

Constitution and Bylaws
of the
Le Moyne College
Student Government Association



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CONSTITUTION

PREAMBLE

We, the students of Le Moyne College, in recognition of the responsibility shared by the administration, faculty, and student body, hereby constitute the Le Moyne College Student Government Association. The Student Government Association is the formally recognized representative body for all students enrolled at Le Moyne College. The Student Government Association ensures formal student input into the college's policy-making process under the leadership of an Executive Board, which is composed of a President, a Vice President of Student Affairs, a Vice President of Administration, and a Vice President of Club Development, a Vice President of Communications and Engagement, and a Vice President of Finance, all of whom are elected at large by the student body.

Sister organizations that operate alongside the Student Government Association include the Le Moyne Student Programming Board, the Commuter Student Organization, the Residence Hall Association, and Organizational. Each organization is co-equal, has separate jurisdictions, and simultaneously work together to improve student life.

The Student Government Association houses standing committees and ad hoc committees. Committees carry over from term to term unless otherwise disestablished. These committees include the Club Development and Audit Committee, the Constitution Committee, the Student Affairs Committee, the Communication Committee, the Organizational Finance and Review Committee, and the Elections Committee. Ad hoc committees are created at the start of each term with the approval of the Vice President of Student Affairs. Ad hoc committees responsible to the Student Government Association include the Spirit Committee, the Communication Committee, and any other committees the Board deems important for a particular term.

The Student Government Association assumes responsibility for student-life policy legislation. SGA must be consulted on or is responsible for initiating student-life legislation, judicial procedures, residence hall policy, and the selection of candidates for many administrative offices.

The Student Government Association is also responsible for naming members of the Student Government Association to serve on any college committee for which student representation has been established. Moreover, students are encouraged to become active in, or at least become familiar with, the operations of the Student Government Association.

Article I — TERMS & INITIALISMS

Section 1 The name of the organization shall be the *Le Moyne College Student Government Association* herein referred to as the *Student Government Association* or as its initialism, *SGA*. The term “SGA member” refers to an individual who has been elected to the Le Moyne College Student Government Association and whose term is currently active.

Section 2 The term “Student Government Association member” and substantially similar terms refer to all student members of the *Le Moyne College Student Government Association*. The term “General Board” refers only to all members of the Student Government Association who are chairpersons,

cabinet members, and class representatives. The term “Executive Board” refers to all members of the Student Government Association who are members of the Executive Board and explicitly excludes members who are chairpersons, cabinet members, and class representatives.

Article II — STATEMENT OF PURPOSE

Section 1 The Le Moyne College Student Government Association exists to represent and serve in the presentation of student interests that affect student life and affairs. Holding the values expressed in the Le Moyne College Mission Statement, the Student Government Association shall maintain and protect the rights of students, provide means of representation, promote rational debate, and support legislation of appropriate changes in college policy for the benefit of all Le Moyne College students. In summary, the Student Government Association serves to facilitate productive and successful relationships between the student body, college administration, and the surrounding community.

Section 2 The Student Government Association may be consulted on:

- a. Any procedure regarding students involved in violation of established college policy, subject to the limitations of federal, state, or local law;
- b. Policies concerning residence life;
- c. Any decision by the Academic Vice President and the Faculty Senate concerning major change in the college’s academic policies;
- d. Policies concerning parts of the student handbook that affect the student body;
- e. In reviewing such policies, the Student Government Association may recommend additions, deletions, or modifications.

Article III — ANTI-DISCRIMINATION CLAUSE

Section 1 The Le Moyne College Student Government Association is an equal opportunity organization; it does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, disability, age, or any other trait or characteristic.

Section 2 If you, or an individual that you know, feels discriminated against on the basis of any of the above criteria, you are entitled to the full and complete proceedings as listed in the Le Moyne College Grievance Procedures Related to Discrimination.

Article IV — MEMBERSHIP

Section 1 All undergraduate students who have paid the student activity fee and are registered as full-time students as determined by the Le Moyne College Registrar are eligible for membership in the Student Government Association as specified by the Student Government Association Constitution and its bylaws. Students who are registered as part-time may receive approval for membership by the authority of Campus Life and Leadership. All members who have sworn the oath of the Student Government Association shall share in the activities and presentation, and no rights shall be abridged.

Section 2 The following requirements must be met in order to serve on the Student Government Association:

- a. Each class representative must be member of the class year for which the representative has been elected to serve;
- b. Must possess a cumulative GPA of 2.50 or higher;
- c. Must not be on disciplinary probation or prohibited in any other way from serving on the Student

- Government Association because of disciplinary sanctions issued by the College;
- d. Commuter Student Representative must be a commuter student and recognized by the Director of Campus Life and Leadership as such;
 - e. Student Athletics Representative must be an NCAA athlete as recognized by the College Athletic Director and NCAA standards;
 - f. Visual and Performing Arts Representative must be involved with, majoring in, or minoring in a field which is recognized in the VPA by the Dean of Arts and Sciences.

Section 3 Students who hold office on the Organizational Finance and Review Committee are ineligible to hold office simultaneously on the Student Government Association. Organizational Finance and Review Committee is a standing committee under the Student Government Association. This exclusion will not apply if there is lack of interest in a position. Such an exemption can be granted following the approval of a two-thirds ($\frac{2}{3}$) majority vote by the Student Government Association. This exclusion does not apply to the Vice President of Finance or members of the Student Government Association's Club Development and Audit Committee.

Section 4 All members of the Student Government Association serve their one (1) year term of office, with the start and completion of their term on the date of the Ignite Banquet where swearing in of the new members will occur. The exception will be for freshmen, who will take office immediately after their respective elections in the Fall Semester. A member's resignation ends their term (*Article VI of the bylaws*). For anyone who fulfills a vacancy, their term begins immediately after their respective appointment.

Article V — CONSTITUENTS

Section 1 All registered undergraduate students who pay the student activities fee are considered constituents of the Student Government Association.

Section 2 Students in graduate programs may be considered constituents of the Student Government Association. These students may voice their concerns to the Vice President of Student Affairs or any other representative. Graduate students may not hold office in SGA.

Article VI — STRUCTURE

Section 2 The internal structure of the Student Government Association consists of:

- a. Executive Board—
 - i. President, Vice President of Student Affairs, Vice President of Administration, and Vice President of Club Development, Vice President of Communications and Engagement, and Vice President of Finance,
- b. Chairpersons—
 - i. Academic Affairs, Environmental Sustainability, Equity and Inclusion, and Mental Health and Well Being. Each chair has one vote;
- c. Student Government Association Cabinet—
 - i. Le Moyne Student Programming Board Representative;
 - ii. Residence Hall Association Representative;
 - iii. Commuter Student Organization Representative;
 - iv. Student Athletics Representative;
 - v. Visual and Performing Arts Representative;
 - vi. Each position carries one vote;

- d. Class Year Representatives—
 - i. Two (2) representatives from each class year. Each representative has one vote;
- e. Moderator—
 - i. A representative of the college faculty or administration who shall be a non-voting participant. This person shall be chosen by the Executive Board in consultation with the full Student Government Association. The President must motion for a vote to reconfirm the status of moderator of SGA within the first two (2) General Board meetings of any Club Transition Day.
- f. Chaplain—
 - i. A member of the college Campus Ministry staff or Le Moyne College's Jesuit Community who will serve as an additional resource and guide to the Student Government Association and who shall be a non-voting participant. This person shall be chosen by the Executive Board in consultation with the full Student Government Association and may be confirmed annually by a two-thirds majority vote.

Article VII — AUTHORITY

Section 1 The Student Government Association may provide input in the form of written recommendation to the appropriate administrator's office prior to any major change in the college's contractually hired student services. The Student Government Association may appoint student members to any committees created by the college to discuss and review the issue.

Section 2 The Student Government Association shall appoint students to serve on any College or Board of Trustees committees on which student representation has been specified. Standing committee assignments are as follows:

- a. President will sit on and provide updates on the work being done by SGA to the Student Development Committee;
- b. Vice President of Student Affairs will sit on the Student Development Committee;
- c. Vice President of Administration will sit on the Enrollment Committee;
- d. Vice President of Finance sit on the Finance Committee;
- e. Vice President of Club Development will sit on the Mission and Identity Committee;
- f. Chair of Academic Affairs will sit on the Academic Affairs Committee;
- g. Chair of Diversity Affairs will sit on the Honors Committee;
- h. Chair of Environmental Sustainability will sit on the Facilities Committee.

Article VIII — PROCEDURES FOR CORRESPONDENCE

Section 1 If the need arises for a statement or proposal to be submitted to or from the Student Government Association, the Executive Board shall convene to determine the necessity of the statement. Any student or faculty member may propose a statement to the Student Government Association. Upon majority approval of the General Board, members of the Executive Board shall immediately begin drafting the statement or proposal. In the case that a proposed statement is considered in good faith to be time sensitive by the Executive Board, majority approval of the General Board is not required. The statement shall be released within three (3) days of approval by the appropriate board and shall be filed in accordance with the outlines in Article VII of the Constitution.

Section 2 In the case of a proposal to the Administration of Le Moyne College, the completed draft shall be voted on by the Student Government Association. Upon majority approval, the proposal shall be delivered by the President of the Student Government Association to the respective administrator. The

draft shall be filed in accordance with Article VII of the Constitution.

Section 3 In the case of a statement that is time sensitive, the completed draft shall be reviewed by the President of the Student Government Association, and upon approval, shall be delivered by the President of the Student Government Association to the campus community. This includes staff, faculty, administration, and the student body. The draft shall be filed in accordance with the outlines in Article VII of the Constitution.

Section 4 In the case of any other written correspondence to the student body or administration, the process shall follow the outlines provided in Section 3 of the procedures for Student Government Correspondence.

Article IX — DUTIES

Duties of All Student Members

Section 1 Unless otherwise indicated, all student members of the Student Government Association shall have the following duties:

- a. Attend and participate in Student Government Association meetings and events;
- b. Serve on standing and ad hoc committees as assigned;
- c. With the exception of the President, be a voting member of the Student Government Association;
 - i. The President shall vote only in the case of a tie of the General Board of the Student Government Association.
- d. Submit a report to the Vice President of Administration twenty-four (24) hours prior to every biweekly meeting. Reports shall relate to the experiences of each member in the execution of their duties.

Executive Board

Section 2 The Executive Board serves to lead the Student Government Association. Members of the Executive Board represent the interests of the student body and oversee the efficient and effective operation of the Student Government Association.

Section 3 The President shall:

- a. Be a self-nominated student who has served at least once full term in SGA;
- b. Preside at all meetings of the Student Government Association and the Student Government Association Executive Board;
- c. Be responsible for upholding, defending, and preserving the constitution of the Student Government Association;
- d. Serve as the official representative of the Student Government Association on committees or at functions requiring the presence of the Student Government Association or shall send a designee;
- e. Execute all legislation passed by the Student Government Association;
- f. Have the authority to call a general student meeting and/or a special meeting of the Student Government Association;
- g. Submit to the Student Government Association and make public at the end of each semester a written statement detailing the accomplishments and work of the Student Government Association;
- h. Have the right to motion for a vote.

Section 4 Vice President of Student Affairs shall:

- a. Be a self-nominated student who has served at least once full term in SGA;
- b. Act on behalf of the President when necessary and appropriate;
- c. Ensure that all meetings of the General Board are conducted according to parliamentary procedure;
- d. Make appointments to the Student Government Association ad hoc and standing committees and keep members accountable on progress concerning them;
- e. Chair and oversee the Student Affairs Committee;
- f. Oversee the Student Government Association's external affairs with campus-wide events;
- g. Provide a direct line of communication between students and the Student Government Association to address student policy issues by resolving problems, grievances, and concerns through means such as polling students' opinions and to keep the Student Government Association informed of student issues and concerns that may arise;
- h. Assist the Vice President of Mission and Integration, related staff, and faculty with Ignatian Heritage Week;
- i. Facilitate the bi-annual collaboration between HW Smith PreK–8 Grade School Student Council and the Student Government Association.

Section 5 The Vice President of Administration shall:

- a. Be a self-nominated student who has served at least once full term in SGA;
- b. Act as a liaison between all Student Government Association members and the Executive Board;
- c. Oversee member responsibilities, discipline, and ensure that each adheres to the duties of their office, per the constitution;
- d. Be responsible for communicating with each member of the Student Government Association and ensure constitutional requirements are followed as outlined;
- e. Take attendance at all Student Government Association meetings and functions;
- f. Distribute an agenda for each meeting per the bylaws;
- g. Act as liaison between the Student Government Association and sister organizations, including the Le Moyne Student Programming Board, the Residence Hall Association, and the Commuter Student Organization;
- h. Chair and oversee the Constitution Committee;
- i. File reports concerning Student Development in a drive folder for record keeping;
- j. Assume temporarily the duties of the President if for any reason the President and Vice President of Student Affairs are unable to fulfill the duties of the office;
- k. Be responsible for recording and distributing the minutes of each meeting of the Student Government Association within twenty-four (24) hours after each meeting.

Section 6 The Vice President of Club Development shall:

- a. Be a self-nominated student who has served at least once full term in SGA;
- b. Collect regular data on club activities for submission to the Student Government Association and the Director of the Office of Campus Life and Leadership;
- c. Oversee club creation procedure in accordance with the policies outlined in the Constitution and Bylaws;
- d. Facilitate all club creation, appeal, approval, and withdrawal procedures within the Student Government Association;
- e. Not hold office on any club's Executive Board;
- f. Temporarily assume the duties of the President if the Vice President of Student Affairs, and the Vice President of Administration are unable to fulfill the duties of the office;

- g. Act as liaison between all subsidiary organizations and the Student Government Association.

Section 7 The Vice President of Communications and Engagement shall:

- a. Be a self-nominated student who has served at least one full term in SGA;
- b. Act as a liaison between the Student Government Association and the Le Moyne College students, faculty, staff, and administration;
- c. Oversee and execute effective communication strategies to engage with the Le Moyne College campus community;
 - i. Such as, but not limited to increasing the Student Government Associations usage of digitized platforms;
 - 1. Aiding club organizations with building their social media presence;
 - 2. Working with *the Dolphin*, *the Salamander* and *WLMU* to engage with students and keep the campus community knowledgeable;
 - ii. Creating physical posters and displaying them across the Le Moyne College campus;
- d. Meet as needed with the Le Moyne College Associate Vice President of Communications and Marketing and the Director of Communications and Public Affairs;
- e. Work with Le Moyne College's Associate Vice President of Marketing and Communications to promote campus events through CampusGroups to maximize the number of people who know about an event;
- f. Collaborate with the Vice President of Club Development and Audit to aid clubs with outreach;
- g. Collaborate with the Vice President of Student Affairs to publish surveys as needed;
- h. Work as a liaison between the Student Government Association and the communication groups on campus to keep the campus informed of Student Government Association affairs, such as The Dolphin newspaper, Le Moyne College Television, and WLMU Radio;
- i. Chair and oversee the Communications Committee;
- j. Temporarily assume the duties of the President if the Vice President of Student Affairs, the Vice President of Administration, and Vice President of Club Development are unable to fulfill the duties of the office.

Section 8 The Vice President of Finance shall:

- a. Be a self-nominated student who has served at least once full term in SGA or the Organizational Finance and Review Committee;
- b. Be responsible for keeping a detailed record of the expenditures of Student Government Association funds;
- c. Submit to the moderator of the Student Government Association all financial transactions for their approval and signature;
- d. Temporarily assume the duties of the President if the Vice President of Student Affairs, Vice President of Administration, Vice President of Club Development, and Vice President of Communications and Engagement are unable to fulfill the duties of the office;
- e. Manage all expenditures of the Student Government Association in consultation with the moderator of the association;
- f. Serve as ex-officio chair of Organizational Finance and Review Committee;
- g. Work with the Office of Campus Life and Leadership to manage the Student Activities Fee and sit on any committee regarding the allocation of this fund.

Chairpersons

Section 9 The Chair of Academic Affairs shall:

- a. Be a self-nominated student;
- b. Coordinate and ensure appropriate student involvement in departmental matters and provide student representation on academic-related committees;
- c. Serve as a member of the Curriculum Committee;
- d. Coordinate meetings with the Provost in October and March of each academic year.

Section 10 The Chair of Environmental Sustainability shall:

- a. Be a self-nominated student;
- b. Lead the student body and campus community in Le Moyne's efforts to be environmentally sustainable and become a more environmentally conscious community;
- c. Serve as a member of the Sustainability Steering Committee and its associated duties, services, and commitments;
- d. Oversee the student-related Working Groups created by the Sustainability Steering Committee;
- e. Meet with related administration on campus as needed. These individuals include, but are not limited to, the heads of the Sustainability Steering Committee and Physical Plant;
- f. Act as a liaison between students, environmentally-focused student organizations, Physical Plant, and the Student Government Association;
- g. Update the Student Government Association on relevant decisions of the Sustainability Steering Committee;
- h. Sit on the planning committee for Earth Jam.

Section 11 The Chair of Equity and Inclusion shall:

- a. Be a self-nominated student;
- b. Provide representation for the student clubs and organizations that serve the needs and interests of students who are members of racial, ethnic, class, sexual, gender, and other minorities on the Le Moyne College campus;
- c. Inform the Student Government Association of issues faced by students who are members of racial, ethnic, class, sexual, gender, and other minorities;
- d. Meet monthly with the Program Coordinator of the Office of Inclusive Excellence and Global Education or attend scheduled meetings with staff members of the Office of Inclusive Excellence and Global Education;
- e. Sit on and be an active member of the Provost's Advisory Council on Diversity and Inclusion.

Section 12 The Chair of Mental Health and Well Being shall:

- a. Be a self-nominated student;
- b. Act as a liaison between students, the Wellness Center for Health & Counseling, and the Student Government Association;
- c. Update the Student Government Association on relevant issues and developments regarding mental health;
- d. Participate in outreach efforts by the Wellness Center for Health & Counseling;
- e. Meet as needed with the Director of Wellness Center for Health & Counseling or attend scheduled meetings with staff members of the Wellness Center for Health & Counseling;
- f. Meet with members of the Le Moyne College administration as needed to present concerns regarding students' mental health.

Cabinet

Section 13 The Commuter Student Organization Representative shall:

- a. Be nominated by the Commuter Student Organization;
- b. Provide representation for the commuter students on the Le Moyne College campus;
- c. Keep the Student Government Association aware of any issues pertaining to commuters;
- d. Organize meetings as needed between the chair(s) of the Commuter Student Organization and the Student Government Association.

Section 14 The Residence Hall Representative shall:

- a. Shall be nominated by the Residence Hall Association or be a self-nominated Resident Advisor;
- b. Communicate with students through surveys or other means to allow students to have an influence on the planning of events;
- c. Organize meetings as needed between the chair(s) of the Residence Hall Association and the Student Government Association;
- d. Meet monthly with the Director of the Office of Campus Life and Leadership or attend scheduled meetings with Campus Life & Leadership staff members;
- e. Meet monthly with the General Manager of Sodexo at Le Moyne College or attend scheduled meetings with Sodexo staff members.

Section 15 The Student Athletics Representative shall:

- a. Be nominated by the Student Athletics Committee;
- b. Provide a direct line of communication between student athletes and the entire student body;
- c. Keep the Student Government Association aware of any issues related to student athletes or athletic facilities;
- d. Promote increased student involvement and attendance at athletic events;
- e. Lead efforts of the Student Government Association to organize and promote Phins Phrenzy or an equivalent annual sporting event.

Section 16 The Visual and Performing Arts Representative shall:

- a. Be nominated by the Arts Assembly;
- b. Provide a direct line of communication between student artists and the entire student body;
- c. Keep the Student Government Association aware of any issues related to student artists or artistic facilities;
- d. Promote increased student involvement in theater, music, and art events;
- e. Regularly attend Arts Assembly meetings.

Class Representatives

Section 17 Each of the eight (8) class representatives shall:

- a. Be a self-nominated member of the class year of which the nominee is a member;
- b. Represent the students of the class year for which they were elected to serve;
 - i. There shall be two (2) First-Year Class Representatives, two (2) Sophomore Class Representatives, two (2) Junior Class Representatives, and two (2) Senior Class Representatives;
- c. Be a member of the Student Affairs Committee and provide input to the committee from students of their represented class year;

- d. Meet with fellow class representatives monthly to discuss class issues;
- e. Plan and organize at least two forums or other events per semester;
- f. Communicate with all members of the class year for which they were elected to serve and provide a means for members of the class year to contact their class representatives.

Section 18 In addition to the duties shared by all eight (8) class representatives, one Senior Class Representative shall be a member of the Student Alumni Leadership Training Committee. This member shall act as a liaison between the Student Alumni Leadership Training Committee and the Student Affairs Committee.

Article X — MEMBER COMMITTEES

Standing Committees

Section 1 The standing committees of the Student Government Association shall afford all representatives the opportunity to discuss issues and provide input regarding interactions between the Student Government Association and the rest of the college. Each Student Government Association standing committee shall operate under its own written guidelines which shall be approved by a two-thirds majority of the committee. Standing committees will be called together to discuss and look at matters that fall under their jurisdiction.

Section 2 The Student Affairs Committee shall:

- a. Be chaired by the Vice President of Student Affairs and be comprised of all eight (8) class representatives;
- b. Assist the Vice President of Student Affairs in overseeing the Student Government Association's external affairs with campus-wide events, providing a direct line of communication between students and the Student Government Association, and addressing student policy issues by resolving problems, grievances, and concerns;
- c. Work on any special projects delegated to the committee by the Vice President of Student Affairs or the Student Government Association;
- d. The chair of the committee and the Senior Class Representatives shall designate one Senior Class Representative to become a member of the Student Alumni Leadership Training Committee;
- e. Meet simultaneously at least once per semester;
- f. Class representatives from each class year meet monthly with the chair of the committee.

Section 3 The Constitution Committee shall:

- a. Be chaired by the Vice President of Administration;
- b. Include a Senior Class Representative in its membership;
- c. Assist the Vice President of Administration in overseeing addendums, changes, or corrections to the Constitution as seen fit;
- d. Select candidates to fill vacancies when appropriate;
- e. Meet biweekly, typically opposite of general board meetings.

Section 4 The Communications Committee shall:

- a. Be chaired by the Vice President of Communications and Engagement;
- b. Assist the Vice President of Communications and Engagement with publicizing Student Government Association activities and accomplishments across the Le Moyne College community and to unify communication within community;

- c. Consist of a representative from LSPB, the Dolphin, and WLMU;
- d. Meet individually with assigned organizations on off-weeks to obtain updates. Members shall report these updates to the Communications Committee;
- e. Meet biweekly, typically opposite of general board meetings.

Section 5 The Organizational Finance and Review Committee shall:

- a. Be chaired by the Vice President of Finance;
- b. Be responsible for the oversight of the usage of student activity fees. The OFRC will work closely with student clubs to help them achieve their goals, specifically through the budget process;
- c. Abide by the guidelines set forth in the Organizational Finance and Review Committee bylaws;
- d. Meet as needed for review of funding usage.

Section 6 Club Development and Audit Committee shall:

- a. Be co-chaired by the Vice President of Club Development and Vice President of Finance;
- b. Assist the Vice President of Club Development in collecting regular data on club activities for submission to the Student Government Association and the Director of the Office of Campus Life and Leadership;
- c. Oversee club creation procedure and structure in accordance with the policies outlined in the Constitution and Bylaws;
- d. Facilitate all club creation, appeal, approval, and withdrawal procedures within the Student Government Association;
- e. Perform any other tasks that the Vice President of Club Development and Vice President of Finance see fit, such as reviewing club budgets;
- f. Consist of members from the Student Government Association and the Organizational Finance Review Committee;
- g. Meet biweekly, typically opposite of general board meetings.

Section 7 The Elections Committee shall:

- a. Be chaired by a senior member of the Constitution Committee. If there is an absence of a member who fits these requirements, the Elections Committee shall be chaired by both senior representatives;
- b. Be staffed by graduating seniors or current members of Student Government who will not be candidates in the Spring election;
- c. Oversee the Spring elections process by selecting important dates for the process (i.e. nomination period, election day);
- d. Create and distribute campaign contracts that outline the rules for campaigning for that election year;
- e. Organize accommodations for a polling station on the campus-wide Election Day;
- f. Review and vote upon any constitutional issue that may arise during the elections, including but not limited to misuse of funds, acts of slander between candidates, grievances, etc.

Section 8 The chairpersons of the Student Government Association standing committees shall regularly report the business of their committees. Each standing committee shall additionally submit in writing a summary of activities to the Vice President of Student Affairs as requested.

Section 9 Standing Student Government Association committees will always be active and hold regular meetings. “Regular meetings” shall be interpreted as holding at least one meeting every two weeks. Although they fall under the jurisdiction of the Student Government Association, each standing

committee shall operate according to its own written guidelines and bylaws.

Ad Hoc Committees

Section 4 Ad hoc committee(s) may be proposed by the Vice President of Student Affairs, with majority approval of the Student Government Association, to fully investigate an issue and to report back to the Student Government Association with its findings and recommendations. Chairs of ad hoc committees will run and oversee the actions of their respective committees. Committee chairs will be responsible for:

- a. Organizing committee meeting times and arranging the requirements for holding meetings;
- b. Taking attendance at each of their regular committee meetings;
- c. Reporting to the Vice President of Student Affairs; any members who are lacking in attendance or active participation;
- d. Updating the Vice President of Student Affairs on committee affairs by submitting a monthly report in writing.

Article XI — MEETINGS

Executive Board Meetings

Section 1 Executive Board Meetings must adhere to the following guidelines:

- a. The Executive Board must meet prior to each meeting of the Student Government Association and prepare an agenda, including the time, place, and order of business for that meeting. These meetings are closed, but visitors may attend upon invitation;
- b. The Executive Board shall meet at least once in the beginning of each semester outside of its regular meeting time for an organizational and planning meeting. This may take the form of a retreat or “bonding” activity;
- c. Any decision requiring approval of the Executive Board needs majority approval of all executive officers;
- d. The Executive Board shall keep and distribute meeting minutes to the General Board of the Student Government Association;
- e. The Executive Board shall attend the Board of Trustees meetings and Orientation in June annually;
- f. The Executive Board shall meet with the Vice President of Student Development twice per semester.

Regular Meetings

Section 2 Regular meetings shall be held biweekly during the academic year with the exception of college-wide breaks. The Executive Board sets the meeting time and place.

Section 3 All general meetings of the Student Government Association shall be open to anyone of the Le Moyne College community. The community members in attendance shall be required to leave the room for any vote impacting club status or operation, or any other vote deemed appropriate by the President of the Student Government Association.

Quorum

Section 4 The attendance of two-thirds (2/3) of currently elected voting Student Government Association members shall constitute a quorum for general meetings. In the absence of this quorum, the

meeting shall be rescheduled to take place at the following quorum.

Procedure

Section 5 All general board meetings must adhere to the following procedures:

- a. The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these and other rules adopted by this organization.
- b. All meetings must include a designated time for all chairpersons and representatives to speak about relevant issues should there be a given report.

Voting

Section 6 A majority vote of present voting members (eligible to vote and non-abstaining) is required to pass any motion or resolution, unless another requirement is specified elsewhere in the constitution or bylaws (*Article VI*).

Abstentions

Section 7 Members may abstain from voting for any reason. Abstentions do not count as votes.

Special Meetings

Section 8 Special meetings for the Student Government Association may be called by the President or the Executive Board, or they may be scheduled at the written request of one-quarter (1/4) of the voting members. The purpose of the meeting shall be stated in the request. Except in cases of emergency, at least three (3) days written notice shall be given.

Article XII — CONSTITUTIONAL AMENDMENTS

Section 1 Any changes ("amendments") to the Constitution and Bylaws of the Le Moyne College Student Government Association ("Constitution and Bylaws") must first be presented to the Constitution Committee, with the exception of addition or revocation of articles of legislation (*Article XIII*) and amendments to election procedures (*Article XII, Section 2*). The Constitution Committee shall decide by majority vote to approve a revised Constitution and Bylaws, which is defined to be any Constitution and Bylaws document with some number of amendments. Any revised Constitution and Bylaws must subsequently be placed before the General Board for a majority vote. Following approval by the General Board, a revised Constitution and Bylaws must be placed before the entire student body for a majority vote for ratification.

Section 2 Any section of an article in the Constitution and Bylaws which contains any statements, mandates, or makes significant referral to nominations, candidacy, campaigning, polling, results, grievances, or any other election procedure must be written in Article I of the bylaws of this document. Amendments to Article I of the bylaws and Section 2, Article XII of the Constitution may be proposed by any member of the Constitution Committee or the Elections Committee. Amendments to articles and sections heretofore named shall not be approved or motioned for approval by any member of the Constitution Committee. Amendments to articles and sections heretofore named shall only be approved by majority vote of the total membership of the Elections Committee. As with all constitutional amendments, a revised Constitution and Bylaws which has been approved by the Elections Committee must subsequently be placed before the General Board for a majority vote. Following approval by the General Board, a revised Constitution and Bylaws must be placed before the entire student body for a

majority vote for ratification.

Article XIII — ARTICLES OF LEGISLATION

Section 1 Articles of legislation comprise codes of conduct or minor procedure that bind all applicable student members of the Student Government Association that all members of SGA are bound to follow. The application of the terms “conduct” and “minor procedure” to proposed legislation must be determined by members of the Executive Board in good faith prior to any vote on said legislation by the Executive Board. Approval of some article of legislation may be initiated by any student member of SGA by oral or written request to the President or Vice President of Administration. Any article of legislation proposed to or by a member of the Executive Board must be considered during the next meeting of the Executive Board. Articles of legislation may be approved only by at least a four of five ($\frac{4}{5}$) majority of the Executive Board and then by a majority of the current membership of the General Board excluding all members of the Executive Board. Upon approval by SGA, an article of legislation shall immediately be enacted according to *Section 2* of this article.

Section 2 Approved articles of legislation are enacted as appendices of the most recent approved revision of the Constitution and Bylaws of the Student Government Association. Appendices may only bind current student members of SGA in conduct or minor procedure and as such do not require approval of any part of the Le Moyne College student body. Approved articles of legislation remain as appendices of the Constitution and Bylaws of the Student Government Association unless successfully revoked by SGA.

Section 3 Enacted articles of legislation may be revoked by SGA and removed from the Constitution and Bylaws of the Student Government Association. Revocation of an article of legislation may be initiated by any student member of SGA by oral or written request to the President or Vice President of Administration. The revocation of any article of legislation proposed to or by a member of the Executive Board must be considered during the next meeting of the Executive Board. Articles of legislation may be revoked only by at least a three of five ($\frac{3}{5}$) majority of the Executive Board and then by a majority of the current membership of the General Board excluding all members of the Executive Board. Upon revocation by SGA, an article of legislation shall immediately be removed by deletion of the appendix in which the article of legislation is recorded.

Article XIV — JESUIT STUDENT GOVERNMENT ALLIANCE

Section 1 The Le Moyne College Student Government Association, as a founding member of the Jesuit Student Government Alliance, seeks to assist the Jesuit Student Government Alliance in policy making and in its mission for advocacy.

Section 2 The Student Government Association shall send at least one representative each year to the National Jesuit Student Leader Conference per the Jesuit Student Government Alliance Constitution. This duty shall fall to the President, and if they cannot attend, it shall fall in accordance with the succession order of the President’s duties as described in Article IX of the Constitution. If a member of the Executive Board must attend as a result of the President’s lack of attendance, the President shall provide a copy of the Constitution of the Jesuit Student Government Alliance. The President shall also, per the Jesuit Student Government Alliance Constitution, meet with the representative about the policies that will be discussed, and shall advise the representative on issues to bring forth to the general body of the Jesuit Student Government Alliance.

Section 3 The representative from the Student Government Association, whether it be the President or another Executive Board member, shall have the authority to represent the Student Government Association. However, in the case of supporting an initiative or a statement, the representative will not vote. Instead, the representative will return to the Student Government Association at the next general meeting to report on the initiative. With the majority approval of the General Board, the President or another Executive Board member shall submit the approval of the Student Government Association to the chair of the Jesuit Student Government Alliance.

Section 4 If the Student Government Association wants to address a certain issue to the Jesuit Student Government Alliance, the Student Government Association shall approach the President of Student Government, who shall address the issue to either the regional chair of the Northeast division, or shall address it to the general body of the Jesuit Student Government Alliance.

Section 5 If the Jesuit Student Government Alliance signs a letter to the student bodies of their colleges, it is the responsibility of the President of the Student Government Association to distribute the letter to the student body within twenty-four (24) hours of the closing ceremony of the conference.

Section 6 At the closing of the conference, the representative shall draft a conference summary to the Executive Board of the Student Government Association. At the first meeting of the Student Government Association after the meeting of the Jesuit Student Government Alliance, the representative shall inform the Student Government Association of the main ideas from the conference, as well as any suggestions for members going forward.

BYLAWS

Article I — ELECTIONS PROCEDURE

Nominations

Section 1 Nomination procedures of the Student Government Association elections must adhere to

the following guidelines:

- a. With the exception of candidates for certain positions on the General Board as described in the duties of a position (*Article IX of the Constitution*), candidates nominate themselves for the position they wish to run for. Candidates may only run for one position at a time on the Student Government Association, Le Moyne Student Programming Board, and Commuter Student Organization Executive Boards;
- b. Candidates must meet all of the requirements of the organization in which they seek office;
- c. The positions of President, Vice President of Student Affairs, Vice President of Administration, Vice President of Club Development, Vice President of Communications and Engagement, and Vice President of Finance require a minimum of one full term of experience serving in any one position in the Student Government Association. Any candidate chosen by the Constitution Committee to fill a vacancy during the current term is exempt from this requirement and may run for any one of the positions heretofore mentioned with the exception of President. Candidates running for Vice President of Finance are excused from this requirement if they have served at least one full term on the Organizational Finance and Review Committee;
- d. Candidates will register to run for election by submitting an election contract to Campus Life and Leadership at the time and date designated by the Elections Committee;
- e. Candidates must sign an election contract in order to be placed on the ballot. This form outlines the responsibilities and expectations of the Student Government Association, to which the candidate must agree to commit to if elected. The contract includes a waiver allowing the Office of Student Development to determine if the candidate meets the minimum academic standard. All students running for positions must be in good academic standing and have a cumulative GPA of 2.50. This must be signed and returned to Campus Life and Leadership before the close of nominations for the office being sought. The Elections Committee shall have no direct access to the candidate's GPA and shall only be informed if a candidate does not meet the minimum academic standard;
- f. The nominations period shall be determined and enforced by the Elections Committee;
- g. Only those candidates who meet the above requirements and have been nominated according to the above procedures shall be recognized as candidates and be eligible to be placed on the appropriate ballot by the Elections Committee. Any candidate who is eligible to be placed on a ballot shall not be denied this right by any party;
- h. The period between elections, held in April, and the end of the term in May will be a shadowing period in which newly inducted members shall shadow current members prior to the beginning of the term for which the members have been elected to serve. The newly inducted board will be required to attend all meetings for their corresponding position from the time they are elected until the end of their term;
- i. The final meeting of the academic year shall be the first meeting that will be run by the newly elected Student Government Association Board under the oversight of the outgoing Student Government Association Board.

Insufficient Candidates

Section 2 At the end of a nomination period:

- a. If an Executive Board position remains open due to a lack of eligible candidates for that position, that position will become open to any student who meets the basic requirements for election to the Student Government Association, with the approval of the Elections Committee. The Elections Committee must nominate candidates in accordance with Article IV of the bylaws, taking the place of the Constitution Committee only during Executive Board elections;
- b. If a standing committee chair, cabinet, or class representative position is not filled, the new Student Government Association Constitution Committee may recruit and appoint a person to the vacant position with the approval of the Executive Board and majority approval of the Student Government Association. This decision must be made by the newly elected Student Government Association before the last day of classes of the Spring Semester.

Campaigning

Section 3 All campaigning for Student Government Association offices must adhere to the following guidelines:

- a. Campaigning shall begin once a candidate has submitted their campaign contract to Campus Life and Leadership. Candidates may only run and campaign for one position per election day. Campaigning shall end at midnight on the day of polling for a given position. There shall be no open tabling or formal campaigning on Election Day. All campaign posters and publicity must be removed by 4 p.m. on the day following the election. Social media posts by candidates which encourage students to vote for any particular candidate shall be considered a form of campaigning;
- b. A copy of the Student Government Association Constitution and Bylaws shall be made available to all candidates running for any office in the Student Government Association;
- c. All election regulations and procedures must be strictly adhered to by all candidates. Violations of the above may result in nullification of the violator's candidacy by majority vote of the Elections Committee;
- d. All candidates will receive a campaign fund allotment of \$10.00 from Campus Life and Leadership. Candidates must submit any campaign-related receipts to the Campus Life and Leadership Office for reimbursement. No candidate may spend over \$100.00 of their own funds. The maximum amount of money that can be spent on any campaign from any funding source shall be \$110.00;
- e. No candidate may slander any other candidate during the campaign season for any reason. Any instance of this act will result in immediate disqualification of the candidate by the Elections Committee. Slander shall be defined as any action which disparages or disrespects the name, character, or reputation of one candidate by another candidate from the first day of campaigning until the public announcement of the results of an election. Slander includes, but is not limited to, verbal, written, or physical acts. Examples of slander may include social media content which is targeted at another candidate, the removal of another candidate's campaign materials by a candidate, or any other unfitting act which is made in a public forum. Slander can occur between candidates who are campaigning for different positions. An associate of a candidate may slander another candidate, but any consequences levied against the offending candidate in this case are at the discretion of the Elections Committee by majority vote—such an accusation may only be substantiated once appropriate and sufficient evidence is considered by the committee;

- f. No member of SGA can participate in the endorsement of any candidate for election to SGA. This bylaw bars any and all endorsements by candidates and non-campaigning members of SGA, including graduating members of the organization. Graduating members found in violation of this bylaw will be subject to the repercussions deemed appropriate by Campus Life and Leadership.

Polling

Section 4 All polling and voting for Student Government Association offices must adhere to the following guidelines:

- a. Polling shall be held on two (2) subsequent dates in April of a given election year as determined by the Elections Committee. Polling for all positions in the Executive Board shall be held one or more days prior to polling for all other positions in the General Board as determined by the Elections Committee;
- b. All voting shall be done electronically; however, designated polling areas may be set up for use during elections. Balloting times and locations on Election Day shall be determined and publicized by the Elections Committee. Although voting shall be done electronically, paper ballots may be used following a majority vote of the Student Government Association;
- c. All polling areas shall be staffed by members of the Elections Committee. Election workers cannot express their personal opinions on candidates while staffing a polling area;
- d. Candidates and their designees may not work at the polling area, nor campaign or loiter whatsoever at any polling area on Election Day (See Campaigning, Section 3). Candidates may not staff any polling area. Polling staff must remove any campaign advertisements within 25 feet of their polling area;
- e. Due to the constant evolution of technology, any device which can be used for voting purposes is considered a polling station, although no personal devices shall be considered polling areas. The discussion of candidates should not be discussed intentionally around a student as they have their ballot open. Any discussion of one's own views while another is voting can be deemed coercion by the Elections Committee with sufficient evidence or witnesses. Hearsay shall not be considered as evidence of coercive behavior. If a candidate is found guilty of coercion, they may be disqualified as a result of a majority vote of the Elections Committee;
- f. The Executive Board and chairpersons shall be elected by the entire student body of first-year students, sophomores, and juniors who are enrolled at Le Moyne College. Seniors shall not vote in elections with the exception of an election being held to fill a position during the current term; seniors may vote in such elections. Class representatives will be elected only by members of the class they represent, and the student body can vote for as many candidates as there are representative positions for their class. Cabinet members shall be elected according to the bylaws of their group;
- g. Any violation of the above or an otherwise act of collusion, harassment, or coercion of votes (as in part e., above) will result in immediate disqualification of the offending candidate by the Elections Committee with a formal statement issuing the reason to the candidate.

Election Results

Section 5 During the general election of the Student Government Association, each position shall

be filled by a plurality of the votes submitted by members of the student body. The exception shall be the class representatives, who shall be elected by a plurality of the votes submitted by the students of the class year which each class representative seeks to represent. When the results of the election have been determined:

- a. The results for each election shall be announced to all candidates within twenty-four (24) hours after the close of the polls. The results will then be made publicly available within twenty-four (24) hours after the candidates have been informed;
- b. In the event of a tie, another election between the tied candidates will be held within one (1) week following the date of the contested election to determine a winner;
- c. All elected candidates must participate in the annual inauguration of the Student Government Association. If a candidate is unable to participate in the annual inauguration, the candidate shall be sworn in at the next general meeting of the Student Government Association following the date of the annual inauguration.

Grievances

Section 6 Grievances against the election process may be submitted if they adhere to the following guidelines:

- a. Any undergraduate student who pays the Student Activities Fee may initiate a grievance with the Chair(s) of the Elections Committee concerning the election and/or election procedure. Said grievances must be submitted in writing to the Chair(s) of the Elections Committee within three (3) calendar days after election results have been publicly announced. All candidates running for the position in question along with the General Board must be notified within twenty-four (24) hours of receiving the grievance;
- b. The grievance shall be deliberated on and a verdict rendered by the Elections Committee within three (3) calendar days after the Elections Committee receives it. The complainant and relevant parties shall be promptly notified in writing of the decision;
- c. The complainant may choose to remain anonymous to the Student Government Association. This must be directly stated within the grievance which is submitted to the chair of the Elections Committee. The complainant cannot remain anonymous to the Elections Committee;
- d. The Elections Committee shall inform the President of the Student Government Association of their decision, and the president shall then present the grievance to the Student Government Association at its next regularly scheduled meeting; by a two-thirds majority vote, the Student Government Association shall decide the outcome of the grievance. The complainant shall be notified in writing of the decision of the Student Government Association;

If the final decision on a grievance favors the complainant, the election process must be re-held within ten (10) days of the decision. If the elections under review are at the end of the Spring Semester, corresponding re-elections must be held before co-curricular activities cease.

Article II — TRANSITIONING DOCUMENTS

Section 1 All outgoing class representatives, chairpersons, cabinet members, and Executive Board members are mandated to provide transitioning documents to their respective successors. These documents are to be provided by Club Transition Day in the Spring Semester. All outgoing class

representatives will create one joint document for their successors. The exceptions will be for:

- a. The First-Year Class Representatives, who upon election will receive their transitioning documents from the Sophomore Class Representatives;
- b. Members who are remaining in the same position for the next term, in which case transitioning documents are not required.

Section 2 Transitioning documents can be provided in paper form or electronically as a file that is readable independent of application software, hardware, and operating system. Transitioning documents must include:

- a. Duties of the position;
- b. Updated timeline of responsibilities;
- c. Summary of the year's activities;
- d. A list of topics of focus and suggested topics;
- e. The Constitution of the Student Government Association;
- f. A sample meeting agenda;
- g. Any other transition notes as seen fit by the outgoing representative.

Article III — PARTICIPATION POLICY

Section 1 All SGA members are expected to attend and participate in each Student Government Association meeting and function. Attendance is sufficient cause to acknowledge the member's presence at a meeting. When a member knows they will not be in attendance, notice should be given to the Vice President of Administration at least twenty-four (24) hours in advance of the event or meeting.

Section 2 A total of one (1) unexcused absence will be allowed for each Student Government Association member per calendar year for regular meetings and one (1) unexcused absence for committee meetings. The Vice President of Administration will determine whether or not an absence can be considered as an excused absence, and this decision is under their discretion. After one absence, the representative will be given a formal warning. A second absence will be considered neglect of duty, and formal recall proceedings may commence.

Section 3 All members are expected to attend recommended events which are separate from mandatory events. Participation of one or more SGA members constitutes sufficient cause to acknowledge the Student Government Association's presence at an event. The Vice President of Administration reserves the right to require proof of attendance when relevant. These include events in the PAC, IEGE, Athletics, RHA, LSPB, Campus Ministry, CSO, and others. Event attendance will be recorded through a point system, with different events counting for different amounts of points. Common or annual events will have predetermined Participation Point ("point") values (*see Appendix A*). If a member wishes to count an event towards their requirement that does not have a predetermined point value, the Vice President of Administration reserves the discretion to determine a suitable point value for that event. Members are required to attend a total of 100 points each semester with 60 points having been completed by the halfway point in each semester. When a member is falling short of the required number of points at a certain time as deemed by the Vice President of Administration, the Vice President of Administration will give the member a formal warning. If unsatisfactory attendance continues, formal recall proceedings may commence.

Section 4 At the discretion of the Vice President of Administration, members who 1) have not previously held a position in the Student Government Association and 2) begin their term following

August 31 may be awarded no more than 40 additional Participation Points. These points must be awarded in an equitable manner that takes into account the possible events and activities listed in Appendix A in which the member in question can reasonably take part.

Article IV — VACANCIES

Section 1 Any SGA member who takes a leave of absence greater than three (3) weeks in length is required to resign. This includes study abroad, medical leave, or personal time away from campus. Exceptions to this rule may be granted by majority approval of the Student Government Association General Board.

Change in Status

Section 2 No SGA member shall lose their seat due to a change in status stemming from a movement from one class year to another during the middle of an academic year.

Vacancies

Section 3 If vacancies become present on the Student Government Association, a replacement process must adhere to the following guidelines:

- a. In the case of the vacancy of the office of the President, the Vice President of Student Affairs shall assume the office of President for the remainder of the term. In this case, an election shall be held to elect a Vice President of Student Affairs; the office of Vice President of Student Affairs shall remain vacant until that time;
- b. In the case of the vacancy of the office of the Vice President of Student Affairs, Vice President of Administration, Vice President of Club Development, Vice President of Communications and Engagement, or Vice President of Finance a member of the Student Government Association who meets all the requirements of the particular office shall be nominated by the Executive Board to temporarily fill the position until a permanent replacement is elected under the elections procedures listed in Article I of the bylaws. A majority vote by the Student Government Association shall approve the temporary replacement. They shall hold the position for the remainder of the original term;
- c. In the case of a vacancy in any General Board position, the Constitution Committee shall appoint, by majority approval, any student to the position who meets the requirements of office. Appointing a new member can be done by the means necessary determined by the Constitution Committee. Once obtaining majority approval of the Constitution Committee, the candidate must receive Executive Board approval, followed by majority approval of the General Board of the Student Government Association. They shall hold the position for the remainder of the original term;
- d. In the case of the vacancy of the entire Executive Board, the Student Government Association shall convene at its next regularly scheduled meeting time and follow the procedure outlined in the latest edition of *Robert's Rules of Order Newly Revised* for convening such a leaderless body. Upon the election by the Student Government Association members present a chairperson from among their ranks, and an interim Executive Board shall be elected among the Student Government Association members who meet the requirements of the office as outlined for each position in the Student Government Association Constitution. This interim Executive Board shall serve until a permanent replacement Executive Board is elected under the election procedures listed in Article I of the bylaws. The newly elected Executive Board shall assume office immediately upon the tally of the votes;

- e. If there are insufficient persons to fill the positions of Le Moyne Student Programming Board Representative, Commuter Student Organization Representative, Residence Hall Representative, Student Athletics Representative, or Visual and Performing Arts Representative, the Constitution Committee may suggest students affiliated or unaffiliated with these organizations or other students interested in the position who are judged to be have the ability to properly represent these positions by submitting their resume to the chair of the Constitution Committee. Following the suggestion of the Constitution Committee, the candidate must receive Executive Board approval, followed by majority approval of the General Board of the Student Government Association.
- f. In the case of the vacancy of the moderator or chaplain, any voting member of the Student Government Association may submit to the President nominees to fulfill the position of the moderator or chaplain during a designated period of no longer than fourteen (14) days as determined by the President. All nominees shall be contacted by the President following the nomination period; each nominee shall be given no more than seven (7) days to respond to the President. Following the response period, all nominees will be submitted for a majority acceptance vote by the Executive Board at the next meeting of the Executive Board. Any accepted nominees will be submitted in motion at the General Board meeting immediately following their acceptance by the Executive. The President shall call a separate motion for each accepted nominee at the next General Board meeting. The nominee who receives the greatest number of affirmative votes by student members of SGA shall immediately become the moderator of SGA.

Article V — CONDUCT

Section 1 All members of the Student Government Association must adhere to the rules, regulations, and guidelines outlined in the Student Handbook (lemoyne.edu/handbook). This includes but is not limited to underage consumption of alcohol, usage of illegal or illicit drugs, cheating or plagiarism, destruction of campus property, bias-related incidents, and Title IX violations. Members of the Student Government Association are expected to act as role models on campus and any behavior that violates the image set forth by the Association, including online presence/social media, may result in dismissal from one's position (*See Article VI of the bylaws for recall of members*). If any member of the Student Government Association is charged with violating those procedures, they may be placed on temporary probation until the member in question is proven at fault. During the probationary period, the moderator of SGA and administrator charged with conduct violation has the authority to dismiss the member in question from their position in conjunction with the procedures listed in the Le Moyne College Student Handbook (*See Article IV of the bylaws for filling vacancies*).

Article VI — RECALL OF MEMBERS

Procedures

Section 1 If the Student Government Association wishes to recall a member, recall can commence with the following guidelines:

- a. A formal written warning describing a member's unsatisfactory performance will be issued to a member of the Student Government Association prior to a request for a recall. If the Student Government Association member's conduct continues to be unsatisfactory then implementation for ment proceedings may be pursued;
- b. The voting members of the Student Government Association may recall Executive Board and General Board members through the following procedures:

- i. Presentation of a petition bearing the signatures of fifty (50) percent of the voting members of the Student Government Association brought to the moderator of the Student Government Association; the specific reasons for the recall must be presented along with the petition. If the moderator is the member with request to be recalled, the petition will be brought to an appropriate member of the staff of the Office of Campus Life and Leadership;
- ii. For constitutional offenses including, but not limited to, neglect of duty, contempt of Student Government Association and failure to discharge the duties of office, an impeachment trial shall be held before the full Student Government Association, with a Student Government Association member chosen by majority vote serving as presiding officer. All charges shall be entered, and the accused and/or counsel may present their case followed by cross examination of the two parties by the General Board. If a two-thirds majority finds a member guilty of an impeachable offense, the guilty party shall be removed from their position and an election shall be held according to Article I of the bylaws to fill the vacancy;
- iii. For more serious offenses including but not limited to misappropriation of Student Government Association funds, endangering the welfare of others, and other potential civil offenses, the case and all evidence shall be turned over to the College judicial system for action. The Student Government Association and all persons involved in the case shall be bound by the Family Educational Rights and Privacy Act of 1974.

Article VII — RESIGNATIONS

Executive Board Members

Section 1 In case of resignation, members of the Executive Board shall submit their resignation in writing to the President and to the Moderator of the Student Government Association. The resignation shall then be presented to the Student Government Association General Board at its next meeting for a majority vote.

General Board Members

Section 2 In case of resignation, members of the General Board shall submit their resignation in writing to the President or Vice President of Administration. The resignation shall then be presented to the Student Government Association for vote as soon as possible, whether at its next meeting or through formal digital vote for acceptance.

Article VIII — GOVERNANCE OF STUDENT ORGANIZATIONS

Supervision of Campus Clubs

Section 1 The Student Government Association is responsible for supervision, enforcement, and approval of all student clubs and organizations on campus.

Section 2 The Vice President of Club Development is the Student Government Association's official administrator with all college clubs and organizations. The Vice President of Club Development will work closely with these groups to help them achieve their goals, as well as serve as a point of contact for any student who wishes to form a newly recognized club or organization.

Section 3 The Organizational Finance and Review Committee is chaired by the Vice President of Finance. The Vice President of Finance is the Student Government Association's official administrator for club and organization funding, along with any matters regarding the student activities fee. The Organizational Finance and Review Committee is responsible for all funding matters using the student activities fee as it relates to club funding. The Organizational Finance and Review Committee will review all clubs for compliance with Student Government Association and Organizational Finance and Review Committee rules and guidelines and allocate an appropriate budget.

Section 4 The Student Government Association reserves the right to recommend a financial fine be placed on clubs which fail to comply with club guidelines and requirements. These recommendations shall be submitted to the Organizational Finance and Review Committee for review.

Section 5 If a club or organization fails to comply with the Student Government Association club guidelines, the Student Government Association reserves the right to vote by two-thirds ($\frac{2}{3}$) majority to make the club inactive via motion or recommendation by the Vice President of Club Development or the Vice President of Finance.

Section 6 The most updated version of club responsibilities, regulations, and club governance carries the title of *Club President's Manual* and is held by the Vice President of Club Development. The *Club President's Manual* is distributed to each club president at the initiation of their presidency. This officially recognized document demonstrates in detail the club governance exerted by the Student Government Association. All revisions to this document must be approved by a majority of the Club Development and Audit Committee, which then submits revisions for Executive Board majority approval, followed by majority approval of the General Board of the Student Government Association.

Article IX — CLUB ENROLLMENT PERIODS

Section 1 There will be two club enrollment periods per academic year. The first should be held at the beginning of the fall semester and the second at the beginning of the spring semester. Open enrollment periods should be approximately two weeks in length, though period length is at the discretion of the Vice President of Club Development. Once the open enrollment period has expired, all students who did not turn in documents for approval during the period must wait until the next open enrollment period for the club to be reviewed by the Student Government Association.

Section 2 Open enrollment periods should be used to seek out students who wish to create a club on campus or reactivate an inactive club or organization. The Vice President of Club Development must hold a Club Creation informational meeting in which students will learn of the official process for starting a club, including the required documents, requirements and responsibilities of club presidents, and deadlines for materials to be submitted for review by Student Government Association.

Section 3 All club applications submitted during an open enrollment period should be voted on in a single Student Government Association meeting. That meeting should be the first full Student Government Association meeting following the conclusion of the open enrollment period. Subject to the final approval by the Vice President for Student Development, the Student Government Association is responsible for recognizing and approving all student clubs and organizations.

Section 4 Any sufficiently proposed club that is denied official club approval through the appeals process may apply for official club status during the next open enrollment period (*Article X, Section 9 of*

the bylaws).

Article X — CLUB ACTIVATION

Section 1 All students are encouraged to create a new club or organization which specializes in a particular student interest. Le Moyne College policy encourages free discussion of issues as part of the educational process. Organized advocacy of a position violating the College's Catholic tradition is not endorsed or funded by the college. Registration of a student club or organization by the Student Government Association is an acknowledgement that the organization has complied with registration procedures. The College will grant all rights and privileges accorded to every registered club or organization.

Section 2 There are two ways to form clubs; either a new club is created or an inactive club is reactivated. In order for a new club to be created, students must submit a petition of at least fifteen (15) students in support of the club's formation, the New Club Application, a personal statement from the leading student advocate for the club's formation, and a club constitution (*Article X, Section 6 of the bylaws*). The personal statement should detail the student's purpose in the creation of the proposed club, and their plan if the club becomes official. The personal statement should also include all information necessary to begin running the club. Interested students must also have a moderator that is a faculty member or administrator at Le Moyne College.

Section 3 In order to reactivate a club, students must submit a petition of at least fifteen (15) interested students, a list of club officers, the Reactivating Club Application, a personal statement from the leading student advocate for the club's formation, and a club constitution (*Article X, Section 6 of the bylaws*). Interested students must also have a moderator that is a faculty member or administrator at Le Moyne College. Requests for reactivation must be first submitted to the Vice President of Club Development and then will be reviewed by the Student Government Association General Board, which will vote on reactivation with the process used for New Club Applications (*Article X, Section 8 of the bylaws*).

Section 4 Interested students must also attend a mandatory Club Creation informational meeting with the Vice President of Club Development. At this meeting, students will learn of the official process for starting a club, the required documents and their deadlines, and the requirements and responsibilities of being a club president.

Section 5 A list of the proposed club's founding officers, along with the name of the faculty member or administrator who will serve as the moderator, should be submitted to the Vice President of Club Development for initial review. Following the initial review, those documents shall be submitted to the Student Government Association General Board for approval. Each club should have at least a president and treasurer. Only one founding officer may serve as the official contact person to the Student Government Association and Organizational Finance and Review Committee.

Section 6 Club constitutions should describe a club's purpose, membership, and elections procedure and should be submitted to the Vice President of Club Development for review. The Student Government Association General Board shall then examine the club constitution to ensure the club's purpose is congruent with the goals and ideals of the college, is economically feasible, and does not overlap with the interests of other clubs or organizations on campus. The Vice President of Club Development will work with any students who are having difficulty drafting a constitution.

Section 7 Once a club's constitution has been screened by the Student Government Association, the leading student advocate for the club will be permitted to give a presentation before the Student Government Association General Board at the discretion of the Vice President of Club Development. Any club which lacks a representative at this designated Student Government Association meeting will forfeit their right to appeal the Student Government Association's decision if denied. Following each presentation, SGA members will be permitted to question the representative(s) of the proposed club within the time designated for the purpose by the Vice President of Club Development. The Student Government Association General Board shall then hold a closed-door discussion regarding the proposed club. The SGA General Board should hold votes during a single meeting on the approval of all clubs that have been sufficiently proposed in the preceding open enrollment period. Subject to the final approval by the Vice President for Student Development, the Student Government Association is responsible for recognizing and approving all student clubs and organizations. Upon approval by the Vice President for Student Development, the Organizational Finance and Review Committee will then work with the new club's leadership to develop and approve funding of up to \$500 for the remainder of the semester in which the club is activated.

Section 8 A sufficiently proposed club that is denied approval by the Student Government Association will be notified in writing of the reason(s) for disapproval by the Vice President of Club Development. Any club that is denied official club approval may submit a formal appeal to the Vice President of Club Development within seven (7) class days of receiving the notification of disapproval. The Executive Board of the Student Government Association will review all appeals; if approved by majority vote of the Executive Board, the appeal will be put to a vote by the Student Government Association General Board. Proposed clubs will receive written notification from the Vice President of Club Development regarding the outcome of any appeal. If an appeal is rejected by the Student Government Association, then the club may appeal to the Dean of Students. If this appeal is denied, then a final appeal may be made to the Vice President for Student Development, whose decision shall be final. The Vice President of Finance shall serve as the liaison between the club and the Organizational Finance and Review Committee. The Vice President of Club Development will be the liaison between the appealing club and the Student Government Association. However, if the organization appeals to the Vice President for Student Development, both the Vice President of Finance and Vice President of Club Development shall meet with a single representative from the club. The club representative shall present their case before both vice presidents.

Article XI — CLUB PRESIDENT'S MANUAL

Section 1 The Student Government Association recognizes the *Club President's Manual* as an official document of the organization. This document may be reviewed and updated by the Vice President of Club Development in collaboration with the Vice President of Finance and the Club Development and Audit Committee.

Section 2 The *Club President's Manual* is prepared and distributed to each new club president at Club Transition Day in April of each academic year. Each club president should use this manual to assist them in making their club successful during their club presidency.

Section 3 The *Club President's Manual* shall address all matters regarding club requirements and funding—among other important topics—so that it serves as a clear and sustainable document for club presidents to refer to with any questions or curiosities surrounding their presidency.

APPENDICES

Appendix A Events with Fixed Participation Point Values

		Jesuit Alumni Mass	5
		Jesuit Coffee House	5
		Service Immersion Trip	10
		Phins Share Meals	5
		Theology on Tap	4
		Mass (Lector, Sacristan, Eucharistic Minister, Singing)	1/mass
	Athletics		
NCAA Athlete	20		
Club Sport Athlete	10		
Attending a Game	4		
	Campus Ministry		
Lessons and Carols	10		
DIVE	10		
Mass of the Holy Spirit	5		
Mass on the Grass	10		
Mass of Remembrance	5		
		CSO	
		Halloween Party	5
		IEGE & Inclusion Clubs	

Latinx Banquet	10	SGA	
MLK Jr. Convocation	10	Club Fair	10
Afro Gala	10	Pep Rally	10
Fashion	8	HW Smith	10
El Movimiento	5	College Committee Member	10

Leadership Opportunities

Student Leader Lunches	10
Fall/Spring Convocation	10
Orientation Leader	10
Diversity Ambassador	10
Resident Advisor	15
Club President	15
Club Executive Board Member	10
Student Alumni Leadership Training	5
Student Ambassador	5
Career Fair	10
Non-SGA/BOT Committees	5

EMS Technician	5
On-Campus Job	5
Manresa	5
Accepted Students Day	2

LSPB

Phintoberfest	5
Deck the Heights	8
Spring Gala	5
100/400 Nights	4
Halloween Dance/Event	3

PAC

Boot and Buskin or Major Arcana production,
Vocal or Instrumental Concert, Dance Recital,
or similar production

Participant	15
Attendant	3
24-Hour Project	5
VPA Open House	3
Fringe Fest	5
Arts Assembly Meeting	1

RHA

Alcohol Awareness Week Events	5
Apple Fest	4
Earth Jam	5