

Newbury College Student Government Association

Article I: MISSION AND GENERAL ORGANIZATION

A. Mission Statement:

We, the students of Newbury College recognize the need for a unified student body and voice. In order to provide a recognized student organization, we must represent the diverse interests and concerns of the undergraduate students to the larger College, to help build and unify an inclusive and vibrant community on campus for students while promoting the general welfare of the Student Body. We seek to hereby adopt and establish this constitution of the Student Government Association of Newbury College.

B. The Student Government Association Organization:

1. The governance organization of the undergraduate students shall be known as the Student Government Association of Newbury College, here in referred to as the SGA.
2. The membership of the SGA shall be all undergraduate students at Newbury College.
3. The SGA advisor is the Dean of Students Affairs.
4. The governing structure of the SGA shall consist of the following three (3) branches: Executive Board, Senate and SGA Committees.

C. Meetings

1. Full SGA meetings will be scheduled for the second and fourth Tuesday of the month during the Activities Period from 12:45 PM to 2:10 PM.
2. A full schedule of meetings will be available at the beginning of each academic year.
3. The President can reschedule a meeting with a least one (1) week's notice and must be communicated to the entire campus community.
4. In order to conduct any business during a full SGA meeting, there must be a quorum. Quorum shall consist of two-thirds (2/3) of all the SGA elected and appointed members.
5. All meetings will be conducted according to Robert's Rules of Order, except where Robert's Rules of Order are in conflict with the SGA Constitution which shall prevail in all cases.
6. All general motions must be passed by a simple majority vote of all eligible voting members present.
7. All motions relating to financial matters and constitutional amendments must be passed by a two-thirds (2/3) majority vote of all eligible voting members present.
8. Full SGA meetings will be open to all members of the SGA and College community.
9. Executive Sessions may be called by the President by request of a minimum of half (1/2) of the voting membership in the Student Senate and Executive Board.
 - i. All Student Senators and Executive Board members are required to attend Executive Sessions.

- ii. No formal decision or vote may take place during an Executive Session.

D. Attendance

1. Attendance for all SGA members at full Senate meetings is mandatory
2. Roll call shall consist of the SGA Executive Board, SGA Advisor or designee, Executive Senators, and Class Senators.
3. In the event of an absence, all of the following people must be notified at least twenty-four (24) hours prior to a meeting or event:
 - i. Vice President of Internal Affairs
 - ii. SGA Advisor
4. Any member that arrives after the start of the meeting will be marked tardy without prior approval for an excused absence. Two (2) tardy marks will equal one (1) unexcused absence from SGA.
5. No Senator or Executive Board member may leave before adjournment unless prior arrangements have been made with the Vice President of Internal Affairs and the SGA Advisor. Leaving early will be marked as the member being tardy.
6. Two (2) unexcused absences from committee responsibilities will equal one (1) unexcused absences from SGA.
7. Any Senator or Executive Board member may be removed based on attendance as stated in Article VI: Relinquishment of Duties.

Article II: EXECUTIVE BOARD

A. As a whole, the Executive Board shall:

1. Consist of (in order of succession) a President, Vice President for Student Life, Vice President for Academics, Vice President for Finance, and Vice President for Internal Affairs.
2. Be full-time student (twelve [12] credits) in attendance at Newbury College.
3. Uphold the Newbury College Community Standards of Conduct as outlined in the Student Handbook.
4. Be elected or appointed according to the procedures outlined in Article V: Elections.
5. Be informed of all SGA matter.
6. Shall be knowledgeable of Robert's Rules of Order.
7. Chair weekly SGA Committee meeting. (See Article IV: Committees)
8. Attend weekly Executive board meeting.
9. Attend bi-weekly SGA meetings and retreats.
10. Meet weekly/bi-weekly with SGA Advisor.
11. Complete two (2) office hours a week.
12. Maintain a minimum of a **2.0 GPA**.

13. Meet regularly with the President and Vice Presidents of SGA, Dean of Student Affairs, President of the College, and the Academic Dean. Meet with campus administrators as needed.

B. The powers and responsibilities of the President shall include the following:

1. Represent and reflect the views of the entire student body to the broader College community.
2. Uphold the SGA constitution.
3. Facilitate diversity outreach to different sectors of the student population.
4. Responsible for the overall organization.
5. Call to order and presides over SGA meetings. President runs all motions that require a senate vote.
6. Hold SGA signing authority for all financial transactions.
7. Create weekly meeting agendas.
8. Create and coordinates trainings and orientations of new members.
9. Call Executive Board meetings to order.
10. Can call Executive Session with a majority vote of SGA.
11. Serve as a tie breaking vote in Senate.
12. Serve as the Student Representative to the Board of Trustees.
13. Serve on College wide committees as needed.
14. Coordinate and moderate campus wide student meetings.
15. Cannot be the President or Treasurer of a recognized Newbury College club or organization.

C. The powers and responsibilities of the Vice President of Student Life shall include the following:

1. Be a voting member of SGA.
2. Fulfill the role of the President when the President is absent.
3. Chair the Student Life committee.
4. Serve as the Student Representative to the Board of Trustees in the absence of the President.
5. Serve as liaison between SGA and the Office of Residence Life, the Office of Student Involvement, Dining Services, Counseling and Health Education, Facilities, Athletics, and Transportation and Safety.

D. The powers and responsibilities of the Vice President of Academics shall include the following:

1. Be a voting member of SGA.
2. Implement and execute opportunities for students to meet with the Academic Dean or designee.
3. Serve as a liaison between SGA and The Career and Internship Placement Center, the Office of Alumni Relations, and Information Resource Management.

4. Chair of the Academic Affairs Committee.

E. The powers and responsibilities of the Vice President of Finance shall include the following:

1. Be a voting member of SGA.
2. Be next in succession to the position of Vice President of Student Life.
3. Chair of the Allocations Committee.
4. Have primary financial authority for the organization.
5. Work with the Coordinator of Student Involvement to disseminate club and organization budget procedures.
6. Provide budget updates at meetings.
7. Responsible for working with all Senators on funding/fundraised money requests.
8. Monitor the speaking order for weekly SGA meetings.
9. Educates all club and organization Presidents, Treasurers, and Advisors on budget request forms yearly.

F. The powers and responsibilities of the Vice President of Internal Affairs shall include the following:

1. Be a voting member of SGA.
2. Execute and oversees daily operation of the SGA, including but not limited to general attendance and office hours.
3. Maintain all SGA records and amendments to the SGA constitution.
4. Take minutes at all SGA related meetings and works to make them available to the community via email and on the web.
5. Work with the President to communicate SGA business with the College community.
6. Coordinate and verify the Spring and Fall Election Process.
7. Coordinate all New Member Orientation programs with the President
8. Coordinate the SGA meeting schedule and the committee meeting schedules.
9. Work with President to coordinate all SGA related conferences, socials, and retreats.
10. Work with President on disciplinary issues as they arise.
11. Work as a liaison for the Executive Board and the Senate.

Article III: THE STUDENT SENATE

A. Student Senate Reasoning

The primary role of the Student Senate of the SGA in Newbury College's operations is to advise and assist the College's administration. This role is primarily fulfilled by legislation calling for the college to take certain courses of action or to implement certain policies or proposals. Each bill passed by the Student Senate has the weight of the entirety of the Newbury student body behind it, as the SGA is the elected governing body of the students.

B. As a whole, the Student Senate shall:

1. Consist of one (1) Executive Senator for each class totaling four (4) positions, two (2) Class Senators for each class totaling eight (8) positions, for a count of twelve (12) total Student Senator positions.
2. Be full-time student (twelve [12] credits) in attendance at Newbury College.
3. Uphold the Newbury College Community Standards of Conduct as outlined in the Student Handbook.
4. Be elected according to the election procedures outlined in Article V: Elections.
5. Keep informed of SGA matters
6. Maintain a minimum of a **2.0 GPA**
7. Remain for fifteen (15) minutes from the scheduled start of the meeting until quorum is present.
8. Vote on issues dealing with any SGA committee.
9. Serve in both a legislative and class representative capacity.
10. Abstain from voting on any matter which seems to be a conflict of interest
11. Serve on at least one (1) SGA committee (See Article IV: Committees) and be informed enough to report during the weekly Student Senate meetings.
12. Hold at least one (1) officer hours per week
13. Impeach any office holder of the SGA as defined in Article VI: Relinquishments of Duties.

C. The powers and responsibilities of the Executive Senator shall include the following:

1. Strengthen the spirit and identity of the Newbury College class
2. Advocate in the areas of academics, student life, and ad hoc areas as needed
3. Be voting member of SGA
4. Facilitate the scheduling of class senator meetings
5. Delegate resources to their class senators
6. Provides effective communication and accountability for their class senators
7. Plan and implement class sponsored events
8. Hold class meetings once a month
9. Inform their class about the work of the SGA
10. Represent the class in all meetings and events where class needs a representative

D. The powers and responsibilities of the Class Senator shall include the following:

1. Strengthen the spirit and identity of the Newbury College class
2. Advocate in the areas of academics, student life, and ad hoc areas as needed
3. Be a voting member of the SGA
4. Plan and implement class sponsored events
5. Hold class meetings once a month
6. Inform their class about the work of the SGA
7. Represent the class in all meetings and times where class needs a representative

Article IV: Committees

As outlined in Article II, Section A, Subsection 5, all Executive Board members are required to chair a SGA committee. As outlined in Article III, Section B, Subsection 9, all Student Senators must serve on at least one (1) SGA committee.

1. *Student Life Committee*: The Student Life Committee is chaired by the Vice President of Student Life. The Committee investigates and acts on suggestions from any student at Newbury College in an effort to improve the student experience on campus. These concerns may include food, residential life, parking, financial aid, and other non-academic concerns faced by students.
2. *Academic Affairs Committee*: The Academic Affairs Committee is chaired by the Vice President of Academics. The Committee works with the administration to improve academic issues on campus. The committee works with Academic Dean, and many other administrators and faculty members, so that students can have a robust academic experience. This committee also works to liaison with career and internship placement, library services, academic support, among others.
3. *Allocations Committee*: The Allocations Committee is chaired by the Vice President of Finance. The Committee is in place to allocate funds to clubs and organizations underneath SGA. The majority of the funds are allocated through a process outlined by the Vice President of Finance and in support of the Office of Student Involvement. This committee is made up of students not presently on SGA, so as to minimize conflict of interest.
4. *Elections Committee*: The Elections Committee is chaired by Vice President of Internal Affairs. The committee works to coordinate and implement all election processes of the SGA including but not limited to: Fall First Year elections, Spring Elections, and any surveys of the student community.

Article V: Elections

A. General Election Rules

1. Spring Elections will take place within the first three (3) weeks of April for the following academic year.
2. Student elected to the SGA will take office on the first meeting following the conclusion of elections.
3. The length of a term shall be for one (1) year, starting at the end of April and concluding the following April after elections have concluded. With the exception of class representation for the current senior class. Their length of term will continue until Commencement.
4. Elections will take place online. A link will be provided to the students eligible to vote in elections.

5. Election results will be tabulated by those eligible to verify results from the Elections Committee. Should there be no one eligible to verify, the Dean of Students and a designee of their choosing shall validate the votes.
6. A candidate for a position must win by a simple majority of the eligible votes.
7. A referendum must win by a two-thirds (2/3) majority of eligible votes.
8. In the event of a tie in the elections, there will be a “run-off” election. Candidates may choose to re-write their platform statements and another election will be held the following week.

B. First Year and Special Elections

1. Elections for First Year Senate Seats will happen within the month of September at the beginning of each Academic Year.
2. Any positions left vacant from the previous year that are eligible to be filled by a Special Election will do so during the same elections in the month of September.
3. This process shall take no more than three (3) weeks to complete and shall follow the general election rules in regards to verification and counting.

C. Election Packets

1. Election packets for each available office shall be available for a period of at least two (2) weeks prior to the primary election and will be available online at a provided link.
2. Nomination papers in the packet must have a minimum of fifty (50) signatures from full-time (twelve [12] credit) undergraduate students from Newbury College.
3. Candidates must also submit a Platform Statement for Spring Elections only. Further information will be provided in the Election Packet.
4. The availability of Election Packets shall be advertised by the Vice President of Internal Affairs and the Elections Committee at least seventy-two (72) hours prior to their making such papers available to the student body.
5. Nomination papers and when needed Platform Statements must be turned in by 3:00 PM at least seven (7) days prior to the first election.
6. All Nomination papers shall include the following, directly below all signatures: “I attest that all signature appearing on this nomination paper are valid signature of students enrolled at Newbury College, and that I understand the procedure governing the Student Government Association elections and those conducted by its Elections Committee.”
7. A student may sign as many Student Government Association Presidential and Vice Presidential nomination papers as there are candidates and as many representative senatorial nomination papers as there are positions open within their own class.
8. A student running for a senatorial position of their class position may only accept signatures from their respective classmates.

9. Any member of the Elections Committee must resign from the Committee upon taking out nomination papers.

D. Campaign Rules and Regulations

1. The chair of the Elections Committee will provide campaign rules and regulations to each candidate via email.
2. Only one (1) warning will be issued to those breaking any of these regulations
3. A second violation will constitute grounds for disqualification from the election. The Elections Committee by a simple majority vote shall have sole power to disqualify candidates.
4. All students running for SGA office must have flyers or posters approved by the Office of Student Involvement prior to posting material on campus. Posting of material must follow the campus posting policies.
5. All campaign gimmicks must be used with discretion and must be in good taste with regard to persons and property and must adhere to the Community Standards of Conduct.
6. Candidates are prohibited from using campus wide voicemail or emails to advertise their candidacy.
7. Candidates are required to assume responsibility for their posters and must remove them from all campus facilities within forty-eight (48) hours of the election.

E. Appointments

1. Positions eligible for appointment shall be confirmed by a two-thirds (2/3) vote of the current SGA voting membership at the beginning of the first meetings of a new senate class.
2. Candidate interested in being appointed to a position must follow the same election process outlined only without an official vote of the student body being taken.

Article VI: Relinquishment of Duties (Resignation, Impeachment, Removal)

A. Resignation from Office

1. Any Executive Board or Senate member resigning from office must write a formal letter of resignation and submit it via email to the SGA President and Advisor.
2. A copy of the letter will be forwarded to the Executive Board and Senate.
3. The letter must include:
 - i. Name of individual and position held
 - ii. Reason for resignation
 - iii. Date of last Senate or Executive Board meeting they will attend
4. A new position holder may be elected according to the procedures outlined in Article V: Elections.

B. Impeachment from Office

1. Any member of the voting contingency may request an office holder's impeachment. The party requesting the impeachment must submit a formal letter via email to the SGA President and Advisor.
2. The letter must include:
 - i. Name of office holder and position being addressed
 - ii. Reason for impeachment
 - iii. Date and time of event and/or comment causing submission of letter
 - iv. Name of person submitting the letter
3. The letter will be forwarded to Executive Board and Senate members.
4. At the next scheduled Senate meeting, more not than one (1) week from the submission of the formal letter for impeachment, a hearing will take place. Each party will have an equal amount of time for a question and answer session during the hearing.
5. A vote of a two-thirds (2/3) majority of voting members in the SGA is necessary for an impeachment to pass.
6. If an impeachment occurs, it is effective immediately. A new position holder may be elected according to the procedures outlined in Article V: Elections.

C. Removal from Office

1. After two (2) unexcused absence per academic year, an office holder may be removed per order of the SGA President.
2. Any office holder may appeal a removal or an unexcused absence by submitting a formal request to the SGA Advisor.

Article VII: Amendments to Constitution

A. Proposing Changes

1. An amendment process can be initiated by a simple majority vote of the full Senate
2. Proposed changes can be brought forth by any member of the Executive Board or Student Senate
3. Proposed changes will be forwarded to the Executive Board to draft into the Constitution prior to a vote.

B. Approving Changes

1. The changes must be prepared and provided to the Senate by a member of the Executive Board in the form of a draft constitution.
2. The Senate will have at least one (1) week to consider amendments to the constitution after the proposal the draft.
3. Changes to the constitution are effective immediately upon its passage by a two-thirds (2/3) vote of quorum of SGA voting members.

Submitted on XXXX.

Ratified on XXXX.

By: Dorian Castro, Sabreena Cooks, Nicole Dixon, Raphael Dubuisson, Nisha Etinde, Tiana Famble, Grace Godin, Edvana Goncalves, Connor Jordan, Ansa Nisar, Jorge Nicolas Perez, Elizabeth Quaranto, Taylor Rogers, Carly Shumaker, Paige Sparks, Josellyne Torres, Al Vanaria, Kaitlyn Vieira