Saint Michaels College
Student Government Association

2025-2026
Procedures Manual and Constitution

Alliot Hall
Room 103

"One of the marvelous things about community is that it enables us to welcome and help people in a way we couldn't as individuals."
– Jean Vanier

Table of Contents

Reference and Procedures

- Executive Board Contact Information
- Basic Procedures
- Roberts Rules of Order

Constitution of the S.G.A

- Article 1: Name
- Article 2: Purpose
- Article 3: Membership
- Article 4: The Senate
- Article 5: The Senators
- Article 6: The Senate Cabinet
- Article 7: The Executive Officers & Executive Board
- Article 8: The Senate Advisors
- Article 9: Amendments
- Article 10: The Senate Bylaws

Bylaws of the Senate

- Article 1: The Bylaws
- Article 2: Rules of Order
- Article 3: Minutes and Records
- Article 4: Quorum, Attendance and Proxy
- Article 5: Meeting Agendas
- Article 6: Standing Committees of the Senate
- Article 7: Ad Hoc Committees of the Senate
- Article 8: Class Officers
- Article 9: Student Representatives
- Article 10: Club Representatives
- Article 11: Student Athlete Advisory Committee Representative [REPEALED]
- Article 12: Elections
- Article 13: Transfer of Power
- Article 14: Clubs and Organizations
- Article 15: Student Government Association Club Expenditures
- Article 16: Impeachment
- Article 17: Resolutions
- Article 18: Amendments and Petitions
- Article 19: Student Investment Fund
- Article 20: Media Regulations

Table of Contents Continued

Policies

I. International Student Suffrage
II. Jennifer Cernosia Exceptional Student Leadership Award
III. Anti-Discrimination
IV. David Landers Social Awareness & Responsibility Award
V. Class Budgets
VI. Monahan Award
VII. Grace Kelly Community Enrichment Award
VIII. Anonymous Electronic Voting Records Guarantee
IX. Spring 2019 Co-Secretaries of Diversity, Equity, and Inclusion
X. Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence & Stalking Policy
XI. Senate Meeting Changes
XII. Advisor of the Year Award
XIII. Executive Secretary of Excellence Award
XIV. The Beloved Community
XV. Fix It With Five

Addendum I: Presentation Guide

1. Potential Clubs/Organizations
2. Funding Requests
3. Resolutions
4. Informational Presentation
5. Change in Club Name

"If you always put a limit on everything you do, physical or anything else. It will spread into your work and into your life. There are no limits. There are only plateaus, and you must not stay there; you must go beyond them."
- Bruce Lee

Table of Contents

Reference and Procedures

Contact Information

General Contact Information

The S.G.A. Office is located in Alliot Hall, Room 103. It is the Student Government Association Office; therefore, it is your office. Please stop in if you have any questions or concerns or just to say hello.

Email: StudentGovernmentAssociation@smcvt.edu

Executive Board Members Contact Information:

The Executive Board members have office hours posted inside the Student Government Association Office. We are here for all problems – please feel free to contact us for any reason.

Cassie Lathrope **Student Government Association President**	clathrope@mail.smcvt.edu
Ryann Edwards **Student Government Association Vice President**	redwards4@mail.smcvt.edu
Angeljolee Carter **Secretary of Academics**	acarter4@mail.smcvt.edu
Nicholas Wracker **Secretary of Athletics**	nwracker@mail.smcvt.edu
Julianne Giordano **Secretary of Community Engagement**	jgiordano2@mail.smcvt.edu
Ernest Hodgdon **Secretary of Diversity, Equity and Inclusion**	ehodgdon@mail.smcvt.edu
Courtney Boyle **Secretary of Finance**	cboyle3@mail.smcvt.edu
Faida Achinda **Secretary of Student Life**	fachinda@mail.smcvt.edu
Carl Barton **Secretary of Student Policy**	cbarton@mail.smcvt.edu
Shannon MacIssac **Co-Secretary of Programming**	smacissac@mail.smcvt.edu
Amy Winchell **Co-Secretary of Programming**	awinchell@mail.smcvt.edu

Table of Contents

Reference and Procedures

Procedure

Senate Member Responsibilities

1. Senators must attend weekly meetings on Tuesday nights at 7:00 p.m. as well as committee meetings, hall/area meetings, and meetings with constituents (as applicable).
2. Senators must report all S.G.A. activities and issues back to members of their floor, area, or hall. When important issues/events arise, floor and class meetings should be held to discuss the issues/events.
3. When elected to office Senators must hold a floor/area meeting to inform their constituency of having been selected to serve in office. At this time, they should give their information concerning ways to contact them with concerns or ideas that constituents may have. It is also recommended that Senators make a sign for their door with their information on it.
4. Senators need to work in conjunction with the Residence Life staff, especially with the R.A.s (Resident Assistants).
5. Senators, as representatives of the campus community, should support, publicize, and attend all S.G.A. activities.
6. Senators must voice the opinions of their respective constituencies, as well as their own personal views.
7. Senators must ask questions if they are ever unsure of what is going on.
8. Senators need to approach members of the Executive Board, or Committee Chairs, if they think something should be done differently.
9. Senators are encouraged to actively participate in each meeting they attend (weekly S.G.A., Hall/Area, Committee, and others).

Table of Contents

Reference and Procedures

Format of the Agenda for Student Government Association Meetings[1*]

1. The Chair calls the meeting to order.
2. The Secretary of Community Engagement calls the roll. Roll call shall reflect active Senator members and recognized clubs only.
3. Prayer.
4. Should the Chair have any remarks, the Chair shall suspend the rules of the procedure to allow her/himself to speak and take questions from the floor should they wish to do so.
5. The Chair shall call for the approval of the minutes from the previous week's meeting. Any necessary changes will be made and then a vote will take place.
6. The Chair shall suspend the rules and move into Announcements. Anyone may make an announcement about upcoming activities, presentations, or lectures, as they feel would be of interest to the students of Saint Michael's College.
7. After Announcements, the Chair shall move into Open Forum. Open Forum is a session where anyone present (students, faculty, staff, community members) may speak on any pertinent issue. Anyone wishing to present in Open Forum has to contact the President and Vice President by noon on Monday the week before said meeting for approval by the Executive Board and review of the presentation. The Executive officers and Executive Board shall not censor what goes in front of the senate but needs to review it to ensure factuality and proper procedures are followed.
8. When discussion has ended in Open Forum, the Chair shall reinstate the rules and ask if there is any Unfinished Business. Any motions tabled at previous meetings may be reintroduced. Once reintroduced, the motion will be treated as New Business.
9. When Unfinished Business is completed, the Chair shall move into New Business. Motions may be introduced by anyone for the Senate to consider. Debate on the issue will be in order until the question is moved. The Chair may end debate and call for a vote when they feel that the debate is non-productive, dilatory, off subject, or redundant. The issue may, as deemed necessary, be submitted to an appropriate committee for research.
10. When New Business is completed, the Chair shall entertain a motion to adjourn.

Table of Contents

Reference and Procedures

Parliamentary Courtesy (General Rules of Conduct)

1. Be on time for all meetings (Senators are needed for a quorum).
2. Sit in reserved seating (First ten rows for Senators).
3. Turn off all electronic devices and put away all non-S.G.A. related materials, including but not limited to: homework, *The Defender*, phones, computers, and tablets. Put away all non-S.G.A. related materials. Electronic devices are permitted for voting purposes.
4. Before using any recording or reporting devices, please gain approval from the Chair.
5. Stand while speaking (Sit and be respectful while others are speaking).
6. Don't keep your opinion to yourself. Ask questions if you are confused about facts and/or parliamentary procedure.
7. Don't remain silent during a debate and then criticize after the meeting.
8. Don't speak on a motion while the vote is being taken or counted.
9. Must make sure to notify the Vice President or a Committee Chair if you are unable to attend a meeting. Provide a proxy.
10. Don't accept an office unless you are willing to accept and assume the responsibilities of that office.
11. Don't leave the meeting, unless necessary, until the Chair declares the meeting adjourned as you are needed for a quorum, or something important comes up at the last minute.
12. Maintain decorum; do not use profane language and/or disruptive behavior.
13. Do not slander or unjustly criticize another member of the Senate. Treat others with respect.
14. Know the rules and procedures and be prepared to use them at the meetings.

Table of Contents

Reference and Procedures

Roberts Rules of Order

Roberts Rules of Order: Chart of Motions (www.robertsrules.org)
Part 1. Main Motions: These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Fix a Time to Adjourn	I move to set the next meeting at (time of next meeting)	No	Yes	No	Yes	Majority
End Meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for…	No	Yes	No	Yes	Majority
Register Complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to…	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to…	No	Yes	Yes	Yes	Majority
Refer to Committee	I move to refer the motion to…	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by…	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that/to…	No	Yes	Yes	Yes	Majority

Table of Contents

Reference and Procedures

Part 2. Incidental Motions: No order of precedence. These motions arise incidentally and are decided immediately.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce Rules	Point of Order	Yes	No	No	Yes	None
Suspend Rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion all together	I object to the consideration of the question	Yes	No	No	Yes	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary Law Question	Parliamentary inquiry	Yes	No	No	No	None
Request for Information	Point of information	Yes	No	No	No	None

Part 3. Motions that bring a question before the assembly: No order of precedence. Introduce only when nothing else is pending

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take matter from table	I move to take from the table…	No	Yes	No	No	Majority
Cancel previous action	I move to rescind…	No	Yes	Yes	Yes	⅔ or Majority with Notice
Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority

Table of Contents

Constitution of the Student Government Association

Article 1: Name
The name of the organization shall be the Student Government Association of Saint Michael's College, hereafter known as the S.G.A.

Article 2: Purpose
The purpose of the S.G.A. is to contribute to the cultural, educational, and social well-being of the College community, to promote inclusion to the continued growing diverse community, and to represent the collective interests of the student body before the Faculty, Administration, Board of Trustees of the College, and all other relevant organizations.

Article 3: Membership of the Student Government Association
All undergraduate degree students in good standing of Saint Michael's College shall be members of the S.G.A.

Article 4: The Senate
Section A: Duties
The legislative powers of the S.G.A. shall be vested in the Senate which shall have the purview to address all matters associated with the purpose of the Student Government Association. The Senate shall have full authority to act upon internal matters, including but not limited to the authority to set the annual budget of the S.G.A., to enact resolutions on external matters affecting the College community, as well as to make recommendations to relevant parties regarding the wellbeing of the College.

Section B: Composition
The Senate shall be composed of members elected by the undergraduate student body. Further, all clubs and organizations which are recognized and sponsored by the Student Government Association shall each elect one representative which will be a member of the Senate. Individuals may only serve in one (1) role per academic year. The following representatives shall be entitled to a voice and a vote:

1. Class Officers (President, Vice President, Secretary, Treasurer, Senators [two 2])
2. Student Body Representatives (five [5]), First-Year Representatives (two [2]), and International Student Representatives (one [1])
3. Club Representatives (one [1] per organization)
4. S.A.A.C. Representative (one [1])

Article 5: Senators
Section A: Duties/Responsibilities
Senators will represent their constituencies within the context of the purpose of the Student Government Association.

Constitution of the Student Government Association

Section B: Composition
The Senate shall be composed of Class Officers, Club Representatives, Student Representatives, First-Year Representatives, International Student Representatives, and a S.A.A.C. Representative.

Section C: Selection
Senators will be elected by the appropriate process for Class Officers, for Student Body Representatives, for First-Year Representatives, for International Student Representatives, and for Club Representatives. See: Bylaws of the Senate: Article 12- Elections.

Section D: Terms
Senators will serve a term of one (1) academic year.

Article 6: The Senate Cabinet
Section A: Duties/Responsibilities
The Cabinet shall guide the work of the Senate. Cabinet members shall have a voice but no vote in the Senate except that the Presiding Officer may break a tie vote. Cabinet members, as students with in-depth insights into the affairs of the College and the campus community are expected to be vocal on pertinent matters and motions that come before the Senate. The Cabinet shall function in its executive capacity between Senate meetings and report to the Senate on all actions taken in the interim.

Section B: Composition
The Cabinet will be comprised of the executive officers and the executive board of the organization including: the President, the Vice President, the Secretary of Academics, the Secretary of Athletics, the Secretary of Community Engagement, the Secretary of Diversity, Equity, and Inclusion, the Secretary of Finance, the Co-Secretaries of Programming, the Secretary of Student Life, and the Secretary of Student Policy.

Section C: Selection
The Senate Cabinet will be selected by the appropriate process for the executive officers and for the cabinet secretaries. See Constitution: Article 7- Senate Officers and Executive Board and Bylaws of the Senate: Article 12 - Elections.

Section D: Terms
The Cabinet will serve a term of one (1) academic year.

Article 7: Executive Officers and Executive Board
Section A: Executive Officers
The S.G.A. President and S.G.A. Vice President shall be the Executive Officers of the Senate.

Table of Contents

Constitution of the Student Government Association

1. Duties/Responsibilities:
    a. The President shall have the following duties:
        i. Act as the chief executive officer and official representative of the S.G.A.;
        ii. Preside over the Senate and set the agenda for meetings;
        iii. Chair the Cabinet;
        iv. Serve as ex-officio member of all Senate Committees;
        v. Nominate S.G.A. representatives on College Joint Committees;
        vi. Call special elections when there are vacancies for elected positions in the S.G.A. and the Senate;
        vii. Call the Senate into Executive Sessions with the concurrence of the Senate, and call special meetings of the Senate;
        vii. Shall guide the S.G.A. in a direction that best follows the mission of Saint Michael's College and the Edmundite Learning tradition.
    b. The Vice President shall have the following duties:
        i. Act as President and assume all duties, powers, privileges of that office if or when the President is no longer able to carry out duties of the Office;
        ii. Serve as the chairperson of the Senate Personnel and Nominations Committee and have a tie breaking vote on that Committee;
        iii. Appoint each Senator to a Standing Committee assignment or its equivalent;
        iv. Have a voice in the Senate and, if Presiding Officer, break a tie vote in the Senate.
2. Qualifications: Executive Officers shall be members of the Student Government Association as full time matriculated students at the time of the election, not taking fewer than twelve (12) credits for each semester while in office. Further, Executive Officers must have served as either a Senate member or as member of the Cabinet for at least one (1) year prior to assuming the role of Executive Officer. Upon election, the President and Vice President-elect must relinquish any Resident Life Office commitments, The Defender newspaper commitments, as well as Fire and Rescue Department commitments that they may hold upon the end of the Academic year. Given that the Student Government Association President and Vice President are responsible for the interviewing, hiring, and maintenance of the Student Government Association Executive Board Secretaries, the President and Vice President are charged with maintaining a level of conversation and awareness regarding the mental health, academic success, and position fulfillment of the hired Secretaries. By looking out for the Officers in these capacities, the President and Vice President will be able to check in with a Secretary if they notice anything of concern impacting these areas. Likewise, if an Executive Board Officer notices the President or Vice President

struggling with any of the same issues, the Secretary may contact the President or Vice President directly or one of the Student Government Association advisors in order to express their concern. Given the extensive time commitment of each of these positions, it is required the Executive Officers and Executive Board devote their full attention to the S.G.A.

3. Selection: See Bylaws: Article 12- Elections.
4. Terms: The terms of the Senate Executive officers shall expire at the conclusion of the spring semester, whereupon the newly elected officers shall assume full responsibilities.
5. Compensation: The S.G.A. President will be compensated $1,500 per semester. The S.G.A. Vice President will be compensated $1,250 per semester.
6. Removal from Office: See Bylaws: Article 16- Impeachment.

Section B: Secretary of Academics

1. Duties: Act as chair of the Academics Committee, serve on the Curriculum and Library Committees, act as liaison between various academic offices (Study Abroad, Career Development, Registrar's Office, Academic Enrichment Commons etc.) and the S.G.A. Promote events from these and other applicable offices.
2. Qualifications: It is recommended but not required that candidates have sat on the Academics Committee for one (1) year prior to assuming this role. Must be a full-time student in good academic standing.
3. Terms: The term of the Secretary of Academics shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
4. Compensation: The Secretary of Academics will receive a stipend of $1,000 per semester.
5. Removal from office- See Bylaws, Article 16- Impeachment.

Section C: Secretary of Athletics

1. Duties: Act as chair of the Athletics Committee, serve on the Athletic Advisory Council, work with the Athletics Department to facilitate non-varsity athletic opportunities, including but not limited to intramural and club sports, and work to improve the overall environment and experience for Saint Michael's athletes.
2. Qualifications: It is recommended but not required that candidates have a knowledge of the Athletics Department. Must be a full-time student in good academic standing.
3. Terms: The term of the Secretary of Athletics shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
4. Compensation: The Secretary of Athletics will receive a stipend of $1,000 per semester.

Constitution of the Student Government Association

5. Removal from office- See Bylaws, Article 16- Impeachment.

Section D: Secretary of Community Engagement

1. Duties: Act as chair of the Community Engagement Committee, serve as recording secretary of the Senate and Cabinet meetings, maintain files for the Executive Officers and the Cabinet, manage the SGA website, announce all meetings of the Senate, maintain a calendar of SGA sponsored events, work towards promoting SGA sponsored events, act as a liaison between Campus Technologies through attending Tech Steering meetings, handle all facets of S.G.A. external communications, and act as an initial point of contact for the Executive Board.
2. Qualifications: It is recommended but not required that the candidate be a Journalism, Media Studies, and Digital Arts major or holds comparable competency in digital media. Must be a full-time student in good academic standing.
3. Terms: The term of the Secretary of Community Engagement shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
4. Compensation: The Secretary of Community Engagement will receive a stipend of $1,000 per semester.
5. Removal from office- See Bylaws, Article 16- Impeachment.

Section E: Secretary of Diversity, Equity, and Inclusion

1. Duties: Act as a chair of Diversity, Equity, and Inclusion Committee. Through programming, policy work, and community education, the Diversity, Equity, and Inclusion secretary works to present student concerns and issues to the Saint Michael's College administration in regards to diversity, equity, and inclusion including, but not limited to, race, color, sex, sexual orientation, religion, gender, gender expression, ability, and socioeconomic status. It is the job of the secretary to make any recommendations to the S.G.A. on how to be more inclusive. The Secretary serves as liaison between the Center for Women and Gender, Multicultural Student Services, Student Veterans Services, the Office of Accessibility Services, the Diversity, and Inclusion Council, We All Belong, the Diversity Working Group, etc.
2. Qualifications: It is recommended but not required that the student has prior experience working on issues of inclusion.
3. Terms: The term of the Secretary of Diversity, Equity, and Inclusion shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
4. Compensation: The Secretary of Diversity, Equity, and Inclusion will receive a stipend of $1,000 per semester.
5. Removal from office- See Bylaws, Article 16- Impeachment.

Constitution of the Student Government Association

Section F: Secretary of Finance

1. Duties: Act as chair of the Finance Committee, maintain accurate monthly audits of all S.G.A. funded organizations; hold the authority to request the books and ledgers of any S.G.A. funded organizations for review; hold the authority to suspend upon notification to the S.G.A. President the purchasing power of any S.G.A. funded organizations and report said suspension to the organization as soon as possible; act as liaison between the Vice President of Finance, the Director of Finance, the Controller, and the Director of Business Services.
2. Qualifications: Prospective candidates shall have taken one (1) class in Accounting or shall have acquired the experience comparable to that of assisting Chair of the Finance Committee of which will be deemed sufficient by the Personnel and Nominations Committee. Must be a full-time student in good academic standing.
3. Terms: The term of the Secretary of Finance shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
4. Compensation: The Secretary of Finance will receive a stipend of $1,000 per semester.
5. Removal from office- See Bylaws, Article 16- Impeachment.

Section G: Co-Secretaries of Programming

1. Duties: Act as co-chairs of the Programming Committee; plan campus wide events, including but not limited to the Welcome Back Bash, a fall and spring semester Friday Knight Dry, and P-Day; Collaborate with clubs when possible
2. Qualifications: It is recommended but not required that the candidates have been a part of the Programming Committee for at least one (1) year prior to assuming the role. Prospective candidates must have experience planning and executing a large-scale program. Must be full time students in good academic standing.
3. Terms: The term of the Co-Secretaries of Programming shall expire once the New Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretaries shall assume full responsibilities.
4. Compensation: Each Co- Secretary of Programing will receive a stipend of $1,000 per semester.
5. Removal from office- See Bylaws, Article 16- Impeachment.

Section H: Secretary of Student Life

1. Duties: Act as chair of the Student Life Committee; act as liaison between Physical Plant, Sodexo Food Services, the Office of Sustainability, the Student Life Office, Campus Technologies, and Public Safety.

Constitution of the Student Government Association

2. Qualifications: It is encouraged but not required that candidates have been or are a part of the Residential Life staff. Must be a full-time student in good academic standing.
3. Terms: The term of the Secretary of Student Life shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
4. Compensation: The Secretary of Student Life will receive a stipend of $1,000 per semester.
5. Removal from office- See Bylaws, Article 16- Impeachment.

Section I: Secretary of Student Policy

1. Duties: Act as chair the Student Policy Committee; determine whether a quorum exists at weekly Senate meetings; review the Constitution, Bylaws, and Policies of the S.G.A. and make recommendations for changes; publish the Procedures Manual; coordinate Fall and Spring Elections; act as initial contact with prospective clubs; hold the power to suspend clubs upon notification to the S.G.A. President and approval from the Personnel and Nominations Committee; and in years when federal elections occur, disseminate voter registration and absentee ballot information to the student body.
2. Qualifications: It is recommended but not required that candidates have knowledge of Robert's Rules of Order. Must be a full-time student in good academic standing.
6. Terms: The term of the Secretary of Student Policy shall expire once the new Executive Board has been confirmed between the twelfth (12^{th}) and fourteenth (14^{th}) weeks of classes, whereupon the newly appointed Secretary shall assume full responsibilities.
3. Compensation: The Secretary of Student Policy will receive a stipend of $1,000 per semester.
4. Removal from office- See Bylaws, Article 16- Impeachment.

Section J: Selection Process for Secretaries

The Selection Process for the Executive Board is as follows:

1. After the spring elections the Vice President-elect and sitting Vice President shall coordinate times for when the interviews will be held. This shall be completed no later than the thirteenth week of class.
2. An announcement shall be sent out from the Vice President stating that applications are available.
    a. Applications, including the application sheet, a letter of intent, and two (2) letters of recommendation shall be due on a date specified by the Vice President;

   b. This announcement shall be made no later than three (3) weeks prior to the release of Executive Board applications;
3. Each candidate shall go through an interview process which is attended by the President-elect and Vice President-elect, the Chai of the Personnel and Nominations Committee, and the current Executive Board member whose position is being interviewed for, unless said Executive Board member is seeking reappointment.
   a. In the event any candidate is studying abroad, replacement interviews are selected by the highest-ranking officer present. They are in order President-elect, Vice President-elect, current President, current Vice President;
   b. In the event that the President-elect or/and Vice President-elect is abroad, two (2) members of the Personnel and Nominations Committee shall fill the slot. These members are to be chosen at random by the current Vice President.
4. The President and Vice President-elect shall select the Executive Board for the following year, with the Personnel and Nominations Committee serving in a capacity as advisors to the newly elected officers. The Committee shall present their recommendations for each candidate to the newly elected officers. If a suitable candidate has not been found for a position, then the Personnel and Nominations Committee shall reopen the process immediately and conduct new interviews for the vacant position(s).
5. The Executive Board candidates shall be approved by the Senate at the earliest convenience:
   a. In New Business a motion shall be made to confirm each candidate, at which time the Personnel and Nominations Committee Chair shall present their recommendations for each candidate. All candidates will then be asked to leave the room until each candidate has been voted on.
      i. Each candidate shall be voted on individually within New Business;
      ii. A simple majority vote is required for each candidate's confirmation.
   b. If an Executive Board candidate is not confirmed by the Senate, then the application and interview process shall be reopened.

Article 8: Senate Advisors

Section A: Duties

The Senate Advisors shall give counsel to the Senate in its work with particular emphasis on bringing a Saint Michael's College community perspectives to deliberations.

Section B: Qualifications

The Senate Advisors shall be members of the Saint Michael's College community as faculty members, staff members, or administrators.

Section C: Selection

Constitution of the Student Government Association

Nominated by the S.G.A. President and S.G.A. Vice President and finalized by the senate by the second (2nd) meeting of each academic year.

1. In New Business a motion shall be made to confirm each advisor by the S.G.A. President. All advisors will then be asked to leave the room until each has been voted on.
2. Each advisor shall be voted on individually within New Business.
3. A simple majority vote is required for each advisor's confirmation.

Section D: Terms

The term of office is one (1) academic year.

Article 9: Amendments

The S.G.A. Constitution shall be amended by a two-thirds (2/3) majority vote of the Senate.

Article 10: Bylaws

The Bylaws of the Senate shall be the particular procedures and organizational structures internal to the Senate. The bylaws and amendments to the bylaws shall be adopted by a two-thirds (2/3) majority vote of the Senate.

Table of Contents

Constitution of the Student Government Association

Table of Contents

BYLAWS OF THE STUDENT SENATE

Article 1: Bylaws
The Bylaws of the Senate shall be the particular procedures and organizational structures internal to the Senate.

Article 2: Rules of Order
Robert's Rules of Order shall be the official guide for conducting business of the Senate. When there are conflicts between *Robert's Rules of Order* and the Constitution or approved Policies of the S.G.A., the latter will prevail.

Article 3: Minutes and Records
Section A: Approval of the Minutes
Having been distributed prior to the meeting, the Chair will invite corrections, additions, and deletions to the Minutes. Once corrected, a simple majority vote is required for approval of the Minutes.

Section B: Records

1. The Secretary of Community Engagement shall be responsible for the maintenance of the official
2. records of the S.G.A. for a period dating back at least five (5) years, in a safe and orderly manner.
2. The term "records" shall include all Senate minutes, committee reports, all S.G.A. correspondence regardless of origin, all contracts to which a S.G.A. affiliate agency is party, all budget allocations, as well as financial ledgers featuring transactions such as canceled checks, bank account records, computerized audits, and any officials comments of the Chairs of the Senate Committees or the Executive Officers, as well as all available Saint Michael's Board of Trustees' minutes and agendas.
3. After the period of five (5) years the records will be given to the Saint Michael's College Archives where they shall be kept by the staff and made available to the public.
4. Current records shall be open to the public, subsequently; individual S.G.A. members may examine such records within the physical confines of the S.G.A. office by requesting said files from the Secretary of Community Engagement. Requests for current financial records shall be submitted to the Secretary of Finance.

Article 4: Quorum, Attendance, Proxy
Section A: Quorum
A simple majority of all filled Senate positions shall constitute a quorum of the S.G.A. Senate. In the absence of a quorum, the only actions that can be taken is to fix a time to adjourn, recess, or take measures to obtain a quorum.

Table of Contents

BYLAWS OF THE STUDENT SENATE

Section B: Attendance Policy

1. All Senate members are required to attend the weekly S.G.A. meetings.
2. All Senate members are required to serve on one (1) standing committee or subcommittee.
3. Committee, subcommittee, and class committee meetings will count toward the Student
4. Association attendance and impeachment policies. Every two (2) committee meeting absences

will count as one (1) Senate meeting absence.

   a. If a Senate member exceeds three (3) absences within a semester without a proxy present penalty actions will be taken;
      i. If a senate member has three (3) or more absences and they need to miss additional meetings for health or academic purposes and cannot find a proxy they must e-mail the Secretary of Community Engagement and the Vice President prior to 12PM on the day of the meeting to get the absences excused. If the senate member is missing a committee meeting, they must e-mail the committee chair to get the absence excused. The senate member must e-mail the Committee Chair 4 hours prior to the meeting. The Executive Board has final say if the absence is excused or not. E-mailing in an absence is not an automatic excused absence.
   b. Penalty for Senate members violating attendance policy first is being contacted by the Vice President. If absences continue, the Senate member will be subjected to Impeachment (See Bylaws: Article 16, Section A).

Section C: Proxy

1. A proxy shall be defined as a substitute for a Senator who cannot make a weekly S.G.A. meeting, committee meeting, subcommittee meeting, or class committee meeting, that shall be used for efficient and necessary communication which would be otherwise absent.
2. All members whose presence is required at S.G.A. meetings shall require a proxy if they cannot attend.
3. The proxy for a Senator shall be responsible for attending the S.G.A. meetings in question and is to be entrusted with the responsibilities of the absentee. Following the meeting they shall report directly back to the absent individual.
4. The proxy for the Student Senate shall be empowered to be the voice and vote of the absentee.
5. The proxy to the Student Senate shall not be a current voting member of the Senate. If a Senator requires a proxy they must get a fellow undergraduate who could serve in the same capacity; if a Class Officer is absent they must have a fellow classmate

serve, while if a Club Representative is absent they must have a fellow club member serve as proxy.
6. The employment of the proxy shall not be utilized beyond its given constraints of these Bylaws.
7. No Executive Board member shall have the power to proxy for a voting member.

Section D: Permanent Proxy

1. The permanent proxy shall be defined as a substitute for a Senator who is involved in the following, but not limited to, activities: studying abroad, fulfilling requirements for an internship, taking a required course for their major, or other college approved activities.
2. All permanent proxies shall be chosen by the Senator whose position needs covering.
3. The reasons for needing a proxy shall be approved by the Personnel and Nominations Committee.
4. The permanent proxy shall be held to the same standards as a regular Senator.

Article 5: Meeting Agendas

The format for the Senate agenda meetings shall be as follows, unless modified by the Senate:

1. Opening Ceremonies
   a. Attendance
   b. Invocation
2. Reports from Officers
3. Approval of Minutes
4. Announcements
5. Open Forum
6. Unfinished Business
7. New Business
8. Adjournment

Article 6: Standing Committees of the Senate

There shall be ten (10) standing committees of the Senate that meet monthly: Academics, Athletics, Community Engagement, Community Council, Diversity, Equity and Inclusion, Finance, Personnel and Nominations, Programing, Student Life, and Student Policy.

Section A: Academics Committee

1. The Academics Committee shall act as liaison between the S.G.A. and Academic Affairs. Through such work the committee will aid in the formulation of educational policies on campus. Subcommittees on the Curriculum, Library, and Faculty Assembly Academic Committees will represent student perspectives in the work.

BYLAWS OF THE STUDENT SENATE

2. The Committee shall be composed of the Chair, Senate members, and Student Government Association members interested in promoting the academic goals of Saint Michaels' College. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than three (3).

Section B: Athletics Committee

1. The Athletics Committee shall be responsible for promoting school spirit at all Saint Michael's
2. College athletic events through responsible and good-natured behavior. The Committee is further charged with working with the Athletics Department to facilitate non-varsity athletic opportunities, including but not limited to intramural and club sports.
2. The Committee shall be composed of the Chair, Senate members, and Student Government Association members interested in promoting Saint Michaels' College athletics to the community at large. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than three (3).

Section C: Community Engagement Committee

1. The Community Engagement Committee shall be responsible for putting together and disseminating the weekly meeting minutes, sending out weekly announcements, updating and maintaining the S.G.A. website and social media accounts, promoting S.G.A. sponsored events, and for working on other projects as developed by the Secretary of Community Engagement.
2. The Committee shall be composed of the Chair, Senate members, and Student Government Association members interested in the communications of the S.G.A. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than three (3).

Section D: Community Council

1. The Student Government Association President shall act as the Chair of the committee;
    a. Membership shall be comprised of all Class Presidents or their designee, provided thet are a class officer of the same year, and the selected members of the Student Government Association;
        i. The selected members of the Student Government Association shall present information to the Student Government Association following the Community Council and Learning Committee meetings.

BYLAWS OF THE STUDENT SENATE

Section E: The Diversity, Equity, and Inclusion Committee

1. The Diversity Committee shall be responsible for raising awareness and educating the Saint Michael's College community on the importance of Diversity and Inclusion. The committee is further charged with working with Administration to ensure that all students' experiences are equally valued and nurtured.
2. The Committee shall be composed of the Secretary of Diversity and Inclusion, Student Government Association President and Vice President or appointee, Secretary of Student Life, Senate members, and undergraduate degree students interested in taking action surrounding the issues of Diversity and Inclusion. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than eight (8).

Section F: Finance Committee

1. The Finance Committee shall be responsible for the financial affairs of the S.G.A., including assisting the Secretary of Finance in the review of monthly audits, club allocations and re- allocations, suspending upon the notification of the S.G.A. President and with the consent of the Secretary of Finance the purchasing power of any S.G.A. sponsored organization, as well as overseeing the finances of individual classes.
2. The Committee shall be composed of the Chair, Senate members, and Student Government Association Members, including all individual class treasurers. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than five (5).

Section G: Personnel and Nominations Committee

1. The Personnel and Nominations Committee shall conduct impeachment proceedings against Executive Board Secretaries and Senate members, (See: Bylaws, Article 16, Section B - Impeachment), the Student Government Association President shall instruct the Chair to create an Ad Hoc Committee to resolve situations of impeachment and any other issues that may arise. The Committee shall also be responsible for maintaining accurate records of club/organization leadership and officers, and conduct annual club reviews (See: Bylaws, Article 14, Section C - Club Review).
2. The Committee shall be chaired by the Vice President or their designee. The committee shall be composed of Senate Members, and Student Government Association Executive Board Members (at the discretion of the Chair). The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than voting eight. All Senate members appointed to this committee must be chosen at random (conditional upon their approval). If an Executive Board Member or Executive Officer is serving on the committee, they will

abstain from all votes. Any Executive Board Members serving on the Committee are there in an advisory role only.

Section H: Programming Committee

1. The Programming Committee shall be responsible for assisting in the planning and execution of all activities of the S.G.A. as the co-secretaries of programming see fit.
2. Each club, organization, and club sport shall submit a tentative calendar of events no later than the end of the third week of classes each semester to the co-chairs to be placed on the Student Government Association calendar of events.
3. The Committee shall be composed of the Chair, Senate members, and Student Government Association members interested in the planning and execution of events and programming for the Saint Michael's College community. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than seven (7).

Section I: Student Life Committee

1. The Student Life Committee shall be responsible for assessing student needs and preferences and shall make recommendations for Senate action regarding issues concerning Physical Plant, Housing, Sodexo Food Service, and Public Safety.
2. The Committee shall consider on an ongoing basis and make recommendations related to drugs/alcohol on campus. It shall coordinate efforts with the Programming Committee to promote responsible behaviors at major events.
3. The Committee shall be composed of the Chair, Senate members, and Student Government Association members interested in improving student life on campus. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than three (3).

Section J: Student Policy Committee

1. The Student Policy Committee shall be responsible for:
    a. Reviewing the Constitution, Bylaws, and Policies of the S.G.A. and recommending changes;
    b. Publishing the Procedures Manual of the Student Senate, pending approval by a two-thirds (2/3) majority of the Senate;
    c. Coordinating, regulating and being responsible for Fall and Spring Elections;
    d. Promoting students to run for office during elections through the use of campus media
    e. Act as the final arbiter of what campaign materials are appropriate, tasteful, slanderous, or aversive. This includes but is not limited to conduct/actions of clubs and Student Government Association members, as well as campaign advertisements;

f. Suspending clubs and organizations based on a failure to meet and maintain the requirements of club status and recommend suspension due to a club violating Student Guide and Code (SGC).

2. The Committee shall be composed of the Chair, Senate members, and Student Government Association members interested in ensuring policies and procedures are followed. The number of individuals on the committee shall vary in accordance with the goals of the committee but shall not be fewer than three (3).

Article 7: Ad Hoc Committees

The President may create Ad Hoc Committees for specific purposes which are not otherwise fulfilled by another Committee. The existence of an Ad Hoc Committee will end with the term of the President but may be renewed. After two (2) consecutive years of existence the Ad Hoc Committee will terminate existence and will either be taken over by an existing Standing Committee or will become a new Standing Committee.

Article 8: Class Officers

It is the function of the Class Officers to address the class collectively, organize and promote class activities, spirit, and unity, to raise revenue for class activities, and to ensure a continuous dialogue with the administration for everyday issues which affect the class.

Section A: The President

1. Shall prepare all class meetings and report to its members on the condition of the class and its
2. activities.
    a. Shall hold a minimum of two class meetings per semester.
        i. The freshmen class is only required to host meetings second semester but must attend the meetings of the sophomore class.
2. Shall direct the class with any problems that may arise in the planning or execution of functions.
3. Shall represent the class to the administration of Saint Michael's College and shall discuss class activities whenever necessary with the Director of Student Activities and the Dean of Students.
4. Shall make sure that all class events planned for the academic year are organized and run according to the goals established for the event. This includes working with the other officers and the Programming Committee to devise an adequate activity schedule.
    a. Each class must organize one event per semester.
        i. The freshmen class is only required to host an event second semester.
5. Shall oversee the activities of any appropriate committee(s).

BYLAWS OF THE STUDENT SENATE

6. Shall guide the class in a direction that best follows the mission of Saint Michael's College and
7. the Edmundite Learning Tradition.
7. The president or their designee provided that they are a class officer of the same year shall update the senate at each meeting.

Section B: The Vice President

1. Shall assume the responsibility of the President due to his/her absence or incapacitation. If the
2. office of the President becomes vacant before the term is due to expire, the Vice President shall assume the office.
2. Shall assist the President with his/her duties to the best of their abilities.
3. Shall be aware of the events and activities of the Class and be prepared to deal with any
4. problems that may arise. This also means taking the necessary initiative in handling problems
5. and relaying such information to the President.
4. Shall oversee and/or organize any activities the President delegates to him/her.

Section C: The Secretary

1. Shall announce and promote all class meetings and events to the class in order to recruit more
2. participation.
2. Shall aid the President and Vice President in their duties.
3. Shall serve as a member of the Community Engagement Committee.

Section D: The Treasurer

1. Shall organize and keep records of the funds of the class.
2. Shall aid the President and Vice President in their duties.
3. Shall report to the Secretary of Finance.
4. Shall serve as a member of the Senate Finance Committee.

Section E: Class Senators

1. Each class shall have two (2) class Senators.
2. Shall increase the class voice and work with constituents to help provide the leadership necessary to secure a successful class year.

BYLAWS OF THE STUDENT SENATE

Section F: Vacant Positions

If a position is not filled via election, or if the position is vacated, the position must be filled in the following manner:

1. If the position is vacated before the start of the fall semester, a special election must be held to fill the vacant position.
    a. Election process must coincide with fall semester's elections.
    b. For class positions and the First-Year Representatives, the Class President may put forth a name to the Secretary of Student Policy. Upon approval by the Secretary of Student Policy of said nominee, the candidate then must be ratified by a two-thirds (2/3) vote of the Senate;

3. For Student Body Representatives, a majority of the current Student Body Representatives must agree on the appointment. The candidate then must be ratified by a two-thirds (2/3) vote of the Senate.
    2. If the Class President vacates the position, the Vice President will resume duties as President;
        a. A special election will be held to fill the new vacant position of Vice President supervised by the Student Policy Committee;
            i. If at the time the president vacates the position, the Vice President Position is also vacant, the special election will be to fill the president position;
            ii. If only one (1) person is running a special election does not need to happen.
        b. No current senate member can fill a vacant senate member position. If the position is vacated during the school year, before the end of the term, the remaining class officers shall have the power to fill the vacated position.

Article 9: Student Representatives

It is the function of all Student Representatives to link their social groups, areas, and classes with the S.G.A., and represent their constituents to the Senate and administrative bodies. All Student Representatives shall also have the responsibilities of promoting the S.G.A. through advertising and assisting with their Class Officers' initiatives.

Section B: Student Body Representatives

1. Shall increase the student body voice and work with constituents to help provide the leadership necessary to secure a successful academic year, in addition to the duties mentioned above.
2. There shall be five (5) Student Body Representatives.

Section C: First-Year Representatives

BYLAWS OF THE STUDENT SENATE

1. Shall increase the student body voice and work with constituents to help provide the leadership necessary to secure a successful academic year, in addition to the duties mentioned above.
2. There shall be two (2) First-Year Representatives.
3. Candidates may only be elected by first-year students, additionally, they may only run for a position if they themselves are a first-year student.
4. A First-Year student is any student who is currently in their first academic year (but not necessarily their first academic year in postsecondary education) at Saint Michael's College.

Section D: International Student Representatives

1. Shall increase the international student voice by maintaining continuous dialogue with international students and serving on the D.E.I. Committee or Student Life Committee to promote the needs of international students to and through the S.G.A.
2. There shall be one (1) International Student Representatives.
3. Candidates may only be elected by international students. Additionally, only international students may run for this position.

Article 10: Club Representatives

It is the function of the Club Representatives to represent and vocalize the collective views and ideas of each S.G.A. sponsored club and organization as well as to ensure a continuous dialogue between each club and the Senate.

1. Each S.G.A. sponsored club and organization is entitled to one (1) voting member in the Senate.
2. All clubs are responsible for conducting their own internal elections for club officers as well as for their S.G.A. Club Representative, who is to be the voice and voting member for the specific club;
    a. Elections for each S.G.A. sponsored organization's club representative are separate from the elections of Executive Officers, Class Officers, as well as Student Representatives. See: Bylaws, Article 11;
    b. All S.G.A. sponsored clubs and organizations are open to all undergraduate students in good standing. Therefore, any interested club member shall be afforded the opportunity to run for election for S.G.A. Club Representative within their organization provided that they are a member in good standing;
    c. The election for each Club Representative shall take place annually prior to the first S.G.A. Senate meeting. They shall take place

internally through a procedure outlined in each specific organization's constitution;

d. Following elections and prior to the first S.G.A. meeting of the Fall Semester, each S.G.A. sponsored club or organization must inform the S.G.A. President, Vice President, Secretary of Community Engagement, and Secretary of Student Policy of who their voting Club Representative will be;
e. The term of office for all Club Representatives is one (1) academic year. One (1) individual may only serve as Club Representative for one (1) club per year.

Article 11: Student Athlete Advisory Committee Representative [2025] REPEALED

1. The Student Athlete Advisory Committee (S.A.A.C.) shall have one voting representative during S.G.A. Senate meetings;
    a. The S.A.A.C. shall determine their representative(s) before the first S.G.A. meeting;
    b. A S.G.A. Senate meeting absence shall constitute half of a S.A.A.C. meeting absence.

Article 12: Elections

Section A: Election Process and Timeline

1. The Chair of the Student Policy Committee and his/her Committee shall manage all elections for Executive Officers, Class Officers, Student Representatives, First-Year Representatives, and International Student Representatives. The process will be conducted through the use of the online voting system and, if necessary, the ballot box, but is not limited to said means.
2. All candidates shall be responsible for receiving election guidelines from the Chair of the Student Policy Committee. The Chair of the Student Policy Committee and the Committee should provide at least one (1) public forum open to all qualified candidates to present themselves to the College community.
3. The election of first-year Class Officers and Student Representatives (those applicable) shall take place no earlier than the third (3^{rd}) and no later than the fifth (5^{th}) week of classes of the Fall semester.
4. The following shall be the procedure for the election of the S.G.A. Executive Officers and other positions:
    a. The Student Policy Committee shall announce elections prior to the end of the fourth (4^{th}) week of classes in the Spring Semester;

BYLAWS OF THE STUDENT SENATE

b. Elections shall take place no later than the Wednesday of the tenth (10th) week of classes. Elections will be held on a Wednesday and a Thursday, allowing for a runoff election to be held on Friday if necessary. An Open Forum will take place on Tuesday of said week in lieu of the regularly scheduled S.G.A. meeting;
c. Newly elected Executive and Class Officers shall assume the titles of Officers-Elect. Class Officers-Elect shall officially assume their duties at the conclusion of the spring semester;
d. Newly elected Executive Officers shall assume their duties once the incoming Executive Board is confirmed between the twelfth (12th) and fourteenth (14th) week of classes. Outgoing Executive Officers and Executive Board members shall help as needed during this transition;
e. In the fall, the newly elected First-Year Class Officers shall assume their positions immediately upon election;
f. The Student Policy Committee shall announce the elections to all students via the Portal, giving those Students studying abroad the opportunity to run for office and to vote;
g. Should scheduling conflicts occur, the Chair of the Student Policy Committee shall be afforded the opportunity to modify the aforementioned time frame surrounding elections.

5. Polling results will be released to the general student body; each candidate will be notified of the results prior to the release of polling results.
6. In the event that there are more than two (2) candidates running for the same office and a plurality of ten-percent (10%) of the votes and more than 10 votes any candidate does not achieve cast, then a run-off election shall be held the next day for the two (2) top vote-receivers.
7. Write-ins candidates will be accepted regardless of the presence of official candidates, if there is no official candidate, the following will apply:
   a. The top write-in vote receiver provided they receive a ten-percent (10%) plurality and more than 10 votes, will be contacted by phone and offered the position. If declined, the next highest vote receiver will be contacted in the same manner until the position is filled. If a position is not filled by a candidate running or by a write-in candidate, a special election for the position must be held as soon as possible.

Section B: Candidate Requirements

1. All candidates running for the S.G.A. Executive Officers, Class Officers, or Student Representative positions must be full time students in good academic standing and are required to circulate nomination papers with the following requirements:

BYLAWS OF THE STUDENT SENATE

a. S.G.A. President- 275 signatures;
b. S.G.A. Vice President- 175 signatures;
c. Class President- 150 signatures;
d. Class Vice President- 100 signatures;
e. Class Secretary- 75 signatures;
f. Student Body Representative- 75 signatures;
g. Class Treasurer- 50 signatures;
h. First-Year Representative- 50 signatures;
i. Class Senator- 30 signatures;
j. International Student Representative- 15 signatures.

2. Elections shall be overseen by the Chair of the Student Policy Committee or his/her designee. No candidate shall be permitted to work at the polls. Only S.G.A. members are allowed to work at the polls.

Section C: Elected Officers Abroad

1. Any student who is studying abroad has the option of running for office. They must submit the same paperwork for such an office as any other candidate would submit. Further, they must either submit their speech to be shown at public forum for all candidates or address the public forum via video conference. In such a circumstance, the S.G.A. must adhere to the following provisions:
    a. If a student studying abroad is elected S.G.A. President, power of the Senate will be transferred to the S.G.A. Vice President-elect until such a date when the S.G.A. President is able to perform the duties of the office;
    b. If a student studying abroad is elected S.G.A. Vice President, the sitting Vice President in consultation with the S.G.A. President-elect will conduct Personnel and Nominations Committee hearings in order to nominate candidates to the new Executive Board. If the sitting Vice President is the S.G.A. President-elect, the Senate will select an acting Chair for the Personnel and Nominations Committee, nominated by the President-elect that is approved by a simple majority vote in the Senate. Said person may not be seeking a position on the Executive Board;
    c. If both the S.G.A. President-elect and Vice President-elect are elected from abroad, the sitting Vice President in consultation with the S.G.A. President-elect and Vice-President-elect will conduct the Personnel and Nominations Committee hearings to nominate candidates for the Executive Board. After the new Executive Board is confirmed by the Senate, power of the Senate will be transferred to the Chair of the Student Policy Committee until such a date when the President-elect and/or Vice President-elect are able to perform their duties of office.

BYLAWS OF THE STUDENT SENATE

Section D: Campaign Materials

1. All candidates running for any position shall be responsible for their campaign material. Campaign material used for all elections must go through the following process:
    a. Candidates shall be responsible for not imposing an undue burden on our local environment or the larger environment. Namely, all printed materials shall, whenever possible, be limited to the two calendar weeks preceding elections, utilize recycled paper, and be recycled following elections;
    b. You may not directly address another candidate in your materiels.
    c. Materials may not be placed in designated voting areas;
    d. Candidates may not approach potential voters with electronic devices (should the online voting system be in use) in order to solicit votes;
    e. Campaign material includes but is not limited social media posts, flyers, pamphlets, etc;
    f. Candidates must follow rules and policies set forth by the College in addition to policies set out by the Student Government Association;
    g. Candidates are responsible for making sure those helping them with the distribution of election material know the rules;
    h. The Chair of the Student Policy Committee must approve of all materials and shall be the final arbiter of what is deemed slanderous or indecent. This includes all printed and electronic material.

Section E: Special Elections

1. In the event that a resignation, impeachment, or some other unanticipated event creates an opening in the Senate, the Student Policy Committee shall conduct a special election if need be in which all guidelines prescribed in these Bylaws are enforced. Any election must be publicized to the campus at large;
    a. In the event there is only one (1) candidate interested in filling this position a special election is not necessary.
2. The S.G.A. President or their designee shall have the sole authority to call a special election. In the event that an Executive Officer has to step down the following actions should be taken;
    a. In the event that the Student Government Association President steps down the Vice President will assume the position. The current Secretary of Student Policy will therefore resume position of Vice President;
    b. In the event that the Vice President steps down the current Secretary of Student Policy will therefore assume the position of Vice President.
3. The selection process for Secretaries should be followed immediately after. (See: Constitution, Article 7: Executive Officers and Executive Board).

BYLAWS OF THE STUDENT SENATE

Article 13: Transfer of Power

1. Power of the Senate shall be transferred from the Senate to the President and Vice President at the end of the Fall semester and to the President and Vice President at the end of the Spring semester. At the first meeting of each semester there shall be an automatic transfer of when the Senate convenes for the academic year. The President in his/her Chair Remarks shall state this.
2. At the second (2nd) to last meeting of the semester, the Secretary of the Student Policy shall announce and explain in their committee report that the transfer of power will occur at the next meeting.
3. At the last meeting of the semester, a motion shall come forth from the Senate, requiring a second, for the power to be transferred from the Senate to the Executive Officers. A two/thirds (2/3) vote of the Senate members present at the last meeting of each semester shall be required for power to be transferred, provided a quorum has been met; should quorum not be met power will automatically be transferred to the President and Vice President.
4. Should anything arise between semesters, the President and Vice President shall act on behalf of the S.G.A. The President and Vice President shall report back to the Senate on any decisions that had been made at the first meeting of each semester.
5. Should the motion fail to pass, the power of the Senate shall be transferred to the Cabinet
6. between semesters. The Cabinet shall adhere to the guidelines as laid out in these Bylaws.

Article 14: Clubs and Organizations

Section A: General Provisions

Student organizations shall be those groups the S.G.A. has granted the authority to enroll Saint Michael's College students as members. They shall use the name of "Saint Michael's College" to become eligible for funding upon recommendation of the Senate, to use space in the College buildings and on campus grounds, and to place notice of events in College media. For official recognition, a student club/organization must fulfill the following conditions:

1. It must meet a need not presently met by any other club or organization already recognized by Saint Michael's College S.G.A.
2. It must demonstrate that it contributes to the overall mission of Saint Michael's College, that is, its activities will contribute to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the Saint Michael's College community.
3. It must elect one (1) member to attend each and every S.G.A. meeting and associated activities for the entirety of the school year. This individual, as the elected Club Representative, will be a full voting member of the Senate. The election of said

individual must follow a process as laid out in the organization's constitution. See: Bylaws, Article 10: Club Representatives.

4. It must provide the following information to the Secretary of the Student Policy, the Vice President, and the President of the S.G.A. by the last week of February:
    a. A membership listing of at least one percent (1%) of the current undergraduate student population;
        i. A member shall be defined as an individual who attends at least half of the regularly scheduled meetings;
        ii. The current student population shall be determined by the Registrar's Office.
    b. A typed constitution of the club/organization, which must at least include the following information:
        iii. Name and purpose of the organization;
        iv. Qualifications of membership, as enrolled Saint Michael's College undergraduate;
        v. Officers: their elections, duties and responsibilities, and removal procedures.
        vi. Meetings of the organization;
        vii. How to amend the constitution;
        viii. Acknowledgement: the organization will state that it realizes the responsibilities it takes as set forth in its purpose and that it will abide by the Constitution of the S.G.A. and Student Guide and Code (SGC). It must also state that its views do not necessarily reflect those of Saint Michael's College.
    c. A tentative agenda format for the club/organization which will include all past, present, future, and long-term goals;
    d. The signature of a faculty/staff member on the Official Club Advisor Confirmation form,
    e. which will be available upon request from the Secretary of the Student Policy;
        i. Club Advisors should be faculty/staff members who will actively be involved with and maintain contact to ensure success and support for club sustainability.
5. After submitting all of these required materials to the Secretary of Student Policy, the Vice President, and the President of the S.G.A., the group shall be supervised by the Secretary of Student Policy, or their designee, before presenting to the Senate for official recognition.
    a. The presentation for official recognition shall occur prior to the last week of March;

BYLAWS OF THE STUDENT SENATE

b. The group must hold at least two meetings and one event open to the general student body before presenting to the Senate for official recognition;
    i. Events may be collaborative with another club or could involve helping with campus wide programs;
    ii. For funding an event, groups shall work with the Secretary of Finance and can seek to be sponsored by the Co-secretaries of Programming, clubs/organizations, Residence Life, etc.

6. Upon presenting for official recognition, the group may present a proposed budget. This budget shall be submitted to the Secretary Finance in advance. See: Bylaws, Article 14, Section B: Allocation Procedure.
7. The club/organization is responsible for submitting a copy of any and all announcements to the Secretary of Community Engagement.

Section B: Funding Phase In

1. A motion shall come from the floor to conditionally recognize the club for two (2) years with a two-thirds (2/3) vote. The year the club/organization gains recognition they are eligible to up to $500.00. Once a club has been recognized by the Senate, the following timeline shall be set in place for said club:
    a. Any club recognized shall receive a maximum of $500.00 (five hundred) for that academic year, pending a budget pitch and two-thirds (2/3) vote of approval from the Senate (This vote being separate from the two-thirds vote for club approval). For the first (1st) full academic year the club must attend Spring Budget Allocations to petition to receive a maximum of $1,000.00 (one-thousand). For the second full academic year the club must attend Spring Budget Allocations, to petition to receive no more than $2,000.00 (two thousand);
    b. It is not until the completion of the second (2nd) full year of being a recognized club organization that a club can come before the Senate to petition for additional funds.
2. After two (2) years, consisting of two (2) allocation cycles, the club/organization shall be allowed to present a prepared budget of more than $2,000.00 if they so wish.
3. The club/organization shall remain in “recognized” status until it becomes inactive or is deemed inactive by the Personnel and Nominations Committee.
4. No potential clubs can come forward for approval by the Senate after the last week of March.
5. Partisan clubs shall not be eligible for S.G.A. recognition.
    a. A partisan club shall be defined as any club/organization that is directly affiliated with a political party.

Section C: Club Review

BYLAWS OF THE STUDENT SENATE

1. All recognized clubs/organizations shall meet the qualifications as established in the Bylaws through a process determined by the S.G.A. Vice President and the Personnel and Nominations Committee. Clubs/organizations must demonstrate compliance with the guidelines at all times. Non-compliance may result in the suspension or termination of a club/organization's recognition.
2. Any club/organization found in violation of the parameters of the Bylaws or in violation of State/Federal law, or violation of Saint Michael's College Student Guide of Code (SGC), or found to be inactive will be brought to the attention of the Senate by the Personnel and Nominations Committee: The Senate shall then have the option to act in the following manner:
    a. A letter of reprimand designed by the S.G.A. Vice President and the Personnel and Nominations Committee will be issued to the club/organization in question, urging them to correct the stated violation or explain inactivity through the review process determined by the S.G.A. Vice President and the Personnel and Nominations Committee;
    b. A two-thirds (2/3) vote of the Senate will be required to suspend/terminate recognition of any club/organization found in violation of these parameters or found to be inactive. If a motion comes to the floor to suspend/terminate a club/organization, said club/organization cannot cast a vote in the matter;
    c. Any group/organization whose recognition by the Senate is suspended cannot use any of its previously allocated funds until it has come before the Senate and proven compliance with the stated parameters of the Bylaws. A two-thirds (2/3) vote of the Senate will be required for a club to regain full recognition;
    d. Any club/organization whose recognition by the Senate is terminated may reapply to the S.G.A. after a period of one (1) year from the date of termination. They must apply as a new club/organization and must follow all guidelines set forth in the Bylaws regarding new club/organization formation unless otherwise outlined by Vice President and the Chair Personnel and Nominations Committee.
3. All recognized clubs/organizations shall be responsible for holding elections for leadership positions prior to the first S.G.A. Senate meeting. Once selected, each club/organization will be responsible for forwarding over a roster of officials to the S.G.A. Vice President. Failure to submit this paperwork will result in an immediate suspension of purchasing power and referral to the Personnel and Nominations Committee. The Personnel and Nominations Committee may act in any manner it sees fit to address this matter, including but not limited to a full review of the organization. See: Bylaws, Article 14, C - Club Review.

Article 15: Student Government Association Club Expenditures

Section A: General Provisions

Table of Contents

BYLAWS OF THE STUDENT SENATE

An integral role of the S.G.A. is the funding of student clubs/organizations as well as the funding of campus activities and events. The S.G.A. budget is made up of a portion of the Student Activities fee which all undergraduate students at Saint Michael's College pay. It is the responsibility of the S.G.A., therefore, to ensure funding is appropriated in order to impact the student body as a whole in the greatest possible positive manner. Therefore, the following qualifications are central to the allocation's procedure:

1. No S.G.A. funds besides, Fix It With Five, shall be donated to outside organizations or charities; See Senate Policy II; see Senate Policy XVI
2. For expenditures exceeding one thousand dollars ($1,000.00), a two-thirds (2/3) vote of the Senate is required prior to a club/organization making said expenditure.
3. No S.G.A. funded organization shall be eligible for any financial support outside of Saint Michael's College. This includes, but is not limited to: grants, stipends, or paid internships from other groups, organizations, or individuals. Should an S.G.A. funded organization be affiliated with a national organization, no financial affiliation is permitted. If a club is accepting a non- financial donation, they should contact the Secretary of Finance to get approval to accept the donation. Should any S.G.A. funded organization accept outside funding, the Secretary of Finance shall have the power to immediately suspend funding. Suspension of funding will be taken under the direction of the Secretary of Finance and will be carried out by the Personnel and Nominations Committee pursuant to the Bylaws. See: Bylaws, Article 14, Section C, Part 2.
4. No member of any S.G.A. funded organization shall withdraw funds from the organization for his/her personal use. This includes but is not limited to: use of club funds for personal gain or club member stipends. Clubs may only elect to spend funds on clothing, accessories, or materials with the intent to distribute as club events that are open to the campus (meaning club members/leadership cannot purchase solely for themselves to keep)
5. No S.G.A. funded organization may charge for events or programs which they sponsor which are held on the Saint Michael's College campus. For events and programs which are held off campus which S.G.A. clubs or organizations may wish to attend, it is up to the discretion of club leadership, upon consulting the Secretary of Finance and the Finance Committee, as to whether or not to charge for said event. For events and programs which are co-sponsored by S.G.A. sponsored organizations and other organizations and/or offices on campus, it is up to the discretion of club leadership upon consulting the Secretary of Finance and the Finance Committee, together with the co-sponsor(s) as to whether or not to charge for said event.
6. In order to receive S.G.A. funds, organizations must submit a current, itemized, and legitimate budget proposal to the Secretary of Finance within a time period specified by the Finance Committee.

BYLAWS OF THE STUDENT SENATE

7. Conditionally recognized clubs/organizations shall be limited to an allocation of no more than
8. $500.00 in their first year of recognition. For new club/organization finance requirements see: Bylaws, Article 14, Section B, Part 1.
8. All S.G.A. funded organizations shall prepare a detailed written statement of purchases upon request by the Secretary of Finance, by the S.G.A. President, or by a majority of the Senate, and must be prepared, upon similar request, to answer any questions pertinent to S.G.A. funds.
9. The S.G.A. Finance Committee shall audit all accounts of S.G.A. funded organizations and consider such information for allocation purposes within said organization.
10. Allocations for a specific purpose may be requested to the Senate for consideration by any club that has successfully completed the two-year (2) conditional period.
11. Events, activities, programs, and expenditures of club funds must mirror the budget approved
12. the previous April through the allocation process. Unforeseen expenditures must be presented
13. to and approved by the Secretary of Finance and the Finance Committee.
    a. If the request is for more than 10% of the budget, it must go before the Senate for a simple majority approval;
    b. Any club that proposes a change in their budget must submit a revised budget to the Secretary of Finance and the Finance Committee;
    c. All club expenditures must have the approval of the club advisor.
12. Suspension of funding of S.G.A. funded organizations can be imposed due to any of the following: excessive absences from S.G.A. meetings, misuse of funds, or any inappropriate situation discovered by the Secretary of Finance and the Finance Committee. Suspension of funding will be taken under the direction of the Secretary of Finance and will be carried out by the Personnel and Nominations Committee pursuant to the Bylaws. See: Bylaws, Article 12, Section C, Part 2.
13. Clubs under suspension shall not be eligible for normal funding. Such organizations shall be eligible for a one (1) time allocation once an academic semester under the scrutiny of the
14.

Secretary of Finance.

14. Any and all contracts, associations, and/or memberships must be executed by the Director of Business Services.
15. All S.G.A. funds not exhausted by the end of the academic year shall be returned to Saint
16. Michael's College.

BYLAWS OF THE STUDENT SENATE

Section B: Allocation Procedure

1. Allocation Timeline: The Secretary of Finance, in conjunction with the S.G.A. President and the Secretary of Student Policy will determine a timeline for the allocation of the S.G.A. budget during the Spring Semester. The timeline will coordinate with the timeline for the election of the Executive Officers. The allocation timeline shall be announced prior to the end of the eleventh week of classes in the Spring Semester. The following dates will be clearly marked in the timeline:
    a. The date which the organizations must submit a completed budget request;
    b. The date which the Finance Committee will receive their allocation packets. The packets shall contain:
        i. Copies of all budget requests submitted;
        ii. The current budget.
    c. The date(s) and location(s) of the allocation meeting;
    d. The date the proposed budget will be presented to the Student Senate.
2. Allocations Meetings:
    a. The allocation meetings shall be attended by: the Finance Committee for the current academic year, the Secretary of Finance for the current academic year, the Secretary of the Finance for the upcoming academic year, the S.G.A. President and Vice President, and the S.G.A. President and Vice President-elect;
    b. Each club/organization shall schedule an appointment at this allocation meeting and present to the Committee their budget requests. At this time, each club shall be prepared to explain the success of their endeavors for the present academic year and goals for the upcoming year. It is recommended but not required that the person who attends this meeting is the person who will be in charge of club finances for the upcoming year.
    c. The Finance Committee shall review each budget request individually, ask questions of the presenter, and make adjustments as necessary;
    d. The Finance Committee shall prepare a report explaining the actions that it has taken and present it to the Senate for approval.
3. Budget Requests: In order to receive S.G.A. funds, an organization must upload a current, itemized, and legitimate budget proposal to the online budgeting system (smcbudgets@gmail.com) within the time period specified by the allocation timeline. The Secretary of Finance is responsible for making sure club members have access to their club folder which contains a blank budget proposal document to fill out. The organization should take into account their programming from the present academic year when planning their budget requests.
4. Online Budgeting System: The Secretary of Finance will be responsible for managing the Student Government Association's online budgeting system located in the smcbudgets@gmail.com account. They will be responsible for sharing access to club

members throughout the year so that clubs will be able to upload their budget proposals and other files to the online database. They will be in charge of ensuring that the budgeting system includes the following:

i. Current budget requests which will be filled out by club members during the budget allocation period;
ii. Historical club budgets;
iii. A club spending log which they will update throughout the year, as clubs get reimbursed, will show how each club's spending aligns with what they budgeted.

5. Absence at four (4) or more Senate meetings by any club/organization, over the course of the year, shall result in a five percent (5%) budget reduction for the following year. The Finance Committee may increase the amount of this budget reduction as they see fit based on chronic absenteeism.
6. At the end of the fall semester, the Secretary of Finance and the Finance Committee must make themselves available for meetings with clubs in regards to reviewing their budget.
    a. If at this time club leadership feels they have excess fund in their budget they can consult the Secretary of Finance about re-allocating their excess funds;
    b. If at this time club leadership feels they need more funds in order to finish the year they can follow procedures for requesting more funds.

Section C: Financing Guidelines

1. At the beginning of the fall semester, the Secretary of Finance shall present before the Senate, and with their counsel, determine standards for that academic year on what expenditures will be deemed suitable for clubs/organizations. Once a working list of suitable expenditures is developed, the Secretary of Finance will do his/her best in following said guidelines when accessing funds for clubs/organizations. Should a club/organization wish to spend on a matter which is not deemed suitable per the previously established standards, regardless of the monetary amount in question, said organization must go before the Senate to seek approval. For these matters, a simple majority vote of the Senate will be required to pass funding for questioned expenditures. For amounts in excess of one thousand dollars ($1,000.00), a two-thirds (2/3) vote of the Senate shall be required.

Section D: Clothing and Accessories Purchases

Clubs Sports looking to purchase items with club funds or club member funds that are either clothing or accessories that have the Saint Michael's College name or have copyrighted logos are required to contact the Secretary of Athletics.

Table of Contents

BYLAWS OF THE STUDENT SENATE

Article 16: Impeachment

Section A: Impeachment Definition

1. Any member of the Senate may be removed from office by a two-thirds (2/3) majority vote of the Senate present. Grounds shall be dereliction of duty in office or violation of Saint Michael's College Student Guide and Code. Absences beyond four (4) meetings with or without a proxy for the academic year shall be considered grounds for impeachment.
2. The S.G.A. Vice President shall recommend the removal of office of any Secretary who fails to perform their duties. The Senate may remove any Secretary by a two-thirds (2/3) majority vote.
3. The Personnel and Nominations Committee shall recommend the removal of office of either Executive Officer who fails to perform their duties. The Senate may remove either the President or Vice President by a two-thirds (2/3) majority vote.
4. Before it is put to a vote in the Senate to remove a person from their position, said person may have the opportunity to resign from office.

Section B: Procedures for Impeachment Against Senate Members

1. Inquiries on specific impeachment cases shall be presented to the S.G.A. Vice President and the Personnel and Nominations Committee.
2. The S.G.A. Vice President together with the Personnel and Nominations Committee shall initiate the impeachment hearings to determine the legitimacy of the accusation(s).
3. The Personnel and Nominations Committee shall vote on recommending or rejecting
4. accusations of impeachment. In the event that a simple majority of said committee confirms the accusation, the chair of said committee shall bring the impeachment inquiry before the Senate as a "motion of impeachment" at the next scheduled meeting of the Senate.
4. A "motion of impeachment" shall be approved by a two-thirds (2/3) vote of the Senate present and shall involve the immediate removal from office/position and subsequent replacement in a well-ordered and efficient manner.

Section C: Vote of Confidence

1. A vote of confidence is a vote by the Senate confirming their faith in the Executive Officers in that they are fulfilling their duties as laid out in the Constitution of Saint Michael's College Student Government Association and are acting in the best interest of the student body.
2. This mandatory vote shall take place at the last meeting of the Fall Semester. However, in accordance with *Robert's Rules of Order* a vote of confidence may be called for by any member of the S.G.A. at any time while the Senate is in session.

BYLAWS OF THE STUDENT SENATE

   a. If quorum is not met at the last S.G.A. meeting of the fall semester, the vote will take place at the next S.G.A. Meeting where quorum is meet.
3. A motion shall come forth from the Senate, requiring a second, either in support of or against the confidence measure. This vote shall be required and taken for each of the Executive Officers individually.
4. A two-thirds (2/3) vote of the Senate members present shall be required for the vote of confidence to pass; provided a quorum has been met.
5. The following process shall be set in place should either Executive Officer fail to receive the two-thirds (2/3) vote of confidence:
    a. An Ad-Hoc Committee shall be formed after the vote of no confidence but no later than the last day of the Fall Semester. This committee shall be composed of:
        i. The Secretary of Student Policy;
        ii. Two (2) officers from each class, chosen at random;
        iii. Two (2) students, who are non-Senate members, shall be chosen at random by letters of intent;
        iv. One (1) of the Senate Advisors.
    b. The charge of the Ad-Hoc Committee shall be to investigate the reasons behind the vote of no confidence. Should the committee find reasonable cause behind said vote, appropriate action shall be taken;
    c. Should both Executive Officers receive a vote of no confidence then two (2) members from the Cabinet, the Secretary of Finance and the Secretary of Academics, shall chair the weekly Student Government Association meetings until the Ad-Hoc Committee brings forth a recommendation to the Senate regarding either Executive Officer;
    d. The committee will accept and read all statements provided by any student with valid cause in defense of or in opposition to the removal of either officer;
    e. The committee will conduct interviews with both of the Executive Officers;
    f. This vote shall be publicized, through electronic mail and/or campus media, to the campus one (1) week before taking place;
    g. The committee shall present to the Senate on the following areas:
        i. Legitimacy of the accusations according to the Constitution;
        ii. Whether or not they are acting in the best interests of the students of Saint Michael's College.
    h. The committee shall make a recommendation to the Senate based on the above information no later than the second (2nd) week of the Spring semester;

BYLAWS OF THE STUDENT SENATE

i. A motion shall come forth from the Senate to remove either officer from their position;
j. Any Senator present at the meeting shall be allowed a vote on this motion;
k. Any two-thirds (2/3) vote shall be required for the motion to pass.

6. Should either Executive Officer be removed from office then a special election will be called for the replacement of the Executive Officer (See Bylaws, Article 11, Section E, Line 3). This election shall take place no later than the end of the fourth (4th) week of classes in the Spring Semester.

Article 17: Resolutions

Section A: General Provisions

The purpose of the S.G.A. is to represent the collective interests of the Saint Michael's College student body before the Faculty, Administration, Board of Trustees, as well as before all other relevant organizations. As such, when matters affecting the College or the broader community come before the S.G.A., it is within the power of the Senate to pass resolutions in support of or in opposition to certain matters. Resolutions must fulfill the following conditions:

1. It must speak to a concern not presently or adequately addressed.
2. Any undergraduate student, S.G.A. sponsored club/organization, Senate member, or College-affiliated group has the right to present a resolution.
3. Any individual or party interested in presenting a resolution must contact the Secretary of Student Policy prior to the desired date of presentation. The Secretary of Student Policy shall ensure the resolution is factual and meets the proper format.
4. The presenter(s) must then contact the S.G.A. President by the Monday the week prior to the desired presentation date in order to be included on the Senate Meeting Agenda.
5. Presenters must come before the Senate and discuss how said issue is affecting the College community and how a resolution would speak to this concern.
6. Following the presentation in Open Forum at the Senate meeting, a simple majority vote is required under New Business for the resolution to pass.

Section B: Process of Recognition

All resolutions passed by the Senate are non-binding. Any recommendations will be forwarded to relevant offices and organizations on campus by the Executive Officers of the Student Government Association.

Article 18: Amendments and Petitions

The Bylaws of the S.G.A. shall be amended by a two-thirds (2/3) majority vote of the Senate and shall take effect immediately upon Senate approval.

Section A: Petitions

Table of Contents

BYLAWS OF THE STUDENT SENATE

The students of Saint Michael's College shall have the privilege to create a petition such for the purpose of presenting a relevant amendment to the currently published Student Government Association Constitution. Such responsibility is granted to the students of the College with the intent to increase discussion with regard to the Student Government Association policies and its governing document.

Section B: Procedure

The procedure to enact a petition shall be as follows:

1. Draft the desired amendment;
2. Obtain three hundred (300) signatures (signed, printed, and graduation year) from students of Saint Michael's College in support of the amendment;
3. Submit the formal draft, the list of signatures in support, and the written intention of the petition to the Secretary of Student Policy;
4. The Student Policy Committee shall convene to review the amendment to ensure its uniqueness with regard to the current constitution and then contact the petitioner(s) and Student Government Association President to coordinate a date to present to the SA;
    a. The Secretary of Student Policy shall have two (2) weeks from the date of submission to review the draft with the Student Policy Committee and contact the petitioner(s);
    b. The Secretary of Student Policy shall reserve the right to reject petitions on the basis of the relevance and nature of the amendment;
        i. If the amendment is rejected, the petitioner(s) shall have the opportunity to appeal to the Personnel and Nominations Committee by contacting the Student Government Association Vice President;
            1. Approval by this committee shall require a simple majority vote in support of the amendment's relevance and nature thus granting the petitioner(s) the opportunity to present to the Senate.
5. Submissions will not be accepted after the thirteenth (13^{th}) week of classes.

Section C: Presentation Process

The presentation to the Student Government Association requires:

1. The draft written and formatted in its tentative outline.
    a. Including an explanation of where it is intended to be placed.
2. An explanation by the petitioner(s) discussing the relevant need for this amendment.
3. A discussion opportunity for the Student Government Association to share ideas and ask questions with the petitioner(s).

Section D: Process of Approval

BYLAWS OF THE STUDENT SENATE

The process for the amendment to be ratified and the draft of the amendment to be included in the following academic year's Student Government Association Constitution shall require a 2/3 majority vote from the Senate. If the amendment is approved, it shall become live policy immediately after its ratification.

1. The Secretary of Student Policy reserves the right to edit the amendment only on the basis of margins and formatting at all times throughout the process.

Article 19: Student Investment Fund (S.I.F.) ***(Amended SP 2025; Revised FA 2025)***

1. The Student Investment Fund (S.I.F.) is recognized by the Student Government Association (S.G.A.) as an independent, student-run organization affiliated with Saint Michael's College.
    a. S.I.F. shall not receive a budget allocation from the SGA
    b. S.I.F. shall hold no voting rights within the SGA Senate
    c. S.I.F. is not required to elect a representative within the SGA
    d. S.I.F. is not required to attend senate meetings
    e. S.I.F shall maintain a partnership with SGA to educate the student body on financial literacy
        i. While no longer required, S.I.F is encouraged to attend senate meetings to act as a student voice
        ii. S.I.F and SGA must maintain an open line of communication with one another
    f. This agreement will be reviewed annually by the executive officers of the SGA to ensure this aligns with the mission of the SGA
        i. If at any point the spirit of S.I.F is that of one that no longer aligns with the SGA, this partnership shall be subject to review pursuant to the guidelines stated in Article 14, Section C, Clause 2

Article 20: Media Regulations:

1. All clubs and organizations with S.G.A representation (clubs) must follow S.G.A media guidelines.

    a.

    All clubs must share their social media login information with the Secretary of Community Engagement.

        i. Clubs must provide updated information whenever login information is changed.

    b. In order to create a new social media account clubs must receive approval from the Secretary of Community Engagement.

BYLAWS OF THE STUDENT SENATE

i. In the event that a club is locked out of their account they must first contact the Secretary of Community Engagement for the login information on file.

c. All posts must conform with the Student Code of Conduct and the Student Handbook

i. The Secretary of Community Engagement reserves the right to take down posts which are in violation of S.G.A policy.

d. Club login information shall not be shared with anyone outside of the S.G.A.

Table of Contents

S.G.A POLICIES

STUDENT GOVERNMENT ASSOCIATION POLICIES

The Policies of the Student Government Association are actions taken by the Senate of the Student Government Association which, while not changes in the governance of the Student Government Association, constitute multi-year commitments. The Policies will be reviewed annually by the Senate and are subject to change as stated within the individual policy.

Senate Policy I: International Students Suffrage [1992]

Section 1

It is hereby established that the international students who are present at Saint Michael's College as prescribed in Article 1, Section 2, shall have the rights, privileges, and responsibilities as is provisioned in this Constitutions and in the Bylaws.

Section 2

International students who have matriculated have the privilege of running any elected Senate position, provided that they know they will be able to fulfill the term of said position should they be duly elected.

Section 3

International students of Section 2 are "honorary" members of the Student Government Association and have the right to take part in the election process.

Senate Policy II: Jennifer Cernosia Exceptional Student Leader Award [2007]

Section 1

The Jennifer F. Cernosia Exceptional Student Leader Award was established to recognize exceptional student leadership within the Student Government Association clubs, organizations, and within Senate members.

Section 2

The Student Government Association Executive Cabinet shall present this award at the last meeting of the year to outstanding clubs/organizations and/or to exceptional Senate members.

Section 3

There shall be a total of six (6) awards given out each year and they shall be divided among Senate members as the Executive Cabinet sees fit.

Senate Policy III: Anti-Discrimination Policy [2009] [2020]

Section 1

This policy shall amend the anti-discrimination policy passed in 2009.

Table of Contents

S.G.A POLICIES

Section 2
The Student Government Association and all clubs and organizations recognized by it shall not discriminate against students or employees on the basis of race, color, sex, age, national origin, place of birth, marital status, veteran or military service status, health status, ancestry, ethnicity, religion, disability, sexual orientation, gender identity or any other characteristic protected by law, to the extent and as such characteristics are defined by applicable law.

Section 3
Individuals who act in violation of this policy are subject to sanction. Violations of the above clause will result in immediate action taken by the President, Vice-President, and Secretary of Diversity, Equity, and Inclusion. In the possibility that the perpetrator of the bias incident is one of the previously mentioned executive board members the Student Government Association advisors will take over the sanctions. The sanctions taken will depend on the severity of the act. The severity of the act will be determined by the President, Vice-President, Secretary of DEI.

Low Severity: The perpetrator will have a meeting with the President, Vice-President, and Secretary of DEI to discuss their actions and be given resources to educate themselves on their biases.
Moderate Severity: The perpetrator will have a meeting with the President, Vice-President, and Secretary of DEI to discuss their actions and be given resources to educate themselves on their biases. The perpetrator will be suspended for a designated period of time. These incidents must be
reported to the Bias Response Team immediately.
High Severity: The perpetrator will be immediately removed from their position and will be required
to meet with the Vice-President of Student Affairs and the Director of the Center for Multicultural Affairs and Services. Further action taken will be at the discretion of the Bias Response Team.

Senate Policy IV: David Landers Social Awareness & Responsibility Award [2013]

Section 1
The David Landers Social Awareness and Responsibility Award was established to recognize exceptional leadership in the field of social responsibility and to recognize those individuals and organizations who bring awareness of pressing social issues to the campus community at large.

Section 2
The Student Government Association Executive Cabinet shall present this award at the last meeting of the year to outstanding clubs/organizations and/or to exceptional Senate members.

S.G.A POLICIES

Section 3
There shall be a total of two (2) awards given out each year and they shall be divided among Senate members as the Executive Cabinet sees fit.

Senate Policy V: Class Budgets [2016]

Within each allocation cycle, each class will receive a budget. These funds will be used at the discretion of the class under the leadership of the class officers. The primary purpose of these funds is for the officers to put on programs for their classes to build community and foster class spirt. The amount allocated each cycle will be $250. Classes are not eligible to participate in reallocations.

Senate Policy VI: Monahan Award [2016]

Section 1
The Monahan Award was established in honor of the Monahan Family who dedicated countless hours of leadership and vision to the SMC Student Government Association and Saint Michael's College. Matthew, Gregory, Alex, and Jillian Monahan all served the Student Government Association in various positions, which included President and Secretary of Programming.

Section 2
The Student Government Association Executive Cabinet shall present this award at the last meeting of the year to a member of the Programing Committee who has gone above and beyond in contributing to the success of campus wide activities and embodies the spirit, vision and virtue exemplified by the Monahan Family.

Section 3
There shall be a total of one (1) award given out each year and they shall be divided to a member of the Programing Committee as the Executive Cabinet sees fit.

Senate Policy VII: Grace Kelly Community Enrichment Award [2017]

In recognition of an outstanding student who contributes positively to the student experience, enhances the meaning, and feel of community, and works selflessly and gingerly to promote joy (among students, faculty, and staff of the Saint Michael's College campus).

Senate Policy VIII: Anonymous Electronic Voting Records Guarantee [2018]

All votes held through the electronic voting system shall be filed anonymously to guarantee that student names will not be listed with voting results.

Table of Contents

S.G.A POLICIES

Senate Policy IX: Spring 2019 Co-Secretaries of Diversity, Equity, and Inclusion [2019]

Section 1
During the Spring Semester of 2019, there shall be two Co-Secretaries of Diversity, Equity, and Inclusion. The Co-Secretaries shall act jointly within the parameters established in Article 7 Section E of the Student Government Association Constitution.
Section 2
This policy shall expire at the end of Spring 2019.

Senate Policy X: Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence & Stalking Policy [2020]

Section 1
The Student Government Association and all clubs and organizations recognized by it shall not discriminate against students or employees on the basis of sex in its education, programming, and activities, as Title IX of the Education Amendments Act of 1972, as amended ("Title IX"), as well as applicable state law, requires that it not discriminate in such a manner. Prohibited sex discrimination includes sexual harassment (as defined in the Sexual Harassment Policy of Saint Michael's College) and sexual misconduct (as outlined in this new policy). Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator, Catherine Welch, or to the United States Department of Education Office for Civil Rights. Individuals who act in violation of this policy are subject to sanction.
Section 2
Violations of the above clause will result in immediate action taken by the President, Vice-President, and Secretary of Diversity, Equity, and Inclusion. In the possibility that the perpetrator of the bias incident is one of the previously mentioned executive board members the Student Government Association advisors will take over the sanctions. The sanctions taken will depend on the severity of the act. The severity of the act will be determined by the President, Vice-President, Secretary of DEI.

Low Severity: The perpetrator will have a meeting with the President, Vice-President, and Secretary
of DEI to discuss their actions and be given resources to educate themselves on their biases.
Moderate Severity: The perpetrator will have a meeting with the President, Vice-President, and Secretary of DEI to discuss their actions and be given resources to educate themselves on their biases. The perpetrator will be suspended for a designated period of time. These incidents must be
reported to the Bias Response Team immediately.
High Severity: The perpetrator will be immediately removed from their position and will be required
to meet with the Vice-President of Student Affairs and the Title IX Coordinator of the College.

S.G.A POLICIES

Further action taken will be at the discretion of the Bias Response Team.

Senate Policy XI: Senate Meeting Changes [2021]

Per approval of the Senate by 2/3'rds majority vote, the Student Government Association Executive Cabinet may propose to change the weekly meetings schedule and format outlined by the Procedures Manual under "Basic Procedures" and "Bylaws of the Senate, Article 5." If this power is exercised after the Transfer of Power, the Student Government Association Executive Cabinet must present at the first meeting after this power is exercised the reasoning for the change in schedule and or format. The Senate shall retain the right to overrule the Student Government Association Executive Cabinet's decision at any time via a 2/3'rds majority vote and any change implemented by the Student Government Association Executive Cabinet will expire automatically at the end of the Semester it was implemented in.

Senate Policy XI: Senate Meeting Changes [2022]
During breaks in which the President and Vice President hold power, in coordination with the Executive Board, the President and Vice President may move meeting frequency to a fortnightly format should circumstances (Such as campus climate, student mental health, and other exigent circumstances) require such a change. If necessary, this may still be overruled by a two-thirds (2/3) vote of the Senate.

Senate Policy XII: Advisor of the Year Award [2023]

Section 1
The Advisor of the Year Award was established to recognize and honor an SGA advisor who demonstrates a deep commitment to enhancing the student experience through hard work, time, effort and dedication to the Student Government Association.

Section 2
The Student Government Association Executive Cabinet shall present this award at the last meeting of the year to an SGA advisor who has greatly contributed to the success of students in Student Government Association and beyond.

Section 3
There shall be a total of one (1) award given out each year and they shall be divided to a member of the SGA advisors as the Executive Cabinet sees fit.

Senate Policy XIII: Executive Secretary of Excellence Award [2023] REPEALED

Section 1

S.G.A POLICIES

The Executive Secretary of Excellence Award was established to recognize an outstanding Executive Secretary who goes above and beyond their responsibilities, super exceeds expectations, takes initiative, is an agent of positive change and is committed to improve the well-being of the campus community.

Section 2
The Student Government Association Executive Cabinet shall present this award at the last meeting of the year to an Executive Secretary who has greatly contributed to the excellence of the Student Government Association.

Section 3
There shall be a total of one (1) award given out each year and they shall be divided to a member of the Executive Cabinet as the President and Vice President of SGA sees fit.

Senate Policy XIV: The Beloved Community [2023]

Section 1- The Fund

1. It is hereby established that the Student Government Association shall allocate twenty thousand dollars ($20,000.00) annually to the Center for Student Diversity, Empowerment & Community for the fund.
2. Allocations shall be made to clubs that have ideas and project initiatives to improve equity, diversity and the community of the Saint Michael's College campus.
3. These funds shall be used at the discretion of the fund's committee. Allocations will be made to establish initiatives that impact the equity of every person on campus.
4. Any SGA sponsored club or any constitutionally recognized organization with Senate representation and a budget may apply for use of funds.
5. Allocations from this fund shall be made directly from the fund and not directly to an applying club's budget.

Section 2- Governance

1. The fund's allocation money shall be managed by a committee responsible for the allocation. This committee shall consist of the following seats which are each allowed one vote:
    1. President of the SGA Executive Board;
    2. Vice President of the SGA Executive Board
    3. SGA Secretary of DEI;
    4. SGA Secretary of Finance;
    5. SGA Secretary of Policy

S.G.A POLICIES

a. The SGA Advisors shall act as non-voting overseers of this committee. They will ensure the integrity of both those applying for allocations as well as the committee itself.

2. Applications shall be open the entire academic year. Any club or organization with Senate representation may apply for an allocation from the fund. The committee will be responsible for reviewing all applications and determining whether to approve an allocation request or deny it. The Senate will not be involved in the function and decisions of the committee. The committee must meet weekly. Any member unable to attend must send a proxy in their place. Committee members may vote remotely.
3. The amount of money allocated shall be determined on a case by case basis by the authority of the committee. The amount approved is subject to being proportionate to the overall impact the intended use will have. This could be assessed by the ability for the use of funds to impact an overall community, rather than just a select group of people on campus. An allocation limit of $3,000.00 will be enforced by the committee for all applications. Each club or organization is permitted one allocation per academic semester. The committee may approve pitches digitally and without a formal presentation provided the pitch is under $1,000.
4. Clubs and organizations that are approved to receive an allocation from the fund shall be subject to a review and/or appeal by the committee at their discretion. Appeals may be considered if:
    1. The intended use of the allocation is not met within a timeline set forth by the committee;
    2. The club or organization is suspended or terminated;
    3. The club or organization rescinds their original project idea or declares it unachievable
5. A process set forth by this policy and executed by the committee shall evaluate all applications equally prior to making an allocation determination. This process should resemble similar to the following:
    1. Google form or survey to be utilized to gather information about the initiating club or organization, amount of money requested, impact the initiative will have on the community (emphasis on equity) and the suspected number of students that will be impacted;
    2. The committee will evaluate applications and clubs requesting allocations of less than $1,000 may be asked to make a presentation. Clubs requesting $1,000 or more shall be required to present to the committee for further consideration on the initiative, prior to a final determination being made;
    3. The committee will vote on the proposed allocation. A majority vote of the committee will be required for approval.

S.G.A POLICIES

4. All allocations of the fund shall be properly documented by a mode set forth by the committee. Records of allocations shall be submitted and retained each year by the SGA Executive Board.
5. A process set forth by the committee shall receive project/initiatives updates to ensure the allocation has been utilized as intended. This process shall include a club representative presenting the status of the project/initiative prior to the end of the current academic term.

Senate Policy XVI: Fix It With Five [2009] ~~REVOKED [2023]~~ REAPPROVED [2024]

It is the mission of the Fix It With Five Committee to promote systemic change through an annual grant to a non-profit organization demonstrating this same commitment. Following the Saint Michael's College mission of social justice, this student-led and student-funded program aims to alleviate a condition leading to the degradation of human dignity. Through the grant process, the Fix It With Five Committee works to educate the Saint Michael's College community by raising awareness of the critical social problems that plague our local community.

Section 1

1. It is hereby established that the Student Government Association shall allocate five thousand dollars ($5,000.00) annually to the Fix It With Five grant. The grant money comes from the student activities fee.
2. An additional two hundred dollars ($200.00) shall be allocated annually to cover administrative costs associated with the committee.

Section 2

1. No further funds will be available for disbursement to any and all charities from the S.G.A. budget, with the exception of disbursements made to relief funds pertaining to exemplary circumstances.

Section 3

1. Fix It With Five shall be organized and run by an Executive Board responsible for the allocation of the Fix It With Five grant. This board shall consist of:
    a. Student Chair;
    b. Student Vice-Chair;
    c. Student Government Association Vice President;
    d. Four to six (4 to 6) additional Executive Board members;
    e. One or two (1 to 2) Faculty/Staff members;
2. In addition to the aforementioned members, the Fix It With Five Committee shall remain open to the inclusion of any Saint Michael's College student, staff or faculty member who feels drawn to the Committee's mission and is able to make the necessary commitment. These individuals will be considered general members of the Committee and may be called upon to assist the Executive Board in their responsibilities.

Table of Contents

S.G.A POLICIES

Section 4

1. Following the ratification of the donation by the S.G.A., members of the Executive Board will be selected as follows on an annual basis:
2. The Chair and Vice-Chair shall be chosen for the Fix It With Five Executive Board through a majority vote of all current board members not seeking appointment to said positions.
3. An announcement shall be sent out from the Fix It With Five Committee stating that Executive Board applications are available to all undergraduate students; this announcement shall be made no later than the ninth (9th) week of classes in the spring semester. Any student who successfully completes the application will be considered eligible. Students will then be appointed to the Executive Board for the following academic year by the current Fix It With Five board members.
4. All faculty and staff committee positions will be chosen by the newly appointed members of the Fix It With Five Executive Board.
5. All faculty/staff advisors must complete an Advisor Confirmation Form.

Section 5

1. The Fix It With Five Committee shall adhere to the following timeline when allocating grant:
2. The committee will be notifying eligible non-profits of the grant opportunity by the seventh (7th) week of classes in the fall semester.
3. Grant proposals are due to the committee by the fourteenth (14th) week of classes in the fall semester.
4. The committee will narrow the field of grant applications to three (3) finalists by the second (2nd) week of classes in the spring semester. All applicants must be notified of the status of their proposal by the fourth (4th) week of classes in the spring semester.
5. The three (3) finalists will present to the S.G.A. two (2) weeks prior to the elections held in the Spring semester. This will be coordinated with the Secretary of Student Policy and the Student Policy Committee.
6. Online voting open to all those attending the presentations immediately following the final presentation.
7. Presentation of the results will be made to the S.G.A. at the same meeting as voting takes place after the voting has concluded
8. The Fix it With Five Committee reserves the right to adjust the above timeline if the need occurs after consulting the S.G.A. Vice President and the Secretary of Student Policy.
    a. The S.G.A. must ratify the donation with a two-thirds (2/3) majority vote of the Senate;
    b. The purpose of the ratification is to confirm that the proper procedures were followed.

S.G.A POLICIES

9. If the donation is not ratified the Fix it With Five Committee along with the Personnel and Nominations Committee will come up with a proper procedure and present it to the senate by the next S.G.A. Meeting.
10. The grant recipients will be asked to present the status of the use of their funds to the S.G.A. the following academic year.

Table of Contents

ADDENDUM I: PRESENTATION GUIDE

Presentation Guidelines

Any individual, committee, club, organization, or potential organization who or which is tied to Saint Michael's College is welcome to present before the Student Senate. Parties interested in presenting before the Senate must send their presentation as well as any documents relevant to their presentation to the S.G.A. President no later than the Monday one (1) week prior to the date which they wish to present.

Presentations must be tailored to a specific purpose of the individual or group who is presenting. To that end, the following minimum requirements are set forth for certain types of presentations:

1. **Potential Clubs/Organizations:**
    a. After completing all of the necessary requirements (Article 14 Section A of the Constitution), the group may present to the Senate to request official club recognition;
    b. It must speak to a need not presently met by any other club or organization already recognized by the Saint Michael's College S.G.A. Further it must illustrate the purpose of the organization and how its activities will contribute to the advancement of social, moral, cultural, intellectual, or spiritual development of its individual members and the Saint Michael's College community;
    c. It must discuss how club leadership, specifically the S.G.A. Club Representative, will be elected within the organization;
    d. It must show when the organization meets and how one qualifies for membership;
    e. A tentative agenda format must be presented for the club/organization which will include all past, present, future, and long-term goals;
    f. If the potential organization is requesting a budget, a line-itemed budget detailing what the organization would like to spend S.G.A. funds on must be presented. A maximum of five- hundred ($500.00) may be requested for the first (1st) year. This budget shall be submitted in advance to the S.G.A. President, S.G.A. Vice President, Secretary of Student Policy, and the Secretary of Finance;
    g. Cannot be the recipient of any support from an outside source.

    The process of recognition for potential new clubs and organizations can be seen in the Bylaws, Article 14.

2. **Funding Requests:**
    a. For existing S.G.A. sponsored clubs or organizations, funding requests must comply with the stated requirements and may not exceed the perimeters set forth as seen in the Bylaws, Article 14, Section B and in Article 15;
    b. Existing clubs shall submit their funding request to the Secretary of Finance and the Finance Committee at least two (2) weeks before presenting to the Senate. The Finance Committee shall determine if a Club is required to present to the Senate after the expenditure of the additional funds. This presentation shall explain how the funding was used to benefit the greater campus community;

ADDENDUM I: PRESENTATION GUIDE

c. It must include a line-item budget of where the club/organization's previously allocated resources were spent;
d. It must include a line-item budget detailing where the requested funds would go and what the funds would be put towards pursuant to the club/organization's stated goals;
e. General information regarding the club/organization's activities, membership size, and activity on campus should also be highlighted;
f. No use of club funds for any off-campus events that College transportation isn't used.

3. **Resolutions:**
    a. It must speak to a concern related to the College or to the broader community which is not presently or adequately addressed;
    b. Presenters must come before the Senate and discuss how said issue is affecting the College community and how a resolution would speak to this concern;
    c. All resolutions passed by the Senate are non-binding. Any recommendations will be forwarded to relevant offices and organizations on campus by the Executive Officers of the Student Government Association.

The process of presenting resolutions before the Senate can be seen in the Bylaws, Article 17.

4. **Informational Presentations:**
    a. It must speak to an area of concern related to an area of interest for the College community.

5. **Change in Club Name**
    a. Must speak to why they want to change the name of their club;
    b. Must speak to why a club would function better with a new name. For example: advertising purposes, become a broader topic, become a narrower topic, etc;
    c. Presentation should include the mission statement of the club if there is one;
    d. Presentation should also include if events the club is holding will be changing;
    e. A name change requires a 2/3 majority vote.