

## STUDENT GOVERNMENT ASSOCIATION BYLAWS

The following are the Bylaws of the Student Government Association (SGA) Constitution of Stonehill College.

### ARTICLE I – EXECUTIVE OFFICERS AND BOARD

- Section 1. The executive function shall be utilized through the Executive Board, consisting of the following officers: President, Vice President, Treasurer, Secretary, Finance Chair, Programming Chair, and Diversity Chair. The Executive Board shall act to uphold these Bylaws and all other official SGA documents, policies and goals.
- Section 2. All officers are responsible to the Executive Board, and are voting members of the Executive Board with the exception of the President. The SGA President shall only vote in the event of a tie on the Executive Board in which he or she shall serve as the tie-breaker.
- Section 3. Executive President
- A. Shall serve as the chairperson of the Executive Board and the SGA Senate and is responsible for creating written agendas for those meetings.
  - B. Shall serve as the chief liaison between SGA and the administration of the College. This person shall be the official spokesperson for SGA.
  - C. Shall have the right to call a student assembly
  - D. Shall be a voting member of the College's Student Affairs Committee
  - E. Shall make appointments to College committees as outlined in the College's Bylaws and Ordinances or when asked by College administration to find student representation for various projects and committees.
  - F. Shall have the power to appoint students when vacancies occur on SGA committees by following the procedures outlined in the SGA Elections Code.
  - G. The Executive President or his or her designee shall serve on the Student Affairs Appeals Board
  - H. Shall have the power to remove, with the approval of the Executive Board, persons not fulfilling requirements and/or acting against the SGA constitution. This decision can be appealed by presenting the case to the Hearing Committee.
  - I. Shall have the power to appoint special ad-hoc committees, should he or she feel that there is a need for such a committee.
- Section 4. Executive Vice President
- A. Shall be a voting member of the SGA Senate
  - B. Shall act as the liaison between SGA recognized student organizations and the SGA Senate and Executive Board
  - C. Shall chair the SGA Constitution Committee, which approves all new club constitutions as well as maintaining the accuracy and relevance of all SGA official documents
  - D. Shall be a voting member of the College's Student Affairs Committee
  - E. Shall assume the Presidency, should the Executive President of SGA be unable to complete his or her duties for any reason. The new President would then appoint a person to assume the role of Executive Vice President of SGA. This appointment shall follow the normal appointment procedure as outlined in the Elections Code.
- Section 5. Executive Treasurer
- A. Shall be a voting member of the SGA Senate and Finance Committee
  - B. Shall maintain and balance the financial accounts of all SGA associated committees and recognized student clubs and organizations. This shall include but not limited to:
    1. Overseeing the flow of cash and checks. This person is responsible for the collection of all monies by student clubs and organizations.

2. Processing all check requisitions, cash advances, budget transfers and Purchasing Card transactions with the Director of Student Activities.
  3. Keeping all on-line budgets updated according to all income and expense records that the position processes.
- C. Shall communicate and enforce SGA finance policies as they apply to the monetary concerns of all SGA recognized clubs and organizations.

Section 6. Executive Secretary

- A. Shall be a voting member of the SGA Senate
- B. Shall be the chair of the SGA Public Relations Committee
- C. Shall record and publish minutes of the Executive Board, the SGA Senate, and Hearing Committee
- D. Shall oversee the SGA Group Center and maintain a necessary supply of office and publicity materials to be used by SGA committees and recognized student organizations
- E. Shall monitor and oversee the process of posting minutes from all SGA recognized clubs and organizations on the SGA website
- F. Shall compile and maintain a schedule of meeting times and places for SGA Committees

Section 7. Executive Finance Chair

- A. Shall act as the chairperson of the Finance Committee
- B. Shall oversee and manage the budget allocation process for all recognized SGA committee and student organizations
- C. Shall communicate and enforce SGA finance policies as they apply to the monetary concerns of all SGA recognized clubs and organizations.

Section 8. Executive Programming Chair

- A. Shall act as the chairperson of the Programming Committee
- B. Shall oversee all SGA programming sub-committees
- C. Shall adhere to all other responsibilities as outlined in Article III of these Bylaws.

Section 9. Executive Diversity Chair

- A. Shall act as the chairperson of the Diversity Committee
- B. Shall serve as a member of the Intercultural Affairs Committee
- C. Shall work closely with student organizations whose missions are closely linked and associated with the purpose of the SGA Diversity Committee.
- D. Shall adhere to all other responsibilities as outlined in Article IV of these Bylaws.

Section 10. SGA Executive Board Duties and Responsibilities

- A. Shall be the primary committee to guide SGA. All SGA committees are responsible to the Executive Board and ultimately the Stonehill student body.
- B. Shall be concerned with all areas of the Student Government Association and may take necessary action with regards to these areas when deemed absolutely necessary.
- C. Shall be responsible for interpreting the wording of the SGA Constitution and these Bylaws and reviewing all interpretations made by other committees.
- D. Shall have the power to veto decisions made by SGA committees in the event that the Executive Board feels that the SGA committee in question is not acting in the best interest of the student body and/or SGA. This veto may be overridden by a 3/4 vote of the committee in question, where 2/3 of that committee is present.
- E. Shall have the power to hear appeals of decisions made by the Hearing Committee.
- F. Shall oversee and set administrative policy with regard to the use of SGA property and the SGA offices.
- G. Shall approve removals from SGA committees as presented by the Executive President of SGA.

- H. No member of the Executive Board shall also hold another officer position on any SGA recognized club or organization during his or her term. Upon election to the SGA Executive Board, he or she must fully resign from any positions on any SGA recognized club or organization.
- I. No member of the SGA Executive Board shall also be a Resident Assistant or a Resident Staff Assistant without approval from both the Director of Student Activities and the Director of Residence Life.
- J. Any member of the SGA Executive Board that may have commitments off-campus (i.e., student teaching, internships, etc.) which could affect their availability to fulfill their responsibilities must seek approval from the Director of Student Activities before running for office.
- K. The Director of Student Activities shall serve in an advisory, non-voting capacity on the Executive Board.
- L. All SGA Executive Board members must hold a minimum of four (4) pre-scheduled and consistent office hours throughout each academic week of their term.

## **ARTICLE II – SGA SENATE**

Section 1. The SGA Senate is the legislative branch of the SGA. It is a forum that serves as the liaison between students and administration. Its chief role is to deliberate, approve, and set policies that are pertinent to the student body and SGA.

Section 2. Membership

- A. The membership of the SGA Senate shall be decided upon and approved by the Senate each February, prior to the commencement of Executive Board and General SGA elections.
- B. SGA Senate members shall be elected by the Stonehill student body following the procedures and policies outlined in the Elections Code.
- C. The SGA Executive President
  - 1. Shall serve as Chairperson of the SGA Senate and create a written agenda for each meeting
  - 2. Shall determine the meeting schedule for the SGA Senate
  - 3. Shall only vote in the event of a tie in the SGA Senate and serve as the tie-breaker
  - 4. Shall have the power to postpone a vote on a particular motion until the next meeting if he or she deems that such action is necessary
  - 5. Shall appoint one SGA Hearing Committee Representative and one alternate SGA Hearing Committee Representative, both from within the SGA Senate
  - 6. Shall appoint the Chairperson of the SGA Constitution Committee, with the approval of the SGA Senate
- D. Voting members
  - 1. Executive Vice President of SGA
    - a. Shall serve as chairperson of the SGA Senate in the absence of the SGA President
  - 2. Executive Secretary of SGA
    - a. Shall record and publish the minutes for the SGA Senate meetings
    - b. Shall schedule the meeting place for the SGA Senate
  - 3. Executive Treasurer of SGA
    - a. Shall serve as a financial advisor to the SGA Senate
  - 4. President and Vice President of each Class Committee
  - 5. Two (2) Commuter Senators
  - 6. One Residence Hall representative from the following:
    - a. Boland Hall
    - b. Colonial or Commonwealth Courts
    - c. Corr Hall
    - d. Holy Cross Center (The Sem)
    - e. Notre Dame du Lac
    - f. O'Hara Hall & Village

- g. Pilgrim Heights & Village
  - h. Villa Theresa
  - i. New Residence Hall
7. All SGA Senate members represent the “voice of the student body.” Therefore, it is the responsibility of Senate members to report back to their respective areas the business of the Student Senate as well as bring forward concerns of the student body.
- E. Non-voting members
- 1. The following SGA Executive Board members shall be non-voting members of the SGA Student Senate: Executive Programming, Diversity and Finance Chairs.
  - 2. The Director of Student Activities and one Resident Director or Area Coordinator shall serve in an advisory, non-voting manner on the SGA Senate

Section 3.

Powers

- A. To officially recognize student organizations. The Vice President of Student Affairs, or designee, shall give final approval as to the recognition of the group or organization. Specific criteria and policies regarding SGA recognized student clubs and organizations are outlined in the Student Organization Policies.
- B. To officially change or remove recognition status of student organizations for the following reasons:
  - 1. Prolonged period of inactivity
  - 2. Damaging the reputation of SGA
  - 3. Violation of College and SGA policies and/or those set forth in their organization’s constitution
- C. To approve any amendment made to a club or organization’s constitution that is forwarded from the SGA Constitution Committee
- D. To approve a proposal of the Finance Committee for a change in the Student Activities Fee
- E. To set rules and procedures for the administration of SGA policy. These rules and procedures may not alter powers both expressed and implied by this document or the SGA Constitution, and must be approved by the Executive Board.

Section 4.

The SGA Senate shall not accept any motions unless 2/3 of the official voting members are present.

Section 5.

Any member of the Stonehill community may attend a SGA Senate meeting, but only an official member of the SGA Senate may introduce a motion.

Section 6.

The SGA Senate may go into a closed session by a motion from a Senate member. If the motion is approved, all non-members of the SGA Senate will leave the room and no official minutes of the closed session will be recorded.

**ARTICLE III – SGA PROGRAMMING COMMITTEE**

Section 1.

The SGA Programming Committee exists to provide quality, safe programming to the Stonehill community by ensuring its Subcommittees create well-balanced offerings of activities and events.

Section 2.

The Programming Committee shall be responsible for overseeing the workings of the Subcommittees by meeting weekly to review new and past events. The Committee can suggest new ideas to be implemented by the Subcommittees; new programs can be created by each Subcommittee without approval of the Programming Committee as long as new programs can be implemented within the approved budget of the respective Subcommittee.

Section 3.

The Programming Committee shall be responsible for coordinating the programming efforts of SGA committees and recognized student organizations in order to limit instances of conflicting events and to provide opportunities for collaboration.

- Section 4. The Programming Committee shall be responsible for the oversight of the Weekend Programming Fund, including making the initial budgetary request to the SGA Finance Committee.
- Section 5. Leadership Positions
- A. Executive Programming Chair
    1. Shall act as the chairperson of the SGA Programming Committee
    2. Shall create a written agenda for each SGA Programming Committee meeting
    3. Shall determine the meeting schedule for the SGA Programming Committee
    4. Shall appoint one SGA Hearing Committee representative and one alternative representative, both from within the SGA Programming Committee membership
    5. In conjunction with the Executive Vice President and Executive Diversity Chair, shall compile a programming schedule for all SGA sponsored events, including dates when known.
  - B. Communications Director
    1. Shall record and publish all agendas and minutes of the SGA Programming Committee meetings
    2. Shall oversee the publicity and promotion of Programming Committee Events
    3. Shall be a voting member of the Public Relations Committee
  - C. Treasurer
    1. Shall create and maintain a budget for specific items funded by the Programming Committee, including approved events funded by the Weekend Programming Fund.
    2. Shall be responsible for updating the Programming Committee on the current status of all programming budgets
    3. Shall be a voting member of the Finance Committee
  - D. Eco Representative
    1. Shall ensure that all aspects of programming are developed in respect to the preservation of the environment.
    2. Shall provide weekly updates outlining various eco-friendly alternatives pertaining to upcoming programs
    3. Shall act as a liaison between the SGA Programming Committee, Students for Environmental Action, as well as other campus organizations focused on sustainability.
    4. Must have at least one year of previous active membership with Students for Environmental Action, is an Environmental Studies major, or have taken the Eco Reps class.
    5. Must maintain an active membership within Students for Environmental Action during his/her term.
  - E. All leadership positions are voting members of the SGA Programming Committee, with the exception of the Chairperson, who will only vote in the case of a tie.
  - F. All leadership positions shall be responsible to the SGA Programming Committee. The Chairperson is also responsible to the SGA Executive Board.
  - G. Leadership positions within the SGA Programming Committee shall be elected by the Stonehill student body following the procedures and policies outlined in the Elections Code.
- Section 6. Other Members
- A. The Diversity Committee Chairperson shall be a voting member of the Programming Committee.
  - B. The Chairperson of each SGA Programming Subcommittee shall be a voting member of the Programming Committee.
  - C. The Programming Committee Representative from each Class Committee shall be voting members of the Programming Committee.
- Section 7. The Office of Student Activities shall provide a professional staff member(s) to serve in an advisory manner to the SGA Programming Committee and its leadership.
- Section 8. The Programming Committee shall have the power to create guidelines for SGA sponsored programs.

Section 9.

SGA Programming Subcommittees

- A. The SGA Programming Committee shall further be responsible for determining and organizing a proper programming subcommittee structure which effectively sponsors a variety of events and programs to meet the needs of the student body.
- B. SGA Programming Subcommittees are required to create and sponsor at least one campus wide program per semester to be held on either Friday or Saturday night.
- C. The following subcommittees shall be responsible to the SGA Programming Committee:
  1. Concert/Coffeehouse Committee
    - a. Provides the campus with live musical entertainment and coffeehouses
  2. Movie/Comedy Committee
    - a. Organizes events featuring comedy performances and/or movies
  3. Senior Events Committee
    - a. Creates and implements programs and events traditionally sponsored by the Senior Class. This includes but is not limited to: Mr. Stonehill, Senior/Faculty Cocktails, and pre-graduation events.
    - b. The Programming Committee Representative from the Senior Class shall act as the chair of the Senior Events Committee.
  4. Special Events Committee
    - a. Provides unique programming events to enhance the social and educational environment on campus
  5. Spirit Committee
    - a. Supports and encourages Stonehill school spirit through promotion and programming.
  6. Trip Committee
    - a. Organizes off-campus events and entertainment.
- D. Leadership Positions
  1. Each of the Programming Subcommittees shall consist of the following members:
    - a. Chairperson
      - i. Shall act as the chairperson of the Subcommittee
      - ii. Shall create a written agenda for each Subcommittee meeting
      - iii. Shall determine the meeting schedule for the Subcommittee
      - iv. Shall be a voting member of the SGA Programming Committee
      - v. Shall be responsible for the administration of objectives and programs of the Subcommittee.
      - vi. Shall hold a minimum of two (2) pre-scheduled and consistent office hours throughout each academic week of their term.
    - b. Communications Director
      - i. Shall record and publish the agendas and minutes of the Subcommittee meetings
      - ii. Shall oversee the publicity and promotion of the Subcommittee's events
      - iii. Shall be a voting member of the Public Relations Committee
    - c. Treasurer
      - i. Shall create and maintain a budget for events sponsored by the Subcommittee
      - ii. Shall be a voting member of the Finance Committee
    - d. Additionally, the Senior Events Committee shall have eight (8) At-Large Members.
  2. Leadership positions within the SGA Programming Subcommittees shall be elected by the Stonehill student body following the procedures and policies outlined in the Elections Code.
  3. All leadership positions are voting members of their respective Subcommittees, with the exception of the Subcommittee Chairperson, who will only vote in the case of a tie.
  4. All leadership positions shall be responsible to their respective Subcommittees. The Subcommittee Chairperson is also responsible to the SGA Programming Committee.

- E. Any full-time Stonehill student can become a general member of a SGA Programming Subcommittee as outlined in Article VIII of these Bylaws.
- F. The Office of Student Activities shall provide a professional staff member to serve in an advisory manner to each Programming Subcommittee.

#### **ARTICLE IV – SGA DIVERSITY COMMITTEE**

- Section 1. The SGA Diversity Committee exists to provide quality, safe, culturally diverse programming to the Stonehill community. The Committee shall be responsible for overseeing events and evaluating past events, while bringing new and innovative ideas to programming and implementing these ideas appropriately.
- Section 2. The SGA Diversity Committee also works with the College to promote awareness and activism around diversity and intercultural related issues to ensure and promote an inclusive, welcoming and safe environment for all students, faculty, administration and staff.
- Section 3. The SGA Diversity Committee will collaboratively work with those recognized student organizations whose missions are to promote activism, awareness and support to the Stonehill Community in regards to issues surrounding diversity, inclusion and social justice.
- Section 4. Leadership Positions
  - A. Executive Diversity Chair
    - 1. Shall act as the chairperson of the SGA Diversity Committee
    - 2. Shall determine the meeting schedule for the SGA Diversity Committee
    - 3. Shall create a written agenda for each SGA Diversity Committee meeting
    - 4. Shall serve as a member of the College’s Intercultural Affairs Committee
    - 5. Shall appoint one SGA Hearing Committee representative and one alternative representative, both from within the SGA Diversity Committee membership
    - 6. In conjunction with the Executive Programming Chair, shall compile a programming schedule for all SGA sponsored events, including dates when known.
  - B. Vice-Chair
    - 1. Shall serve as chairperson of the SGA Diversity Committee in the absence of the Diversity Committee Chairperson.
    - 2. Shall act as the liaison between the SGA Diversity Committee and those recognized student organizations whose missions support the purpose of the Diversity Committee
    - 3. Shall chair the Inclusion Subcommittee
    - 4. Shall serve as a member of the College’s Intercultural Affairs Committee
  - C. Communications Director
    - 1. Shall record and publish all agendas and minutes of the SGA Diversity Committee meetings
    - 2. Shall oversee the publicity and promotion of Diversity Committee events
    - 3. Shall be a voting member of the Public Relations Committee
  - D. Treasurer
    - 1. Shall create and maintain a budget for specific events sponsored by the Diversity Committee
    - 2. Shall be a voting member of the Finance Committee
  - E. All leadership positions are voting members of the SGA Diversity Committee, with the exception of the Chairperson, who will only vote in case of a tie.
  - F. All leadership positions shall be responsible to the SGA Diversity Committee. The Chairperson is also responsible to the SGA Executive Board.
  - H. Leadership positions within the SGA Diversity Committee shall be elected by the Stonehill student body following the procedures and policies outlined in the SGA Elections Code.

- Section 5. Other Members
- A. Each Class Committee shall have an elected position, Diversity Committee Representative, that will be a voting member on the SGA Diversity Committee.
  - B. The President, or their designee, of recognized student organizations who are part of the Inclusion Subcommittee, will be a voting member of the Diversity Committee.
  - C. Any full-time Stonehill student can become a general member of the SGA Diversity Committee or any of its subcommittees as outlined in Article VIII of these Bylaws.
- Section 6. The Office of Student Activities and the Office of Intercultural Affairs shall provide professional staff to serve in an advisory manner to the SGA Diversity Committee.
- Section 7. The Diversity Committee shall have the power to create guidelines for SGA sponsored diversity programs.
- Section 8. Inclusion Subcommittee
- A. In order to maintain open communication, provide support and promote a more inclusive campus environment, the SGA Diversity Committee will oversee the Inclusion Subcommittee composed of representatives from recognized student organizations whose purposes are closely linked with the mission of the SGA Diversity Committee.
  - B. The purpose of the Inclusion Committee shall be, but not limited to:
    1. Providing a means for specific student organizations to create and share programming ideas and calendars
    2. Creating a forum in which student organizations can provide information and insight on the current state of the campus environment as it relates to diversity and inclusion concerns and issues.
    3. Working collaboratively to address bias incidents and situations of intolerance through educational means.
    4. Supporting college wide diversity related initiatives that directly impact students and student life.
  - C. The SGA Diversity Committee Vice-Chair will be responsible for overseeing this subcommittee and determining an appropriate meeting time and schedule each semester.
  - D. At the beginning of each fall semester, the SGA Diversity Committee will send a letter inviting student organizations to be part of the Inclusion Committee.
  - E. The specific clubs to be invited will be determined by the SGA Diversity Committee and its advisor(s).
  - F. No SGA recognized student organization will be required to participate on the Inclusion Subcommittee. However, participation is strongly suggested in order to receive culturally sensitive support and recommendations.

## **ARTICLE V – CLASS COMMITTEES**

- Section 1. The Class Committees shall be responsible for addressing any issues pertaining to their class as well as to the campus as a whole in conjuncture with the SGA Senate. The Class Committee shall also act as a liaison between their class and any College constituency which they represent.
- Section 2. Leadership Positions
- A. President
    1. Shall act as the Chairperson of the Class Committee
    2. Shall create a written agenda for each Class Committee meeting
    3. Shall determine the meeting schedule for the Class Committee
    4. Shall be a voting member of the SGA Senate
    5. Shall hold a minimum of two (2) pre-scheduled and consistent office hours throughout each academic week of their term.



- B. Vice President
  - 1. Shall act as the Chairperson of the Class Committee in the absence of the Chairperson
  - 2. Shall be a voting member of the SGA Senate
  - 3. Shall be concerned with all financial matters of the Class Committee
  - 4. Shall be a voting member of the SGA Finance Committee
  - 5. Shall hold a minimum of two (2) pre-scheduled and consistent office hours throughout each academic week of their term.
- C. Communications Coordinator
  - 1. Shall record and publish the agendas and minutes for the Class Committee meetings
  - 2. Shall oversee the publicity and promotion of Class Committee events and initiatives
  - 3. Shall be a voting member of the SGA Public Relations Committee
- D. Programming Committee Representative
  - 1. Shall be responsible for overseeing events organized by the Class Committee
  - 2. Shall be responsible for updating the Class Committee on the activities of the SGA Programming Committee
  - 3. Shall be a voting member of the SGA Programming Committee
  - 4. Senior Class Programming Representative
    - a. Shall serve as the chair of the Senior Events Committee, which coordinates the traditional senior class events
    - b. Shall hold a minimum of two (2) pre-scheduled and consistent office hours throughout each academic week of their term.
- E. Diversity Committee Representative
  - 1. Shall be responsible for updating the Class Committee on the activities of the SGA Diversity Committee
  - 2. Shall be a voting member of the SGA Diversity Committee
- F. Athlete Representative
  - 1. Must maintain active membership on a Stonehill recognized varsity or club sports team.
  - 2. Shall represent the student athlete perspective during Class Committee meetings and bring forward any concerns this particular constituency may have.
  - 3. Shall be responsible for voicing and updating the Class Committee with any and all issues or concerns known by them or brought to their attention by their peers at each Class Committee meeting.
  - 4. Must meet regularly with Athletics and Hill Rec Sports professional staff.
  - 5. Must meet on a consistent basis with Athlete Representatives from all Class Committees.
- G. Campus Ministry Representative
  - 1. Must actively participate in the Office of Campus Ministry and its sponsored programs.
  - 2. Shall represent a campus ministry perspective during Class Committee meetings and bring forward any concerns this particular constituency may have.
  - 3. Shall be responsible for voicing and updating the Class Committee with any and all issues or concerns known by them or brought to their attention by their peers at each Class Committee meeting.
  - 4. Must meet regularly with Campus Ministry professional staff.
- H. Commuter Life Representative
  - 1. Must be classified as a commuter student. If a commuter student cannot fill this position a residential student may fill this position.
  - 2. Must maintain active membership within the Stonehill Commuter Council
  - 3. Shall represent the commuter student perspective during Class Committee meetings and bring forward any concerns this particular constituency may have.
  - 4. Shall be responsible for voicing and updating the Class Committee with any and all issues or concerns known by them or brought to their attention by their peers at each Class Committee meeting.
- I. Members-At-Large (two)

1. Shall serve as a liaison by voicing and updating the Class Committee with any and all issues or concerns known by them or brought to their attention by their peers at each Class Committee meeting.
  2. Shall assist the Class Committee by representing concerns not specifically represented by other members of the Class Committee.
- J. All leadership positions are voting members of their respective Class Committees, with the exception of the Chairperson, who will only vote in case of a tie.
- K. All leadership positions shall be responsible to their respective Class Committees.
- L. Class leadership positions shall be elected from within their respective class membership following the procedures and policies outlined in the SGA Elections Code.
- M. The members are listed in order of succession to the Presidency.

Section 3. The Office of Student Activities shall provide a professional staff to serve in an advisory manner to each Class Committee.

Section 4. Class Committees are responsible for holding at least two meetings per month.

## **ARTICLE VII – HEARING COMMITTEE**

Section 1. The SGA Hearing Committee shall be the primary committee for discipline and sanctioning, including the possible removal, of SGA members.

Section 2. It shall hear all cases concerning individual misconduct that may damage the public image of SGA, as well as actions that violate the SGA Constitution, Bylaws, and/or Financial Policies. It may also act in an appellate manner after a decision is made by another SGA committee.

Section 3. Committee Membership

A. Chairperson

1. The Executive President of SGA and Director of Student Activities shall appoint an individual to serve as the Chairperson of the SGA Hearing Committee on a case by case basis. In the event that the SGA President is brought up on charges, then the responsibility will fall to the Executive Vice President, and so on down the succession order.
2. Shall create a written agenda for each Hearing Committee meeting.
3. Shall be a non-voting member of the SGA Hearing Committee.
4. Shall work to ensure that all cases are handled in a fair and timely manner.

B. One representative shall be appointed from the SGA Senate, SGA Programming Committee, SGA Diversity Committee, and SGA Finance Committee. None of these representatives shall be a member of the SGA Executive Board.

C. There must be one representative from each of the above listed areas present for a total of four voting members.

D. Appointed alternate representatives shall be used if there is a significant conflict of interest, as determined by the SGA Hearing Committee Chairperson.

E. The SGA Executive Secretary shall act as a non-voting member whose sole purpose is to record the minutes. In case the Executive Secretary is called into question, one of the four alternates shall assume the Secretary's duties on the SGA Hearing Committee.

Section 4. The Director of Student Activities shall serve as a consultant to the SGA Hearing Committee.

Section 5. The SGA Hearing Committee shall meet after a complaint is brought to the attention of the SGA Executive President. Any student may file a complaint. The Chairperson must call the committee to

order within 10 days from the time the individual in question is served with charges or appeal is presented.

Section 6. The SGA Hearing Committee shall following hearing and disciplinary procedures commonly used by the Office of Community Standards as set forth by The Hill Book.

Section 7. The SGA Hearing Committee may make any sanction it feels necessary. The sanction may range from a formal warning to dismissal from SGA.

Section 8. Appeals

- A. Any SGA Hearing Committee decision resulting in a sanction may be appealed to the SGA Executive Board.
- B. The appeal shall be heard if there has been a lack of due process or insufficient/improper evidence presented to justify a decision. The highest-ranking member of the SGA Executive Board, not in question, shall act as the Chairperson of the Board during an appeal.
- C. In the case of an appeal, a written statement must be submitted to the Chairperson of the SGA Executive Board, indicating the nature of the complaint and supporting reason why it should be heard by the Board.
- D. This statement must be presented no later than four days after the decision of the SGA Hearing Committee. Under normal circumstances, the committee shall meet within seven days of the Chairperson's receipt of this statement
- E. The SGA Executive Board shall determine whether the complaint merits an appeal, or to uphold the decision of the SGA Hearing Committee. If an appeal is granted, the SGA Executive Board can uphold the decision of the SGA Hearing Committee or reevaluate the punishment.
- F. Decision of the SGA Executive Board is final.

## **ARTICLE VIII – SGA COMMITTEES POLICIES AND PROCEDURES**

Section 1. Ad-hoc Members (General Members)

- A. Any SGA Committee may permit ad-hoc (general) members to join their committees where stated in these Bylaws and/or the SGA Constitution
- B. Must be a Stonehill student in good academic and disciplinary standing
- C. Must adhere to all rules required by this document and the Committee
- D. Must attend at least 75% of Committee meetings
- E. Do not have the power to vote or introduce motions
- F. May enter in debate, but may not remain present for closed door discussions of Committees

Section 2. Voting Procedure

- A. All votes taken by the Student Government Association, when in committee, will be taken as simple majority vote, unless otherwise stipulated by the SGA Constitution or within these Bylaws.
- B. When voting, members of the Student Government Association may chose to act in one of the three following manners:
  1. Vote “in favor” of a motion – thus showing their support for the proposed motion
  2. Vote as “opposed” to a motion – thus demonstrating their rejection of the motion
  3. They may “abstain” from a vote – thus showing neither their support nor rejection of a motion. If a member chooses to abstain, he or she are considered “present and not voting” and his or her vote will not be considered in the final outcome of the overall vote of the committee.
- C. If and when a chair of a committee must break a tie, he or she may not abstain from the motion, but must register a “for” or “against” vote.

- Section 3. Student Appeals
- A. Students of Stonehill College have the right to appeal decisions made by any SGA Committee.
  - B. Students may make an appeal by obtaining the signatures of at least 1/3 of the entire student body. These signatures must be able to be verified and should be presented, in petition form, to the committee whose decision is being appealed. This petition must be presented to the committee's Chairperson within seven days of the decision.
  - C. Following this petition, the committee shall reconsider its decision based on the interests of the student body in an open meeting.
- Section 4. Attendance
- A. All SGA Elected Members are required to attend all committee meetings, unless excused by the Chair of the respective Committee.
  - B. If an individual has two unexcused absences per year, the Chair of the Committee must notify the Executive President of SGA, and the individual in question may face sanctions ranging from a written warning to removal from his/her position.
  - C. If the individual acquires a third unexcused absence, he/she is automatically removed from his/her position.
- Section 5. SGA Property
- A. An annual inventory will be conducted of all equipment to maintain an accurate record of items purchased with SGA funds.
  - B. SGA will purchase, when necessary and appropriate, such items that will be of benefit to a majority of student organizations. Use of such property should be free-of-charge.
  - C. The SGA Executive Board in conjunction with the Office of Student Activities will develop appropriate policies that manage the use of communal SGA property.

## **ARTICLE IX – STANDING COMMITTEES**

- Section 1. Constitution Committee
- A. Shall be chaired by the SGA Executive Vice President
  - B. Shall consist four (4) SGA Senate members appointed by the SGA Executive President
  - C. Shall be responsible for reviewing the SGA Constitution and Bylaws on a regular basis
  - D. Shall review any proposed amendments to the SGA Constitution and Bylaws
  - E. Shall be responsible for the approval of any new student organization's constitution
  - F. Shall review and approve any proposed amendments to a student organization's constitution. The SGA Constitution Committee may, pending the scope and context of the proposed changes, send the amendment for full SGA Senate review and approval.
- Section 2. Elections Committee
- A. The SGA Election Committee shall oversee the election process and ensure its fairness.
  - B. The Committee shall be concerned with every aspect of SGA elections, including campaign practices. This committee, nor the SGA Elections Code, does not concern itself with the elections held within each recognized student organization.
  - C. The Student Government Elections Code shall outline committee membership and the election procedures and policies to be followed by this committee and candidates for all SGA elections.
- Section 3. Finance Committee
- A. The SGA Finance Committee shall be responsible for the allocation and control of the funds generated by the Student Activity Fee and/or fundraised in a way that best serves the interest of the student body.

- B. The aforementioned funds are allocated to groups formally recognized by SGA, and to other groups and purposes, including the sharing of costs of projects with the College or other committees, as decided upon by the Finance Committee.
- C. The SGA Finance Policies shall outline committee membership and the financial procedures and policies to be followed by this committee for the allocation and management of SGA funds.

Section 4. Public Relations Committee

- A. The SGA Public Relations Committee shall serve to increase community awareness of SGA. This Committee shall maintain relations with Stonehill students, SGA recognized student organizations, the College's faculty, staff and administration, as well as outside groups.
- B. Committee Membership
  - 1. Executive SGA Secretary
    - a. Shall serve as the Chairperson of the SGA Public Relations Committee
    - b. Shall create a written agenda for each Public Relations Committee meeting
    - c. Shall appoint a secretary from within the Public Relations Committee membership
    - d. The Secretary shall record and publish the minutes for the Public Relations Committee meetings
    - e. Shall instruct and aid its members in campus publicity
    - f. Shall establish and maintain a relationship between SGA and other groups and organizations
  - 2. Publicity Coordinators from the following SGA Committees:
    - a. Each Class Committee
    - b. SGA Programming Committee
    - c. Each Programming Subcommittee
    - d. Diversity Committee
  - 3. All members are voting members of the Public Relations Committee, with the exception of the Chairperson, who will only vote in case of a tie.
- C. The Office of Student Activities shall provide a person to serve in an advisory manner to the SGA Public Relations Committee.
- D. Committee Responsibilities
  - 1. Publishing an SGA Newsletter, whose frequency of publication shall be determined by the Chairperson
  - 2. Gathering information from the student body about SGA
  - 3. Promoting SGA and its membership and actions to the campus

## ARTICLE X – AMENDMENTS

SGA documents shall be amended when specific sections and items prove to be insufficient. Amendments shall be kept in the spirit of their respective documents and shall address the needs of the student body

- Section 1. Any student SGA member may propose an amendment to the Bylaws. The proposed amendment shall be presented in the SGA Senate by a member of the Senate. The proposed amendment may be sent to the SGA Constitution Committee for further review.
- Section 2. The proposed amendment must pass the SGA Senate by a 2/3 majority in which 2/3 of the voting members must be present. Following these steps, the amendment shall then be ratified.
- Section 3. Amendments should be attached to the end of this document. In cases where the powers given by this document are amended, the original text may be changed.

Section 4. This document shall be reviewed annually by the SGA Executive Board before the beginning of the academic year.

*Last updated: February 16, 2012*