (3/4) majority vote of its membership. Upon ratification, the amendment shall become effective immediately unless otherwise stated in the legislation.

**Section B:** Referenda
The GA may hold referenda to determine the opinion of the student body on issues of student concern as outlined in the Bylaws.

**ARTICLE XI: BYLAWS**

**Section A:** Enabling Clause
The GA is hereby granted the authority to create and maintain a set of Bylaws in order to properly and effectively execute the provisions of this Constitution.

**Section B:** Authority and Amendments
The powers to adopt, reject, or modify the Bylaws rests with the Senate. A majority vote of its membership is required to adopt or reject any Bylaw, or to amend a previously adopted Bylaw. Bylaw amendments may only be proposed by a member of the Senate.

**ARTICLE XII: SUPREMACY**

**Section A: Supremacy Clause**
Upon ratification, the *SGA Constitution and Bylaws* shall serve as the sole and official document for the purpose, membership, structure, procedure, power, and legislation of the SGA.

**Section B: Effective Date**
The *SGA Constitution and Bylaws* shall become effective immediately upon ratification. Upon ratification, the *SGA Constitution and Bylaws* supersedes any previous governing documents of the SGA, thereby rendering all prior constitutions, bylaws, governing documents, rules, or standing orders null and void. Also upon ratification, all Student Organizations’ governing documents are hereby under review and must be approved by the Board.

**ARTICLE XIII: DISSOLUTION OF THE SGA**
In the unlikely event that the SGA should dissolve, all assets shall be retained by Rider University, a non-profit organization, to be used for the continued and only purpose of student life programming.
**BYLAWS**

**ARTICLE I: PURPOSE**
The Bylaws shall describe matters of policies, procedures, and responsibilities to the SGA. All Standing Orders, Rules, Guidelines, and Forms are hereby set into motion and are governed by these Bylaws.

**ARTICLE II: POLICIES AND PROCEDURES OF THE GENERAL ASSEMBLY**

**Section A: GA Meeting and Attendance Procedures**

(1) Regularly Scheduled Meeting: The GA shall have a regularly scheduled meeting each month during an academic semester. The Board shall decide the appropriate time and location and must notify the GA thirty (30) days in advance. It is prohibited for a GA meeting to be scheduled during any academic class period.

(2) GA Authority: It is prohibited for a Student Organization to schedule a meeting or event during a regularly scheduled GA meeting.

(3) Training Sessions: All training sessions will be regarded as regularly scheduled GA meetings and must follow the same procedures. If a Student Organization, with the exception of the Senate, does not send representation to a training session, it may be suspended immediately in accordance with Article VI.

(4) Meeting Absences: If a GA member is absent from a regularly scheduled meeting, that individual must submit a *Meeting Absence Report Form*. If the member does not submit a form, their absence is regarded as unexcused. The Secretary shall review all submitted forms and reserve the right to deem an absence as inappropriate and declare it as unexcused based on a majority vote of a quorum of the Senate.

(5) Membership Present: Each Student Organization in attendance at a GA meeting must have at least three-fourths (3/4) of their executive membership present. The Board reserves the right to grant exceptions to this based on any *Meeting Absence Report Forms* submitted to the Secretary. If an organization fails to meet this requirement and does not receive an exemption from the Board, the organization may be suspended in accordance with Article VI.

(6) Arrivals: Members who arrive after the opening roll call or leave prior to adjournment will be assessed one-half (1/2) of an absence, unless granted exception by the Secretary.

(7) Reports: Each Student Organization is required to report prior accomplishment, current plans, and future goals at the GA meetings. Failure to report may result in suspension in accordance with Article VI.

(8) Voting Guests: Any faculty, staff, and administration belonging to the University may attend all meetings as guests. Any guest in attendance not in affiliation with the University must be approved by the presiding officer. Guests may only speak during a designated agenda point or open floor session, and must be addressed by the presiding officer. The presiding officer may deem any portion of the agenda of the meeting private, whereas guests would be asked to leave.

**Section B: President’s Cabinet**
The President shall appoint SGA members to the President’s Cabinet (“Cabinet”) at his/her discretion subject to approval from the Board. The following positions may be appointed to and must act in accordance with the enumerated duties as outlined in Article IV:

(1) Technology and Web Development
(2) Recruitment
(3) Dining Services
(4) Social Activities
(5) Community and Outreach
(6) Historian and Traditions
(7) Facilities Management

**Section C: Advisors**

(1) Advisors to the Board: The Board shall recognize two co-advisors appointed by the Associate Dean of Students Office. The advisors shall not possess the right to vote in any SGA proceedings. Advisors to the Board shall do the following:

a. Advise and act as non-voting members of GA, Board, and Senate meetings.

*Last Updated: September 15, 2005*
b. Advise the Board and the Senate, provide continuity and counsel, act as information resources, and act as group facilitators.

c. Work with the Board to assist and develop goal setting, agendas, group meeting skills, and student leadership.

d. Assume the duties, or appoint members of the Board, to carry out election procedures if the Elections Committee Chair position is vacant.

(2) Advisors to Student Organizations: Each student organization shall have an advisor that must be a faculty, staff, or administration of the University and cannot be drawn from the undergraduate population. Advisors to Student Organizations shall do the following:

a. Advise the organizational officers, provide continuity and counsel, act as information resources, and act as group facilitators.

b. Attend every third meeting of the organization and all programming of their respective organization.

Section D: Organizational Expectations

(1) Programming: All programming funded by the Student Activities Fee must be approved through the Event Approval Form and abide by the Event Guidelines and is subject to conditions set forth by the SFB. If the approval form was not submitted to the Secretary and/or the guidelines violated, the President reserves the right to immediately halt the event.

(2) Contact Information: Each organization must submit contact information of its executive level officers and advisors within one (1) academic week after respective elections, appointments, or filing of vacancies.

(3) Statement of Expectations: Every SGA officer is required to sign the annual Statement of Expectations. If an individual does not do so by the week six (6) of the academic year, they may be declared derelict in accordance with Article VI.

Article III: Policies and Procedures of the Senate

Section A: Meeting and Attendance Procedures

(1) Regularly Scheduled Meeting: The Senate shall have a regularly scheduled meeting each week during an academic semester. The Vice President shall decide the appropriate time and location, subject to the approval of the Senate, and must notify the Senate thirty (30) days in advance.

(2) Meeting Authority: No organization may schedule a meeting or event during a regularly scheduled Senate meeting.

(3) Training Sessions: All training sessions will be regarded as regularly scheduled meetings.

(4) Meeting Absences: If a GA member is absent from a regularly scheduled meeting, that individual must submit a Meeting Absence Report Form. If the member does not submit a form, their absence is regarded as unexcused. The Secretary shall review all submitted forms and reserve the right to deem an absence as inappropriate and declare it as unexcused based on a majority vote of a quorum of the Senate. If a member of the Senate exceeds two (2) unexcused absences, the Senate reserves the right to declare the Senate member derelict in accordance with Article VI.

(5) Arrivals: Members who arrive after the opening roll call or leave prior to adjournment will be assessed one-half (1/2) of an absence, unless granted exception by the Secretary.

(6) Proxy: All Senate attendance procedures are subject to the conditions of proxy. These conditions allow for a member of the Senate to send an individual as their proxy for the length of a Senate meeting. This individual obtains complete membership rights of the Senate subject to the following limitations: a proxy must be a student of the College, cannot be a current member of the Senate or Board, and cannot serve as proxy for more than one (1) member of the Senate during a meeting.

(7) Presiding Officer Absence: If the Vice President is unable to attend a Senate meeting, he/she must assign another Board member or the Speaker of the Senate to preside over the meeting. If those individuals are unable to attend the meeting, the Vice President must cancel the meeting.

(8) Non-Voting Guests: Any faculty, staff, and administration belonging to the University may attend all meetings as guests. Any guest in attendance not in affiliation with the University must be approved by the presiding officer. Guests may only speak during a designated agenda point or open floor session, and must

Last Updated: September 15, 2005
- Page 8 of 8 -
be addressed by the presiding officer. The presiding officer may deem any portion of the agenda of the meeting private, whereas guests would be asked to leave.

Section B: Procedure for Proposing Legislation
(1) Senate Legislation may only be proposed by a member of the Senate.
(2) All Legislation, with the exception of Senate Resolutions referred to below, shall be written to include a description, a description of the legislation’s origin, the purpose, and a statement of implementation. Senate Resolutions shall be written to include a title, “whereas” clauses, and a statement of resolution.
(3) Legislation must be submitted to the Presiding Officer within 48 hours prior to the Senate meeting of which the legislation is to be proposed. The Presiding Officer shall classify and place the Legislation on the agenda. Legislation shall be classified as follows:
   a. Senate Bill
      i. Senate Bills seek creation of rules that are of specific interest to and binding upon the students of the Campus.
      ii. Senate Bills require a majority vote of a quorum to pass and the signature of the President subject to veto.
   b. Senate Resolution
      i. Senate Resolutions seek to formally express a consensus opinion of the student body on issues of specific interest to and binding upon the students of the Campus.
      ii. Senate Resolutions require a majority vote of a quorum to pass.
   c. Constitutional Amendment
      i. Constitutional Amendments seek to change the Constitution.
      ii. Constitutional Amendments require a three-fourths (3/4) vote of its membership to pass.
   d. Bylaw Amendment
      i. Bylaw Amendments seek to change the Bylaws.
      ii. Bylaw Amendments require a two-thirds (2/3) vote of its quorum to pass.

Section C: Debating Procedures
(1) All motions shall be debated for a period of up to ten (10) minutes consisting of speeches of no more than two (2) minutes each. Said period of debate and speeches shall only be extended by a majority vote of a quorum. Further rules of debate shall be as follows:
   a. Debaters shall speak no more than three (3) times on each issue, and for a third time only if no one else wishes to speak.
   b. Each debater shall speak no more than one (1) additional time if the debate period is extended.
   c. Equal numbers of speeches in favor and against an issue shall be accommodated when possible. The Presiding Officer shall attempt to alternate speeches in favor and against during debate.
(2) The Presiding Officer reserves the right to suspend the debating procedures and/or extend the time limits as stated. The Presiding Officer also reserves the right to request that suspensions or extensions be determined by a majority vote of quorum.

Section D: Legislative Procedures
(1) Legislation shall be presented to the Senate as new business.
   a. The Presiding Officer shall read the Legislation.
   b. The Senate member proposing the Legislation shall be given three (3) minutes to speak on the Legislation.
   c. Debate on the Legislation shall begin as outlined in procedures.
   d. After debate, one of the following motions must be approved by a majority vote of a quorum:
      i. If the Senate wishes for further investigation or modification on the legislative issue, it shall refer the Legislation to the Senate member who proposed the Legislation.
      ii. If the Senate wishes to continue discussion on the Legislation, it shall table the motion for a definite or indefinite period of time.
         1. Motions to table the Legislation indefinitely shall only be brought back for discussion with a majority vote of a quorum.
         2. Motions to postpone definitely must be accompanied with a specific date when the Legislation will be brought back before the Senate. Such Legislation will be reintroduced on its agreed upon time as old business.

Last Updated: September 15, 2005
- Page 9 of 9 -
e. If the Legislation is tabled and appears under old business, the Legislation shall be reintroduced by the Presiding Officer upon the date previously decided.

Section E: Miscellaneous Procedures
(1) The Speaker of the Senate shall be elected no later than the second meeting of the academic year in accordance with Constitution Article V. The Speaker of the Senate must be an elected Senate member.
(2) The Senate may form Ad-Hoc Committees via a Senate Bill. Ad-Hoc Committees must be formed with a specific purpose and a Chair among the membership of the Senate. Membership of any Ad-Hoc Committees is not subject to limitations.
(3) The Senate shall determine its representation through the Senate Constituency List. This list includes each member of the Senate and their constituency defined by the membership of the SGA. Their constituency will adhere to the representation and ratio set forth in the Constitution.
(4) The Senate shall use a voice vote in accordance with Robert’s Rules of Order. If a division is called, a roll call vote shall be administered by the Secretary.

ARTICLE IV: ENUMERATED DUTIES AND RESPONSIBILITIES
Section A: Board Officers
(1) The President shall have the following enumerated duties and responsibilities:
   a. Serve as an envoy of the SGA to the entire University community, including faculty, staff, and administration.
   b. Serve as the voting student representative on the Westminster Academic Policy Committee.
   c. Ensure that the Executive Board functions in accordance with the SGA Constitution and Bylaws.
   d. Meet and work with the administration of the College, including the Associate Dean of Students and the Dean and Director.
   e. Preside over and compose the agenda for the meetings of the Board and the GA.
   f. Prepare a weekly President’s Report for meetings of the Senate.
   g. Serve a minimum of three (3) office hours per week to be held in the SGA office.
(2) The Vice President shall have the following enumerated duties and responsibilities:
   a. Preside over, compose the agenda, and legislatively manage for the meetings of the Senate.
   b. Serve as the manager of the SGA office, which may include ordering supplies and materials and the general upkeep of the room.
   c. Serve as the primary coordinator of public relations.
   d. Prepare and manage all programming of the Board, which includes, but is not limited to, Activities Awareness Day.
   e. Assume the duties of the President if the office is vacated or when necessary.
   f. Maintain the Senate Constituency List.
   g. Assume any additional responsibilities or projects assigned by the President.
   h. Serve a minimum of three (3) office hours per week to be held in the SGA office.
(3) The Treasurer shall have the following enumerated duties and responsibilities:
   a. Serve as the Student Body Treasurer in accordance with the terms and conditions set forth in the SFB governing documents.
   b. Serve as an envoy of the SFB to the entire University community.
   c. Responsible for adhering to the SGA’s fiscal policy.
   d. Shall keep accurate and timely financial records.
   e. Represent the Board’s financial interests at SFB meetings in case where necessary.
   f. Prepare a Treasurer’s Report for all GA meetings.
   g. Assume any additional responsibilities or projects assigned by the President.
   h. Serve a minimum of three (3) office hours per week to be held in the SGA office.
(4) The Secretary shall have the following enumerated duties and responsibilities:
   a. Take minutes of all meetings of the Senate, GA, and the SFB.
   b. Compose and electronically distribute a draft of the minutes no later than three (3) days after each Senate and SFB meeting and seven (7) days after each GA meeting. After making corrections if necessary, distribute the approved minutes no later than one (1) day after said approval.
   c. Manage and maintain all attendance records and inform the Board of attendance violations.

Last Updated: September 15, 2005
- Page 10 of 10 -
d. Call the attendance roll at each Senate, GA, and SFB meeting.

e. Administer all roll call votes of the Senate.

f. Archive all voting records the Senate.

g. Manage all official SGA forms, which duties include, but are not limited to, approval of forms and notification of approval to affected individuals.

h. Organize and maintain the paperwork, including electronic, of the SGA, including, but not limited to, contact information, correspondence, documents, forms, legislation, and forms.

i. Assume any additional responsibilities or projects assigned by the President.

j. Serve a minimum of three (3) office hours per week to be held in the SGA office.

**Section B: President’s Cabinet**

(1) The Technology and Web Development Chair shall have the following enumerated duties and responsibilities:

a. Oversee and facilitate creation, design, and maintenance of an SGA Internet presence. Ensure that SGA documents, minutes, forms, events, and histories are to be made available electronically through this presence by working with the Secretary and the Board in order to maintain these records.

b. Serve as a liaison between the SGA and the Office of Information and Technology.

c. Prepare a Technology and Web Development report for all General Assembly meetings.

(2) The Dining Services Chair shall have the following enumerated duties and responsibilities:

a. Serve as a liaison between the SGA and the Dining Services. Voice students concerns about Dining Services to the Dean of Students Office or to the Dining Services of the University.

b. Organize and facilities food forums as requested by the Senate or the Dean of Students Office.

c. Prepare a Dining Services report for all General Assembly meetings.

(3) The Social Activities Chair shall have the following enumerated duties and responsibilities:

a. Organize and operate low or no budget events, which may include, but not limited to, movie nights, gaming tournaments, intramural sports.

b. Maintain and inventory SGA property in student lounges of the Campus, including cleaning, replacing, and allowing students to check out special equipment.

c. Prepare a Social Activities report for all General Assembly meetings.

(4) The Community and Outreach Chair shall have the following enumerated duties and responsibilities:

a. Serve as the liaison between the SGA and the township of Princeton, the borough of Princeton, Princeton University, and the Princeton Theological Seminary.

b. Prepare and manage outreach programming to the community, which may include, but is not limited to, working closely with the Princeton Family YMCA and other local community organizations.

c. Work closely with the Vice President in all off-campus publicity.

d. Prepare a Community and Outreach report for all General Assembly meetings.

(5) The Historian and Traditions Chair shall have the following enumerated duties and responsibilities:

a. Organize and maintain a historical record of past, present, and future events of student organizations.

b. Serve as the chief organizer of College student traditions.

c. Work closely with the Secretary in order to complete all records and archives.

d. Prepare a Historian and Traditions report for all General Assembly meetings.

(6) The Facilities Management Chair shall have the following enumerated duties and responsibilities:

a. Serve as a liaison between the SGA and the Facilities Management. Voice students concerns about Dining Services to the Dean of Students Office or to Facilities Management.

b. Work closely with the College community when campus improvement projects are being planned and carried out, and help in recruiting student workers or volunteers for such projects.

c. Prepare a Facilities Management report for all General Assembly meetings.

(6) The Recruitment Chair shall have the following enumerated duties and responsibilities:

a. Assist in the recruitment of individuals and groups as requested by the SGA for all student organizations and branches within its structure.

b. Prepare a Recruitment report for all General Assembly meetings.

**Section C: Senate Officers and Members**

Last Updated: September 15, 2005
- Page 11 of 11 -
(1) The Speaker of the Senate shall have the following enumerated duties and responsibilities:
   a. Serve as an envoy of the Senate to the Board and Lawrenceville Campus SGA.
   b. Sign all documents on behalf of the Senate.
   c. Maintain contact with the Presiding Officer for the purpose of his/her Senate responsibilities.
   d. Prepare a Senate report for all GA meetings.
(2) Members of the Senate shall have the following enumerated duties and responsibilities:
   a. Attend the weekly Senate meeting.
   b. Serve as the legislative representative to their respective constituency which is defined by Senate
      Constituency List. Each Senator should maintain contact with their constituency on a regular basis
      by polling opinion and informing them of Senate proceedings.

ARTICLE V: ELECTIONS, APPOINTMENTS, AND FILLING OF VACANCIES

Section A: Presiding Committee
The Elections Committee shall preside over all election, appointment, and filling of vacancy proceedings.
(1) Chair Selection: The Board will nominate the Chair of the Elections Committee to the Senate. The Senate
    shall then confirm or reject each nominee based on their discretion with a two-thirds (2/3) majority
    of quorum. The term of the Chair shall coincide with the terms of the Board, Senate, and Class Governments
    during their selection. No term of office shall exceed the academic year during which the term begins.
(2) Vacancy: If the Chair position is vacant at the time of election, the Advisor shall assume the duties or
    appoint members of the Board to carry out the procedures.
(3) Membership Limitation: No individual whom is running for a position may serve as the Elections
    Committee Chair or the Elections Committee.
(4) Committee Members: The Elections Committee Chair shall reserve the right to appointment members of
    the SGA to the Elections Committee.
(5) Responsibilities: The Elections Committee shall facilitate all elections, oversee advertising, and plan and
    moderate candidate forums, especially campus-wide elections at the beginning and end of each academic
    year in accordance with the procedures outlined in Article V.

Section B: Campus-Wide Elections: The Board, the Senate, and Class Governments
(1) Term: No term of office shall exceed the academic year during which the term begins. All terms begin at
    the start of each academic year, with the exception of vacancies (referred to in Section D of this Article).
(2) Ballot: Elections will be conducted through a secret ballot process. Each member of the SGA, who must be
    a matriculated, full-time student during the term for which they are electing officers, shall receive one vote
    for the Board positions, one vote for their respective Class Government, and one vote for their respective
    Senate representation.
(3) Spring Elections: Spring Elections for the Board and Class Governments, with the exception of the
    elections for the incoming freshman class and the GSA, shall be held during the month of April. If, for any
    reason, the elections for these positions are not held until the following academic year, the Advisor shall
    facilitate this election during the same time as the Fall Elections.
(4) Fall Elections: Fall Elections for the Senate, the freshman Class Government, and the GSA shall be held
    within the first month of the academic year. Any positions that became vacant since the previous Spring
    Elections shall be included on the ballot for the Fall Elections.
(5) Qualifications: In addition to the qualifications outlined in the Constitution, persons running for the Board
    positions must possess at least forty-five (45) undergraduate credits or eighteen (18) graduate credits and
    must be enrolled at the College for the two (2) consecutive semesters prior to running for office, persons
    running for Class Governments must be a member of that class, and persons running for the Senate must
    belong to their respective constituency. It is strongly recommended, but not required, that all Board
    candidates have previous experience within a branch of SGA.
(6) Applications Notification: Notification of applications for elections shall be posted no later than twenty-
    eight (28) days prior to the elections.
(7) Application: All interested students must complete an application for election in order to run for that
    specific position. All applications must be handed in at least fourteen (14) days prior to the election.
(8) Petitioning: Candidates running for the Board must submit a petition that bears the signatures of at least
    fifty (50) current students of the College. Candidates running for a Class Government must submit a

Last Updated: September 15, 2005
- Page 12 of 12 -
petition that bears the signatures of at least twenty-five (25) current students of the College. Candidates running for the Senate must submit a petition that bears the signatures of at least twenty (25) current students of the College. The petition must accompany the application when handed in.

(9) Advertising: Candidates may only advertise after they have submitted their petition and it has been approved by the Elections Committee. Advertising may only occur with seven (7) days of election. Advertising must adhere to the posting guidelines and by approved by the Dean of Students Office.

(10) Approval of Application: The Elections Committee must approve all candidates based on completion of the submitted application. If the application is complete and no guidelines have been broken, the application must be approved. The Elections Committee must inform the student of its approval or disapproval within twenty-four (24) hours of decision.

(11) Candidate Forums: Candidate forums shall be held in order to allow candidates an opportunity to campaign. The Elections Committee shall coordinate candidate forums. Candidate forums for those running for Board and Class Government positions shall be held during the time listed in their application. Board candidates shall be given fifteen (15) minutes to speak and answer questions from the audience. Class Government candidates shall be given ten (10) minutes to speak and answer questions from the audience. A candidate for the Senate may request time to speak at the forum, though it is not required of any Senate Candidate, whereas, they would be granted five (5) minutes to speak and answer questions from the audience. A candidate unable to attend the candidate forum and provides the Elections Committee with a sufficient reason to excuse their absence, will remain on the ballot.

(12) Incumbent Officers: If no one submits a petition for a position and the incumbent wishes to keep the position for another term, that person will assume the office. If an incumbent will be remaining in office, their name must still appear in the appropriate portion of the ballot.

(13) Write-In Candidates: If a current member of the College student body is written in on the ballot and wins a position, the individual must accept or reject the position within forty-eight (48) hours. If the individual accepts the position, they are considered the winner on the ballot.

(14) Tallying and Results: The Elections Committee will be responsible for the supervision of tallying votes and posting election results within twenty-four (24) hours following the election. The candidate that has the most votes for a position will be considered the winner of that position.

(15) In Case of a Tie: If the election results in a tie for any position, a re-election for that position will be held within one (1) week.

(16) Elect Officers: The winners of all positions during the Spring Elections are considered non-voting Elect Officers until the next term.

Section C: Election of Executive Officers in Student Organizations
The Board recognizes the election procedures of each student organization in accordance with their governing documents. No term of office shall exceed the academic year during which the term begins. All terms begin at the start of each academic year, with the exception of vacancies (referred to in Section E of this Article).

Section D: Filling of Vacancies for the Board, the Senate, and Class Governments
(1) President: The Vice President shall assume the office of the President if vacated.

(2) The Board: Nominations for Board vacancies shall be opened up to the College student body within seven (7) academic days if not more than a majority of the positions are vacant in which case an election must be held by the Elections Committee to fill vacancies. The Board may nominate any current member of the College student body to fill the vacancy and present them to the Senate. The Senate shall approve or reject a nominee based on their discretion with a two-thirds (2/3) majority vote of its membership.

(3) The Senate: Nominations for Senate vacancies shall be opened up to the College student body within seven (7) academic days if not more than a majority of the positions are vacant in which case an election must be held by the Elections Committee to fill vacancies. Each nominee will be invited to speak before the Senate and answer questions. The Senate shall fill the vacancy with a two-thirds (2/3) majority vote of quorum. If the position shall remain vacant, the Board may grant permission for a nominee to the Senate to provide representation outside of his/her specific representative group if there are no nominees to fill this position.

(4) Class Governments: Nominations for Class Government vacancies shall be opened up to the College student body within seven (7) academic days if not more than a majority of the positions are vacant in which case an election must be held by the Elections Committee to fill vacancies. The Class Government may nominate any member within the representation of their Class Government to fill the vacancy and present them to the Board. The Board shall approve or reject a nominee based on their discretion.
Section F: Election Violations
(1) Candidate Violations: The Senate shall hear all disputes concerning violations of the guidelines given to candidates and render a decision which may include, but not limited to, removing a candidate from an upcoming ballot a majority vote of its quorum. The individual in violation may also be subject to the Community Standards Board.
(2) Election Process Violation: When it’s determined by the Advisor that the integrity of an election process has been compromised, the Advisor has the ability to render, or any portion therein, the election invalid and take whatever steps necessary to remedy the situation which may include, but not be limited to, invalidating the election and calling for a new one.

ARTICLE VI: NEGLIGENCE, REMOVAL FROM OFFICE, AND INACTIVE STATUS
Section A: Declaration of Negligence
Any member of the SGA may be declared in dereliction of duty in the following areas:
(1) Actions that are in the violation of the SGA Constitution and Bylaws.
(2) Non-fulfillment of enumerated duties and responsibilities as outlined in the Bylaws.
(3) Failure to fulfill requirements for membership in accordance with the Constitution.
(4) Violation of attendance policies as outlined in the Bylaws.
(5) Violation of any previously stated causes for removal from office listed in their respective organizational governing documents.

Section B: Dereliction and Removal from Office Proceedings
If a Board, Senate, or Class Government member is dereliction as outlined above, the following process must be followed:
(1) Warning Letter: A letter must be written by the appropriate Advisor to the alleged individual to be in dereliction of duty which will indicate the nature of their dereliction and the steps needed to correct the same.
(2) Removal from Office: In the event that the individual does not comply with the steps indicated in the warning letter, the individual will be notified that proceedings will commence to remove them from their position.
(3) Proceedings: Upon the information presented, the Senate will use a secret ballot vote with a two-thirds (2/3) majority vote of quorum to remove them from their position. The individual has the right to speak to the Senate prior to a vote being taken regarding their dereliction. The Secretary shall tally the results and announce the results of the vote.
(4) Attendance before the Senate: If the individual accused of being in dereliction of duty cannot attend the meeting, they may, only once, request a change of date for their appearance before the Senate. The Senate must approve the change of date. If the individual can still not attend their trial, they may write a letter to the Senate in place of their appearance. However, if the negligent member has neither requested a change of date nor has written a letter, the vote will proceed in their absence.

Section C: Resignation
The Board shall accept a signed letter of resignation from any officer who wishes to no longer hold an office.

Section D: Expulsion
The Advisor, in consultation with the Dean of Students Office, has the ability to remove an individual in their position in the SGA for alleged violation of the University Code of Social Conduct as outlined in the Source without the process of Section B.

Section E: Inactive Organization Procedures
(1) An organization may be suspended and declared inactive by the Senate, which may be for a indefinite period of time, if any of the following has happened:
   a. A majority of the executive level officers of the organization have resigned, been expelled from the SGA, or been removed from office.
   b. The organization has failed to report at a regularly scheduled GA meeting.

Last Updated: September 15, 2005
- Page 14 of 14 -
c. The organization has requested to be inactive.
d. An advisor cannot be found for a period of six (6) weeks.
e. Violation of any previously stated causes listed in the *SGA Constitution and Bylaws* or their respective organizational governing documents.

(2) If an organization is declared inactive, it shall not be eligible for funding from the SFB.