

APPENDIX A

Student Government Association Constitution

Student Government Association Constitution and By-Laws

Purpose: The basic purpose of the Student Government Association in all areas of student life is to coordinate the on-going processes of government, to be responsive to and to initiate change, and to represent the students of and to the College as a whole.

Section I – Composition of the Student Government

Article 1: Student Government Association

- A. The Student Government will be composed of the following voting members:
 1. Executive Board President
 2. Executive Vice President Academics
 3. Executive Vice President Activities
 4. Executive Vice President Commuters
 5. Executive Vice President Finance
 6. Executive Vice President Communications
 7. Each elected class officer (President, Vice President, and Secretary/Treasurer)
- B. The Director of Student Activities will serve as the advisor to the Student Government Association and act as a member of the Executive Board (ex officio). The Dean of Students will serve as a member of the Executive Board (ex officio).

Article 2: Student Government Association Executive Board

The Student Government Association Executive Board will be composed of the President, VP Academics, VP Activities, VP Commuters, VP Finance, VP Communication, Director of Student Activities (ex officio), and the Dean of Students (ex officio).

Article 3: Class Councils

The Class Council shall consist of a President, Vice President, and a Secretary/Treasurer for each of the respective classes.

Article 4: Duties of the Student Government Association

- A. To establish goals and objectives for the year.
- B. To select student to serve on the standing College Committees.
- C. To represent student opinion to the College, the community, and to other colleges.
- D. To conduct yearly reviews of the existing form of student government in respect to its effectiveness and efficiency.
- E. To appoint at least four students to the Elections Committee.
- F. To focus on the issues affecting the Rosemont Community and organize ways in which these issues are discussed.

Article 5: SGA General Meeting Voting

Ten officers must be present at any General meeting for corium and to count any vote as valid. Robert's Rules of Order may be applied when needed, and the body may vote to put these into action.

Section II – Duties of the Student Government Association Executive Board

All Executive Board Members must fulfill the following responsibilities:

- A. To call and conduct monthly counterpart meetings.
- B. To maintain office hours for a designated number of hours per week.
- C. To adhere to the attendance policy.
- D. To lead (as an Executive Board) the planning of a community service open to the entire Rosemont College community, once per academic year.

Article 1: The President

- A. To serve as a student representative of the Women’s Program Council, Board of Trustees Student Life Committee, Undergraduate Women’s College Council, and the All College Council.
- B. To assume the following areas of responsibility:
 1. To call and supervise weekly meetings of the SGA Executive Board and to plan an agenda for each meeting.
 2. To call and supervise meetings of the SGA General at least every month and plan the agenda.
 3. To act as representative of student interests to faculty and administration.
 4. To provide good communication between all members of the SGA Executive Board and General Assembly, and to serve as a mediator for any conflicts that may arise within the SGA.
 5. To review the objectives of the SGA regularly with her fellow Executive members.
 6. To serve as an Executive Counterpart to each Class Council’s President.
 7. To conduct weekly meetings with the Dean of Students.
 8. To conduct weekly meetings with the Director of Student Activities.
 9. To conduct monthly meetings with the President of the college.

Article 2: Vice President of Academics

- A. To serve as a student representative on the Undergraduate Women’s College Council
- B. To assume the following areas of responsibility:
 1. To be responsive to student’s needs regarding academic policy.
 2. To have a knowledge and awareness of academic policies.
 3. To present these needs to the pertinent Academic Committees of the College, and serve as a member of these committees.
 4. To represent student stance on academic matters to the faculty.
 5. To attend faculty meetings and to report back to SGA Executive Board.
 6. To implement registration information sessions for first-year students.
 7. To conduct monthly meetings with the VP of Academics for the Undergraduate Women’s College.
 8. To serve as an Executive Counterpart to each Class Council’s Vice President.

Article 3: Vice President of Activities

- A. To serve as a student representative on the Undergraduate Women’s College Council
- B. To assume the following areas of responsibility:
 1. To call and act as Chairperson of the Program Board and to assure minutes are taken at those meetings.
 2. To initiate and promote SGA sponsored affairs and activities on campus.

3. To advise class councils regarding social events.
4. To serve as an Executive Counterpart to each Class Council's Vice President.
5. To advise in planning of college formals, as chair of the Formal Committee.
6. To serve as liaison of the Rosemont Activities Council (RAC).
7. To conduct monthly meetings with the Director of Student Activities.

Article 4: Vice President of Commuters

A. To serve as a student representative on the Undergraduate Women's College Council

B. To assume the following areas of responsibility:

1. To be responsible for informing the commuters of current events, promoting activities, and implementing programs.
2. To represent the commuter population.
3. To assure the proper maintenance of the commuter lounge.
4. To conduct at last one monthly meeting per semester with the Dean of Students or more if necessary.

Article 5: Vice President of Finance

A. To assume the following areas of responsibility:

1. To review and allocate budgets to all clubs and classes with approval of the SGA Executive Board by September 30 of each year.
2. To handle the billing and allotments of the Student Activity Fund and to keep accurate records of monetary transactions.
3. To advise on financial matters concerning clubs and class activities.
4. To serve as an Executive Counterpart to each Class Council's Secretary/Treasurer.
5. To send out monthly club and organization account balances.
6. To submit records for review to the Dean of Students and audit by the VP of Finance.

Article 6: VP of Communications

A. To assume the following responsibility:

1. To take minutes of the SGA Executive Board and SGA meetings, and make these minutes available to the college community.
2. To publish a weekly SGA Bulletin.
3. To handle all SGA correspondence.
4. To maintain SGA office.
5. To serve as an Executive Counterpart to each Class Council's Secretary/Treasurer.
6. To take attendance at SGA General meetings and publish attendance in the SGA Bulletin.
7. Maintain SGA Executive Bulletin Board and Sound off Board.

Section III – Class Council

Article 1: Purpose

The basic purpose of the Class Council is to coordinate the on-going processes, to be responsive to and to initiate change, and to represent the students of the class to the College as a whole. There shall be a Class Council for first-year, sophomore, junior, and senior classes.

Article 2: Composition

- President
- Vice President
- Secretary/Treasurer

Article 3: Duties of the Class Council Officers

- A. All Class Council members must fulfill the following responsibilities:
1. To attend all SGA General Meetings as a voting member.
 2. To adhere to the required attendance policy.
 3. To lead a community service (as a class council) project at least once per year for their constituency (student body).
 4. To attend all leadership-training workshops for elected student leaders
 5. To attend all monthly counterpart meetings.

President

- A. To serve as a student representative of her respective class on the SGA.
- B. To assume the following responsibilities:
1. To call and supervise meetings of class officers at least every two weeks.
 2. To act as liaison between members of her class and faculty and/or administration.
 3. To serve as a student representative of the class commuter population.
 4. To call and conduct General Class Meetings at least twice a semester and more often, if needed.
 5. To appoint class subcommittees as needed and to supervise their work.
 6. To review the needs of the class and to develop annual objectives for the class.
 7. To remain in close contact with the SGA President and VP of Commuters through required monthly counterpart meetings.

Vice President

- A. To serve as a student representative of her class concerning academic matters, and to serve as a student representative of the class for campus activities
- B. To assume the following responsibilities:
1. To be responsible to student needs regarding academic policies, and to present these needs to the Executive VP of Academics.
 2. To represent class views on academic matters.
 3. To organize events and activities that are particular to the class, and to delegate authority to sub-committees.
 4. To work in cooperation with the Executive VP Academics and VP Activities through monthly counterpart meetings.
 5. To keep the class informed of all of the activities that are occurring on campus.
 6. To maintain records and submit an end-of-the-year report concerning all class activities.
 7. To attend all Program Board Meetings, as stated in the Program Board Constitution.

Secretary/Treasurer

- A. To serve as a student representative of the class.
- B. To assume the following responsibilities:
1. To take minutes at all class and officer's meetings.
 2. To maintain accurate records of class business and to conduct correspondence.
 3. To circulate all-important class notes to members of the class and to publicize upcoming events.
 4. To maintain financial records of class funds and correspondence with the Exec. VP of Finance.
 5. To report the financial status of the class at class meetings.
 6. To handle all financial transactions, including deposits and reimbursements, with the VP of Finance.

Article 4: Dues and Fees

The class council shall have the authority, with the approval of the majority of the class, to levy fees and fines shall be deemed necessary to conduct class business. The SGA Executive Board shall give final approval.

Article 5: Meetings

A minimum of two classes meetings shall be conducted per semester.

Section V – Program Board

Article 1: Composition

The Program Board will be composed of the following members:

- SGA Executive VP of Activities
- SGA Class Vice Presidents
- A representative from RAC
- Presidents of all budgeted clubs
- Director of Student Activities (ex officio)

Article 2: Duties

- A. To oversee the coordination of the club activities and social functions on campus.
- B. To provide for good communication on campus for the up-coming events.

Section VI – SGA Budgeted Clubs

Article 1: Composition

A budgeted club will be any club that is funded by the SGA and whose system of governance and procedures are determined by a written constitution approved by SGA and their advisor.

Article 2: SGA Duties of all Budgeted Clubs

- A. To present an itemized budget request in writing to the VP of Finance of the SGA Executive Board by a specified time during the spring semester for the following academic year.
- B. To appoint a treasurer who is required to present a monthly accountability to the VP of Finance of the Executive Board.
- C. To elect a President, who is responsible to attend the Program Board Meetings, as stated in the PB Constitution.
- D. To sponsor appropriate activities.
- E. Maintain and update bulletin boards.

Section VII – Elections

Article 1: Election Board

All elections will be the responsibility of the Elections Board, which will be appointed by the SGA Executive Board in the spring semester. The board will consist of at least four members who will serve a one-year term of office.

Article 2: Duties of the Elections Board

- A. To hold elections for the SGA Executive Board.

- B. To hold elections for the General SGA elected officers.
- C. To tabulate the results of the elections in the presence of the Director of Student Activities.
- D. To notify all nominees of the results of the election.
- E. To notify the campus the results of each election.

Article 3: Nominations

Candidates for the SGA elected positions, both executive and class, are to submit their name and the position for which they are running in writing to the office of Student Life prior to the election. The SGA Executive Board and the Office of Student Activities set the nomination date when the calendar is planned.

Article 4: Eligibility Requirements

- A. A cumulative 2.5 GPA
- B. Full time status.
- C. Satisfactory disciplinary standing, as approved by the Dean of Students.
- D. Satisfactory status if student has resigned or been removed from office. Please see Section VII, Article I Subsections C and Article II Subsection G.
- E. Commuter representatives are required to be commuters, or have been a commuter for at least one semester. If the commuter representative is a resident, they must resign and a new election must be held to fill the position.

Article 5: Validity of the Elections

- A. College Elections for the Executive Board
 - 1. Only matriculated students, determined by the register by a list may cast votes.
 - 2. The candidate who receives the majority of the votes shall be deemed the winner of the election.
 - 3. Graduating Seniors may vote in the Executive Board elections.
- B. Class Elections
 - 1. A simple majority of the currently registered matriculated student members of the class must vote for the election to be valid.
 - 2. The registrar determines the list of matriculated students.
 - 3. The candidate who receives the majority of the votes shall be deemed the winner of the election.

Article 6: Tabulations for all elections

Votes will be tabulated for all elections by at least two representatives from the Elections Board in the presence of the Director of Student Activities, acting in his/her advisory capacity, or the VP of Student Affairs.

Section VIII – Resignation, Recall, and Impeachment Procedures

Article 1: Resignation

Any elected student representative who wishes to resign from her position shall notify the SGA Executive Board in writing.

The President of the SGA will notify the affected class of community by way of letter, which shall include a statement from the officer who is resigning.

If an officer has resigned from her position, she may run for the office for the following year if she has 35% of her constituency supporting her, be it class or entire undergraduate student body, demonstrated through a petition. Once this support is demonstrated, the Executive Board will convene a meeting of the entire General Council for the voting process. At this meeting, the officer in question will be afforded the opportunity to present to the voting body her grounds for re-election. A 2/3 majority will result in the permission to run again.

Article 2: Impeachment

Any student who wishes to file a request for proceedings against a student representative elected by all students or by a class, shall submit a formal written complaint with a petition signed by a percentage (10% for an Executive officer and 15% for a Class officer) of that officer's constituency to the Executive Board.

The Executive Board of the SGA will then meet with the student so that she may hear the complaint and be informed of the process.

The President of the SGA must inform the voting members of the SGA, issue a written form of the complaint, and convene a meeting for the voting process.

The SGA shall hold a hearing where each voting member will represent her constituency regarding the situation. A 2/3 majority vote by SGA shall result in the removal of the student from her respective elected position. The hearing shall allow for representation from the student. The student being asked to resign shall absent herself when voting is occurring.

Article 3: Vacant Positions:

Any position vacated by resignation, impeachment, or removal shall be filled as soon as possible.

In the case of class officers, the elections committee shall solicit nominations from candidates who wish to fill the vacancy. An all-class election shall determine the winner.

In the case of an SGA Executive Board position, the elections committee shall solicit nominations from candidates who wish to fill the position. An all-college election shall determine the winner.

Article 4: Neglect of Office as grounds for removal

Any voting member of the SGA who misses more than two meetings of the required meetings according to assigned duties (such as SGA General Meetings, Executive Meetings, and Class Council Meetings) without prior excuse and valid reason to the Secretary of President of SGA shall be subject to removal from office following proper notification.

Failure to perform assigned duties (either written or verbally delivered) shall subject the said officer to removal from office.

Failure to adhere to the attendance policy shall subject the officer to removal.

Any member of the SGA who is on disciplinary or academic probation may be subject to removal from office.

Any violation of the signed Code of Conduct.

If an officer wishes to dispute the grounds for her removal she should arrange to meet with the Executive Board President. If the problem cannot be solved she will then be directed to the Director of Student Activities.

If an officer has been removed from her position, she may run for office for the following

year if she has 35% of her constituency supporting her, be it class or entire undergraduate student body, demonstrated through a petition. Once this support is demonstrated, the Executive Board will convene a meeting of the entire General Council for the voting process. At this meeting, the officer in question will be afforded the opportunity to present to the voting body her grounds for re-election. A 2/3 majority will result in the permission to run again.

Section IX: Attendance

Article 1: Attendance Policy

Please refer to the current Attendance Policy as held by the Executive Board.

Being that SGA General Meetings are usually held only once a month, it is mandatory for all student-athletes who are participating in any sport in any season to attend the first hour of the meetings. The coaches nor the Athletic Department itself will not penalize students for missing the first/last hour of practice. It is understood that all sporting contests are excused absences; athletes may be there for the entire game, as well as pre-game warm-ups. There is a mutual understanding between the Athletics Department and the Student Government Association on this matter.

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APPENDIX B

Guidelines for College Clubs and Organizations

Clubs and organizations at Rosemont reflect student interests. Students with a common interest may form a club by first conferring with the Director of Student Activities to determine if it qualifies for funding. Clubs eligible for funding then petition the Student Government Association for recognition as an approved club. An initial allocation before full funding is available the following academic year.

1. Criteria: Active Budgeted Clubs and Organizations

- a. Constitution - must have a constitution approved by SGA on file with SGA and Activities Director
- b. Should present to SGA before end of September.
 1. Summary of programs and activities which have taken place during the current year related to the purpose of the organization
 2. List of members for the current year
 3. Copies of minutes for current year
 4. Summary of financial records for current year, including expenditures from SGA budget (Student Activity Fee) and fund-raising. All accounted for by SGA - VP Finance.
 5. List of officers elected for the year (at least to include a President, Secretary, and Treasurer)
 6. Summary of programs and activities related to the purpose of the organization for the following year to support budget requests
 7. Projected budget for the year including funds requested of SGA (Student Activity Fee) and anticipated additional revenue must be submitted to SGA Executive Vice President-Finance upon request in September.