

# **Student Government Association**

## **The Student Petition (October 17, 1906)**

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned the President and Faculty for legislative and executive control in non-academic matters.

On October 20, 1906, the Faculty endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes. While the College grants these privileges to the Student Government Association, the College reserves its right to bring disciplinary action in any circumstance where a student or group of students has violated College policies or regulations.

The Student Government Association, on March 29, 1985, proposed that faculty approval of the Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion.

## **Constitution of the Student Government Association**

### **Introduction**

The charter of Sweet Briar College grants the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

- A. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
- B. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.
- C. The Student Government Association (SGA), through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:
  1. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).

2. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).

D. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors.

### **Preamble**

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and,

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to instill in each other a sense of responsibility for the welfare of students in that academic community, and,

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the College is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs. Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their place in a democratic society, we do hereby adopt the following Constitution and By-Laws.

### **Article I: Name**

The name of the organization shall be the Student Government Association (SGA) of Sweet Briar College.

### **Article II: Purpose**

The purpose of this organization shall be to:

- A. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such training as shall, in the judgment of the Directors, best fit them to be useful members of society.
- B. Promote the highest standards of honor and integrity in all phases of college life.
- C. Coordinate and promote student activity within the community.
- D. Provide a forum for the expression and discussion of student opinions and sentiment.
- E. Complement the educational aspects of student life.
- F. Advance the spirit of loyalty to the College and its undertakings.

### **Article III: Membership**

- A. All students at Sweet Briar College shall be members of the SGA.
- B. The rights of the members of the SGA include:
  1. The presentation of petitions, appeals against the decisions of the Executive Committee, or proposals for amendments to the Constitution and By-Laws. Such petitions, appeals, and proposals must be considered by the Executive Committee.
  2. Participation in campus discussions.

## **Article IV: Legislative Powers**

- A. The SGA officers shall exercise the legislative powers.
- B. These powers shall be to:
  - 1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
  - 2. Propose and discuss rules and regulations that must be referred to the Executive Committee prior to a vote.
  - 3. Approve the budget derived from the Student Life Fund, as proposed by the Budget Committee, only after notification to the entire student body of the proposal prior to approval.
- C. The SGA reserves the right to change rules and regulations within its authority at any time during the academic year. Upon alteration, the Constitution will be updated online. Once posted, the online copy will be the copy used for all proceedings.

## **Article V: Executive Powers**

- A. The SGA officers shall exercise the executive powers of the SGA.
  - B. The voting SGA officers shall consist of the following:
    - 1. President, Vice-President, Secretary, Treasurer, and the Electoral Officer and the Publicity Officer of the SGA, who shall be the Executive Committee.
    - 2. The Co-Chairs of the Judicial Committee.
    - 3. The Vice Presidents of the four classes.
    - 4. The President of the Campus Events Organization.
    - 5. The Chair of the Academic Affairs Committee.
    - 6. The SGA Representative of the Non-Residential, Turning Point and Transfer students.
    - 7. The Residence Life Representative.
    - 8. The President of Inter-Club Council.
  - C. The non-voting SGA officers shall consist of the Presidents of the four classes.
  - D. The executive powers of SGA shall be exercised by the officers of the Executive Committee and shall be to:
    - 1. Administer the SGA Constitution and By-Laws.
    - 2. Explain to students the meaning of the SGA's Constitution and By-Laws.
    - 3. Consider all petitions, appeals, and proposals for amendments to the SGA Constitution and By-Laws, and refer each to the proper authority with a recommendation.
    - 4. Consider any petition or written complaint for the removal of an officer of the SGA, and if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by SGA. When an officer is thus removed, the Executive Committee shall make provision for replacement, based on Section V. C.10-11 of the By-Laws. If said officer is on the Executive Committee, she will be excluded from any and all discussions and proceedings related to her removal.
    - 5. SGA Officers are required to attend all SGA meetings. Upon the first unexcused absence, a warning will be issued from the SGA Executive Committee indicating that a second unexcused absence is potential grounds for removal from office. If
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SGA Officers are tardy two times, it is grounds for removal from office upon review by the Executive Committee. All SGA training sessions are mandatory, unless a proper excuse is provided. An unexcused absence from any training session will be counted as a tardy on the absent officer's attendance record for the year. All attendance policies expressed herein apply to the Executive Committee of SGA. The choice of what constitutes removal from office is at the discretion of the Executive Committee by a majority vote.

6. SGA Officers must be in good honor standing. If an SGA Officer is found guilty of an Honor Code violation, she is expected to resign her position (in order to maintain her rights to confidentiality) or to turn the matter over to the rest of the Executive Committee for a vote. If a member of the Executive Committee is found guilty of an Honor Code violation, she may turn the matter over to the Executive Board for a vote.
7. Consider all petitions, appeals, and proposals for changes to the SGA rules and regulations as stated in the *Student Handbook*, and refer each to the proper authority with a recommendation.
8. Oversee all SGA elections.
9. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with her annual written report.

#### **Article VI: Judicial Powers**

Judicial authority of the SGA shall be exercised by the Judicial Committee. The composition and powers of the Committee are detailed in Section II of the By-Laws.

#### **Article VII: Amendments**

- A. Amendments to the SGA Constitution may be proposed by any Board, Council or Committee of the SGA, by a member at any meeting of the SGA, or by a special committee appointed by the President of the SGA. All recommendations and/or proposals should be referred to and studied by the Executive Committee.
- B. Approval of an amendment requires a two-thirds vote by the SGA voting officers during a meeting of the SGA.

## **By-Laws of the Student Government Association**

### **SECTION I: Meetings of the Association**

- A. The SGA Officers shall hold open meetings every two weeks during the academic year.
- B. In the event of class cancellations, SGA meetings will be cancelled.
- C. The Executive Committee shall hold closed meetings as needed.
- D. A quorum for all SGA meetings will be at least two-thirds of the voting officers.

### **SECTION II: Executive Branch**

- A. Executive Officers
  1. The duties of the President shall be:
    - a. Call and preside over the meetings of the SGA and the Executive Committee.
    - b. Represent the students either personally or through a proxy from the Executive Committee when the need arises.

- c. Represent the students to the Board of Directors on the Educational Programs Committee.
  - d. Appoint special committees when necessary.
  - e. Make an annual report to the Board of Directors at the April meeting.
  - f. Make a written report to the President of the College at the end of her term of office.
  - g. Consult regularly with the Dean of Student Life, Dean of the Faculty, President of the College, Vice President for Finance and Administration, Student Liaison to the Faculty Executive Committee and any other administrators or faculty when necessary. Meet regularly with the Dean of Student Life.
  - h. Consult with the SGA Officers as needed.
  - i. Be available for confidential appointments with students, offering referrals when necessary.
2. The duties of the Vice-President shall be:
- a. Perform or assume the duties of the President in her absence or withdrawal until the end of the term.
  - b. Supervise all SGA programming, including the fall Blood Drive.
  - c. Coordinate leadership development activities, including chairing the Student Leadership Fund Committee with the four class Presidents, implement community service activities on a regular basis, and consult regularly with the Dean of Student Life.
  - d. Serve as parliamentarian.
  - e. Represent the students to the Board of Directors on the Buildings and Grounds Committee.
  - f. Collect and monitor monthly status and activity reports from the Standing Committees and Class Officers.
3. The duties of the Secretary shall be:
- a. Record and distribute the proceedings and activities of the SGA, keeping a permanent record in the SGA Archive, in addition to distributing a copy to the Dean of Student Life, Dean of the Faculty, President of the College, and the Vice President for Finance and Administration. She should also provide courtesy copies of the minutes to any guest speakers present at the SGA Meeting.
  - b. Record confidential minutes of the Executive Committee at the discretion of the SGA President.
  - c. Attend to all correspondence of the SGA.
  - d. Record and distribute minutes of Campus Discussions.
  - e. Keep a record of votes made on all motions during SGA meetings.
  - f. Keep a record of attendance at all SGA and Executive Committee Meetings.
4. The duties of the Treasurer shall be:
- a. Serve as the financial advisor to all Student Government Clubs or Organizations (CO's)

- b. Serve as the co-chair of the Budget Committee, along with the ICC President.
  - c. Administer the Student Life Fund in accordance with the budget adopted by SGA and the Budget Committee.
  - d. Keep a record of all monies of the SGA and expend the same according to the direction of the Executive Committee of the SGA.
  - e. Make interim reports of the finances at the request of the SGA
  - f. Serve as Chief Financial Officer of the Student Business Office and the Executive Committee. Serve as a resource to the Student Business Officer and together with the SBO consult regularly with the Director of Student Involvement and Programs.
  - g. Attend all ICC meetings to address issues related to SBO and budgeting.
  - h. Render a complete report of the year's work to SGA at the close of the fiscal year.
  - i. Perform audits of selected clubs, groups, and organizations.
  - j. Sit on the External Affairs Committee of the Board of Directors.
5. The duties of the Electoral Officer shall be:
- a. Supervise and coordinate all aspects of SGA elections, including but not limited to election forums, packets, and publicity.
  - b. Set up all election schedules.
  - c. Responsible for emailing all platforms for all elections to the student body.
6. The duties of the Publicity Officer shall be to:
- a. Coordinate publicity for all SGA activities.
  - b. Maintain and update the SGA Facebook page, website, and bulletin board to keep the Sweet Briar community and outside communities informed of SGA business.
  - c. Display voting records of motions on the SGA bulletin board and on the SGA website.

#### B. Standing Committees

1. A full constitution or set of procedures and guidelines of each Standing Committee is on file with the President of SGA. The officers of SGA shall approve all constitutions and by-laws of standing committees. Constitutions and by-laws of standing committees shall be amended by the same procedure as that used for amendments to the SGA Constitution. The Standing Committees included under SGA are the following:
  - a. Academic Affairs Committee
  - b. Campus Events Organization
  - c. Non-Residential, Turning Point and Transfer students
  - d. Inter-Club Council
  - e. Judicial Committee

## C. Subcommittees

### 1. Budget Committee

- a. The committee is co-chaired by the Treasurer of the SGA and the Inter-Club Council President and consists of the Treasurer of the senior class, President of CEO, the Media Organization Chair, the SGA President, the SGA Vice President, and one CO Treasurer to be chosen at random each semester.
- b. No member of the Budget Committee, excluding the co-chairs, the President and Vice President of SGA and the President of CEO, shall be members of the SGA Board. Should the Media Organization Chair, the Tap Group Chair, and randomly chosen CO Treasurer sits on the SGA Board, proper substitutes shall be found by the co-chairs.
- c. Its duty shall be to prepare a budget of the monies from the Student Life Fee to all CO's on campus.
- d. If a Budget Committee member should not be in attendance during a committee meeting after proper notification, the meeting shall continue as scheduled.

### 2. Student Business Office (SBO)

- a. The SGA Treasurer will be the Chief Financial Officer of the Student Business Office.
- b. The Student Business Office (SBO) Accountant is funded by the Director of Student Involvement and Programs and supervised by the Coordinator of Campus Student Employment. This position will hold weekly office hours.
- c. The duties of the office will be to account for all monies allocated by the Budget Committee, and conduct business for all Classes and CO's on campus.
- d. Month-end reconciliation and day-to-day activity will be recorded and completed by the SBO Accountant. All check requests and deposit slips will be handled by the SBO Accountant.
- e. The SGA Treasurer and the SGA President will be co-signers on the SGA bank account.

## **Section III: SGA Budget**

### A. Budget Cycle and Timing

1. There shall be a budget allocation cycle per semester upon receipt of the Student Life Fee checks received by the SGA.
2. The Fall Budget shall be presented to the SGA for a vote no later than one week after the Business Office releases the Student Life Fund.
3. Should the proposed budget not pass, the following shall occur:
  - a. The Budget Committee shall immediately reconvene to prepare a new budget proposal.
  - b. An emergency SGA meeting shall be set for the following Monday, regardless of previously scheduled events, with the sole purpose of reviewing a new budget proposal.

## B. Organizational Requirements

1. The CO must be recognized by ICC as an active CO at the time of budget allocations.
    - a. If a CO's account is frozen at the time of budget allocations, no funds will be distributed to that CO.
    - b. CO's that are awaiting ICC approval must wait until they are officially recognized before they apply to receive SGA funds.
  2. In order to request SGA monies, the CO must have fully completed all club registration forms, the hazing statement, CO authorization signature form, and have submitted a current copy of their constitution.
    - a. The Briar Patch, The Voice, Red Clay and WNRS and Paint n' Patches are required to propose any new contracts before being signed with the assurance that SGA will cover reasonable costs.
    - b. If any of the forms or documents listed above is incomplete or missing at the time of budget allocations, the CO's budget request will be denied.
    - c. Media clubs requiring signing of contract for more than one academic year must present three varying proposals to SGA.
    - d. CO's requesting money to attend conferences or leadership activities must apply for Leadership Funds. In their budget request forms, the application must include: a detailed outline and explanation of any conference related fees, travel, lodging, conference registration and any other conference related fees, excluding food, and also provide a proposal to describe how the CO intends to share their experience/knowledge with the Sweet Briar community in a formal way within 2 weeks after they attend said conferences or leadership activities. If a CO's application is approved, the CO must invite the SGA Board, proposed department/ organization benefiting from their attendance, and Student Body to this formal presentation of their experience.
  3. All monies requested by the CO must be delineated so that the Budget Committee can evaluate the allotment of funds on a case-by-case basis.
  4. All forms must be submitted by the specified time on the date that they are due. Late budgets will not be accepted for any reason.
  5. SBO Accounts
    - a. All monies distributed by SGA will be deposited in a Student Business Office account in the name of the appropriate CO.
    - b. If a club is inactive for one academic year (two semesters), and fails to register as an active CO the following semester, existence of the CO will no longer be recognized by ICC or SGA. The CO's account will then be closed, and the balance will be redistributed by SGA in the next budget allocation.
    - c. In the spring of a class's senior year, the treasurer should leave instructions with the SBO Accountant for the use of the class's remaining balance.
    - d. Any CO requesting dissolution will have its SBO account closed. In this situation, the CO may request the remaining balance at time of dissolution be donated to a campus related cause.
    - e. The account of any involuntarily dissolved club will be closed. The balance will be redistributed by SGA in the next budget allocation.
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- f. The following honor societies should register with ICC and may keep an SBO account, but no funds will be provided from the SGA budget: Alpha Lambda Delta, Alpha Psi Omega, Delta Phi Alpha, Phi Beta Kappa, Eta Sigma Phi, Iota Sigma Pi, Psi Chi, Omicron Delta Epsilon, Sigma Delta Pi, Phi Alpha Delta, Pi Delta Phi, and Omicron Delta Kappa.

## C. Funding for CO's

### 1. Off-Campus Policies

- a. No money will be allotted for travel expenses that may include, but are not limited to: gas, mileage, toll, hotel, and vehicle rental expenses.
  - i. Given the nature of their organizations, CEO, the Outdoor Program and The Voice are exempt from this rule.
- b. No money will be allotted for conferences due to the fact that students and organizations may apply for the Leadership Fund to cover these expenses.

### 2. Direct Funding/Contributions

- a. No funds will be allotted for stipends, which are fixed and regular payments such as salary or allowance with the exception of instructional purposes.
- b. No funds will be allotted as direct contributions, which are charitable gifts to nonprofit organizations. Direct contributions will be considered on an individual basis by the SGA board provided that the requesting CO presents a detailed description of the event and where the funds will be going.
- c. No funds will be allotted for fundraising due to the fact that CO's may apply for monies from the Fundraising Loan.

### 3. Miscellaneous

- a. No funds will be allotted for the purchase of alcohol.
- b. If an organization does not hold an event during the previous budget cycle that it requested money for that organization may be denied funding the following budget cycle.
- c. A CO may apply for a CEO grant or funding from Student Involvement and Programs to cover event programming expenses.
- d. As needed, funds may be requested from the Surplus account. To allot these funds, a motion should be made to the SGA board and passed with a majority vote.
- e. A Leadership Fund will be maintained. This account should be replenished by the committee by each budgeting cycle. Allotment from this account will be at the discretion of the Leadership Fund Committee, which consists of the SGA Vice President and the four class presidents, based on published guidelines.

### 4. Funding Limits

- a. If a CO requests funds for postage, they will receive the amount equivalent to one book of stamps.
- b. If a CO requests funds for duplicating, they will receive a maximum of \$20.00.
- c. If a CO requests funds for office supplies, they will receive a maximum of \$20.00.
- d. Only CO's that provide a specific explanation for the need of additional postage, duplicating or office supplies will receive additional funds, at the discretion of the Budget Committee.

- e. Tap Clubs will not receive any budget monies with the exception of Paint n' Patches for theater ticket subsidization. A maximum of \$3,000 may be allocated in the fall semester.
  - f. If a CO requests funds prior to a budget allocation cycle in order to sign a contract/ request funds for an event over \$5000, the requesting CO will need to provide a detailed description of the contract, services included and explanation of where the funds will be going. The approval of such contractual funds will be granted to the CO at the discretion of the Budget Committee and 2/3 of their votes.
5. Class Budgets
- a. Individual classes will not be able to collect class dues for members to participate in class activities.
  - b. First-year and sophomore classes will each receive a budget allocation each semester of at least \$1000.
  - c. The junior and senior classes will receive a budget of at least \$500 each semester.
  - d. Classes are able to charge students for special events e.g. Junior Banquet and Senior Week.
6. The SGA and the Budget Committee reserve the right to deny any/all funds to any CO for failure to comply with any of the SGA Budget By-Laws.

#### **SECTION IV: Campus Discussions**

- A. Campus Discussions will be called by the SGA Executive Committee, and presided over by the President of SGA. The SGA Secretary will record and distribute a transcript of the discussion.
- 1. Campus Discussions shall be open to the Sweet Briar community and will serve as the principal agent of communication between students, faculty, and administration.
  - 2. Campus Discussions will be held in place of a regularly scheduled SGA meeting. All officers of SGA are required to attend. The standard attendance policy for officers will apply.
- B. Campus Discussions may discuss any major policy question or matter affecting the College community, which is brought to the attention of any of its members. If necessary, participants will make recommendations to the proper body regarding topics discussed.

#### **SECTION V: Elections**

- A. Distribution of Available Positions
- 1. Class distribution of offices. The entire student body shall elect:
    - a. From the rising senior class: the President of SGA and the Chair of the Academic Affairs Committee.
    - b. From either the rising senior class or the rising junior class: the Vice President of the SGA, the Secretary of the SGA, the Treasurer of the SGA, the Co-Chairs of the Judicial Committee, the Inter-Club Council President, the Campus Events Organization President, and Academic Affairs Vice-Chair.
    - c. From the first-year class: the CEO Secretary or ICC Secretary.

- d. From any rising class: the Electoral Officer of the SGA, the Publicity Officer of the SGA, the AAC Representative, Vice President of CEO and Non-Residential, Turning Point and Transfer student representative, and the Judicial Committee Secretary.
  2. The senior, junior and sophomore classes will elect for their class:
    - a. Judicial Committee Representatives (2).
    - b. Class Officers (President, Vice-President, Secretary, and Treasurer).
    - c. The sophomores will elect for their class: AAC Representative (1).
  3. First-year elections consist of:
    - a. Judicial Committee Representatives (2).
    - b. Class Officers (President, Vice-President, Secretary and Treasurer).
    - c. Academic Affairs Committee (AAC) Representative (1).
- B. Timing of Elections
1. First-year elections should be held before the second SGA meeting of the fall semester.
  2. Spring Elections should begin two weeks prior to Spring Break.
  3. Senior Elections should be held at the end of March or the beginning of April.
  4. All Student Government positions for the following academic year shall be elected before the new SGA Board holds its inaugural meeting in the spring.
  5. The Non-Residential, Turning Point and Transfer student representative should be elected before the second SGA meeting of the fall semester.
- C. Guidelines for Nominations for every elected position:
1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Electoral Officer of the SGA. In the event that a student is abroad, she may either nominate herself or may have a resident student nominate her by proxy. The position of SGA President may not be filled by a student who is abroad during the spring semester of her junior year.
  2. With self-nomination, each student is required to submit three hard copies and one electronic copy of a platform that includes her intentions and will be displayed in two locations on campus upon verification and approval of the candidates meeting the election criteria.
  3. Each student must have a minimum 2.7 GPA, be in good academic standing, and have the proper class status in order to nominate herself. *All nominations will be sent to the Registrar's Office in order to verify eligibility.* If a student falls out of good academic standing during her term in office, she will not be permitted to run in a spring election for the upcoming academic year.
  4. Any judicial candidate must have been in good honor standing for the entirety of her college career.
  5. All students must be in good honor standing in order to self-nominate, run for, and hold office. Good honor standing is defined as not having received a judicial sanction in the current academic year as defined in the Judicial Constitution by I.C.b-k. If a student falls out of good honor standing during her term of office, she will face removal from her position at the discretion of the SGA Executive Board. If a student falls out of good standing during the election process, she will be
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removed from the election, and the election will be rerun with the remainder of the original candidates.

- a. Spring Elections shall consist of: Group I Elections (the six Executive Committee Officers), Group II Elections (Academic Affairs Committee Chair, Campus Events Organization President and Vice President, Inter-Club Council President, Judicial Committee Co-Chairs, and SGA Representative of Non-Residential, Turning Point and Transfer Students), Group III Elections (all class officers, Judicial Committee Representatives, and Sophomore Class AAC Representative), and if necessary, Group IV Elections (unfilled positions). Fall elections shall consist of first-year class officers, Judicial Representatives, AAC Representative, and CEO Administrative Assistant and any unfilled upper class positions.
6. All candidates will participate in mandatory candidate forums once the candidates' platforms have been approved and posted. These candidate forums will be organized and executed by the SGA Electoral Officer. Should a candidate miss the forum and not provide a proper excuse, the Electoral Officer reserves the right to disqualify the candidate. If a candidate is running opposed, misses a candidate forum, and does not provide a proper excuse, she will be disqualified from that election.
7. SGA elections shall be conducted by the SGA Executive Committee in place of the Electoral Officer at the time it deems best (for instance, when the Electoral Officer is a candidate in an election).
8. Newly-elected officers shall assume their duties at spring transition with the understanding that old officers complete their already-begun projects and those students sitting as representatives to the Board of Directors represent the students at the spring Board of Directors Meeting. In the event that the new officer is abroad in the spring of her new term, then the current officer will hold her position until the end of the academic year, unless otherwise determined.
9. If a position remains unfilled and Group IV Elections must be run, restrictions based on class status and experience shall be lifted. The class status restriction shall not be lifted for either Judicial Chairs. An election forum will not be held for Group IV elections, but platforms will be posted as with normal elections. The students must have a 2.7 GPA, be in good academic standing, and be in good honor standing.
10. If a position remains unfilled after Spring Group IV Elections, or on the occasion of a resignation from or vacancy of an elected office, the SGA Executive Committee will discuss and decide how to address the opening on a case-by-case basis. The SGA Executive Committee will present a formal recommendation to the SGA Board, and an emergency SGA meeting may be called in this situation, unless otherwise noted.

#### D. Guidelines for Campaigning

1. Verbal campaigning will not be permitted with the exception of the corresponding election forum. Campaigning shall be conducted in a manner that only benefits the candidates. No candidate can use public slander in order to diminish another candidate's credibility, in accordance with the regulations stated in the *Student Handbook*. There will be no door-to-door campaigning.
2. Electronic campaigning of any sort is prohibited. This includes but is not limited to social networking sites, email, and instant messaging programs.
3. Third party campaigning shall be prohibited. Third party campaigning is defined as asking or allowing any person other than the candidate in question to campaign for a certain candidate. Any third party campaigning will be considered a violation of the non-academic honor code and the candidate and/or the third party will be turned over to the Judicial Committee, as is appropriate for the situation. If it is determined that a candidate was in violation of this guideline, she will not be permitted to run for any SGA position during that academic year.
4. An 8.5 x 11 inch flyer may be submitted to the Electoral Officer for approval by an electronic and hard copy. Once approved, the candidate will receive twelve copies of her flyer to be posted appropriately around campus.

#### E. Guidelines for Elections

1. For each regular election, there will be one "no vote" on the ballot for each position to be filled. This will apply to both opposed elections and unopposed elections. If a candidate receives fewer votes in her favor than "no votes" for that position, she will be disqualified from that election. If all candidates for one position receive fewer votes than "no votes," another election will be called by the Electoral Officer of the SGA, and none of the disqualified candidates will be eligible to run for that position.
2. The winner of an election must have the majority of the votes.
3. The election results shall be verified by at least two persons. This group should include, but is not limited to the Electoral Officer of the SGA and one other member of the Executive Committee of SGA, as appropriate. In the event that she is a candidate for office, or if the Electoral Officer is unavailable, the election verification will be supervised by another SGA Executive Committee member. Results should not be disclosed by any verifying member at any time. Such disclosure will be a violation of the Non-Academic Honor Code.
4. There will be a hard copy of all election results kept on file in the SGA Office for seven days after an election. Only the President and Electoral Officer may request election results, and results may only be requested for the specific position of the candidate. This may be done by contacting the SGA Executive Board. Each candidate who chooses to view election results must sign a confidentiality agreement. Any disclosure of results will, as above, be considered a violation of the Non-Academic Honor Code. Results may not be published or posted at any time. After these seven days, all voting records including but not limited to ballots or voting percentages, will be destroyed.

## **Section VI: Appeal Process**

If a member of the SGA Board is removed from office, she has the right to appeal the decision to the SGA Executive Board. An appeal may be made on two grounds: in the event of new information or malpractice in the original decision. The appeal is to be made by submitting an official letter within five business days to the SGA President and the SGA Advisor explaining the grounds of the appeal. A meeting will be called between the SGA Executive Board and the SGA Advisor whereupon a final decision will be reached in the case. This meeting will take place within a week upon receiving the candidate's letter of appeal. The candidate will be informed of the decision by official letter within 24 hours of the end of the meeting.

## **Section VII: Pink and Green Award**

The Pink and Green Award will be awarded each month by the SGA Board. Any student who has gone above and beyond her call of duty is eligible to win this award. Generally, any action taken as part of duties for a job or position of leadership will not qualify a student to win the Pink and Green Award. This guideline does not apply when she had taken up the duties of another student in addition to her own regular duties out of necessity or sheer good will. Nominations for the Pink and Green Award for any given month will be taken at the first SGA meeting of the next month. The award will then be given out at the next SGA meeting. As appropriate, this schedule may be adjusted to accommodate cancelled meetings, College closings, and holiday breaks. Any SGA member or guest present at the appropriate SGA meeting may nominate a student, and anyone present at that meeting may vote for the award. The nomination with the plurality of votes will win the award.

## **Section VIII: SGA Investigations**

Should accusations of a violation of any SGA constitutional rules arise against any member of the SGA Board or any candidate for office, SGA may conduct an investigation. The investigation will be conducted by members of the Executive Committee, in the manner of a Judicial Committee investigation. Once the preliminary investigation is complete, the Executive Board will convene to discuss the matter, question those involved as it is deemed necessary, and reach a conclusion in the case. Sanctions may include but are not limited to removal from office and disqualification from election. Such investigations may be conducted in conjunction with a judicial investigation and hearing. At no time will SGA investigations or sanctions be included in a student's academic or non-academic College records. SGA sanctions will only apply to SGA matters and activities. All such proceedings are to be considered confidential. Violation of this confidence by disclosure of any such proceedings will be considered a violation of the non-academic Honor Code because such disclosure violates the privacy of another student.

## **Section IX: Amendments to By-Laws SGA and Standing Committee**

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution.

## **Section X: Robert's Rules of Order**

Unless otherwise specified, all procedural methods adopted by the SGA will be in accordance with Robert's Rules of Order.