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:
  - D. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).
  - E. 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).
  - F. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to them 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:
C. The presentation of petitions, appeals against the decisions of the Senate, or proposals for amendments to the Constitution and By-Laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
D. Participation in campus discussions.

Article IV: Legislative Powers
A. The Senators shall exercise the legislative powers.
B. These powers shall be to:
   a. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
   b. Propose and discuss rules and regulations that must be referred to the Executive Board prior to a vote.

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c. Create resolutions to any school-wide issue or concern and present to the Executive Board.

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:
   a. President's Cabinet
      i. President,
      ii. Vice-President of Internal Affairs,
      iii. Vice-President of Finance,
      iv. Vice-President of Traditions
         1. 2 Class Representatives per class year
            a. These individuals do not need to attend Executive Board Meetings
      v. Vice-President of Diversity Equity and Inclusion
   b. Chairs
      i. The Multicultural Community Council President
      ii. The Chair of the Outreach
      iii. The CEO President
      iv. The Chair of Academic Affairs.
      v. The ICC President

C. The executive powers of SGA shall be exercised by the officers of the Executive Board and shall be to:
   a. Administer the SGA Constitution and By-Laws.
   b. Explain to students the meaning of the SGA’s Constitution and By-Laws.
   c. 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.
   d. Approve the budget derived from the Student Fee, as proposed by the Budget Committee, only after notification to the entire student body of the proposal prior to approval.
   e. 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 President's Cabinet shall make provision for replacement, based on Section V. C.10-11 of the By-Laws. If said officer is on the President's Cabinet, they will be excluded from any and all discussions and proceedings related to their removal.
   f. SGA Executive Officers are required to attend all SGA meetings. Upon the first unexcused absence, a warning will be issued from the SGA President's Cabinet indicating that a second unexcused absence is potential grounds for removal from office. If SGA Executive Officers are tardy two times, it is grounds for removal from office upon review by the President’s Cabinet. All SGA training sessions are mandatory, unless a proper excuse is
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 Board of SGA. The choice of what constitutes removal from office is at the discretion of the President’s Cabinet by a majority vote.

i. Those members who will be absent (fully or partially) or tardy to a meeting for good reason must email sga@sbc.edu of their absence no later than 6 hours prior to the start of rehearsal. Good reasons are as follows: illness, family emergencies, academic-related activities, game day, mandatory class meetings, etc.

1. Any notice past the 6-hour grace period, or no notice at all, will cause the absence/tardy to be automatically unexcused. Unavoidable emergencies that cause impossibility of notice within the 6-hour grace period will be pardoned by the Vice President of Internal Affairs. Any reason that does not fall under one of the preceding categories will be determined excused or unexcused under the discretion of the Vice President of Internal Affairs.

2. Tardies are defined by arriving after the documented start of the meeting.

ii. Proxies may be used 2 times during any given semester.

iii. If an officer fails to meet the qualifications of their own positions, constitution guidelines or the SGA constitutions attendance policy then their removal is at the discretion of the SGA President’s Cabinet by 3/4’s vote.

g. SGA Officers must be in good honor standing. If an SGA Officer is found guilty of an Honor Code violation, they are expected to resign their position (in order to maintain their rights to confidentiality) or to turn the matter over to the rest of the President’s Cabinet for a vote. If a member of the President’s Cabinet is found guilty of an Honor Code violation, they may turn the matter over to the Executive Board for a vote.

h. 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.

i. Oversee all SGA elections.

j. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with their 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 IV 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 Board.

B. Approval of an amendment requires a two-thirds vote by the SGA Executive officers, during the Executive Board meeting.

By-Laws of the Student Government Association

SECTION I: Meetings of the Association

A. The SGA Executive Board every two weeks during the academic year.

B. The SGA Senate will meet weekly during lunch on Wednesday’s from 11:45-12:45

C. In the event of class cancellations, any SGA meetings for that day will be canceled.

D. The President's Cabinet shall hold closed meetings as needed.

E. A quorum for all SGA meetings will be at least two-thirds of the voting officers.

SECTION II: Executive Branch

A. President’s Cabinet Officers

a. The duties of the President shall be

i. Call and preside over the meetings of the SGA and the President's Cabinet.

ii. Represent the students either personally or through a proxy from the President's Cabinet when the need arises.

iii. Represent the students to the Board of Directors on any Committee assignment.

iv. Appoint special committees when necessary.

v. Make an annual report to the Board of Directors when requested.

vi. Make a written report to the President of the College at the end of their term of office.

vii. Consult regularly with the Dean of Students, Dean of the College, President of the College, Vice President for Finance and Administration, Student Liaison to the Faculty Administrative Cabinet and any other administrators or faculty when necessary. Meet regularly with the SGA Advisor.

viii. Consult with the SGA Officers as needed.

ix. Be available for confidential appointments with students, offering referrals when necessary.

x. Correspond with the Office of the President of the College regarding Board of Directors matters that concern the students. Including but not limited to, committee assignments.

xi. Oversee and alternate the proceedings of Senate meetings with the Vice-President of Internal Affairs

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b. The duties of the Vice-President of Internal Affairs shall be:

i. Perform or assume the duties of the President in their absence or withdrawal until the end of the term.

ii. 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.

iii. Serve as a parliamentarian.

iv. May represent the students to the Board of Directors on any Committee.

v. Record and distribute the proceedings and activities of the SGA.

vi. Record confidential minutes of the Administrative Committee at the discretion of the SGA President.

vii. Attend to all correspondence of the SGA, including management of the SGA email account and Google Drive.

viii. Keep a record of votes made on all motions during SGA meetings.

ix. Keep a record of attendance at all SGA and President’s Cabinet Meetings.

x. Oversee and alternate the proceedings of Senate meetings with the President.

c. The duties of the Vice-President of Finance shall be:

i. Serve as the financial advisor to all Student Government Clubs or Organizations (CO’s) and advise the Executive board on the best way to spend and distribute SGA money.

ii. Administer the Student Fee in accordance with the budget adopted by SGA.

iii. Keep a record of all monies of the SGA and only spend money that is approved by the executive board.

iv. Make interim reports of the finances at the request of the SGA.

v. Render a complete report of the year’s work to SGA at the close of the fiscal year.

vi. Perform audits of selected clubs, groups, and organizations.

vii. May chose to represent the students on any Committee of the Board of Directors.

viii. A monthly report will be submitted to the Business Office, detailing the transfer of funds to a club or individual.

ix. If a club requests to review their club activity, the SGA Treasurer will make themself available to meet and discuss such.

x. Each month, the SGA Treasurer will send an email to club Presidents if the club is in debt.

xi. Establish meetings with the CFO of the College or their designee to engage in ongoing training and support.

d. The duties of the Vice President of Diversity, Equity, and Inclusion:

i. Coordinate leadership development activities, including chairing the Student Leadership Fund Committee with the 8 class representatives and consult regularly with the Dean of Students.
ii. Consult regularly with the Multicultural Student Services Manager and the President of the Multicultural Club Council

iii. Collaborate with other student organizations to promote, plan, and execute educational programming centered around Diversity, equity and inclusion.

iv. Collaborate with the Vice-President of Traditions to update and advocate for school wide traditions to meet the needs of students in terms of inclusion.

v. Review senator population positions yearly before election season begins to adjust as needed, consult with the Dean of Students, Residence Life Manager, Multicultural Student Service Manager and the Director of Athletics.

e. The duties of the Vice President of Traditions:
   i. Oversee all 8 class representatives and class run events or traditions
   ii. Meet with the class representatives monthly to discuss fundraising, traditions, class specific issues and class events.
   iii. Attends the Senate meetings as a liaison for class issues to be brought to the executive board.
   iv. Collaborate with the Vice-President of Diversity, Equity and Inclusion to update and advocate for school wide traditions to meet the needs of students in terms of inclusion.
   v. Supervise all SGA programming, including the Blood Drives and The Day of Thanks in collaboration with the Outreach Committee.

B. Chairs

a. The duties of the President of Multicultural Community Council:
   i. Call and preside over the meetings of the MCC (Multicultural Community Council), including training workshops and meetings of the officers (Bi-weekly).
   ii. Oversee all community presidents, who will attend the bi-weekly meetings.
   iii. Inform the SGA, and SGA Treasurer of the status of underrepresented communities as changes are necessary; including the ineligibility, inactivity, or creation of underrepresented communities.
   iv. Oversee the transition of Community Officers at the end of their term with the assistance of their successor.
   v. Keep an updated directory of all Community leaders, including advisors.
   vi. Collect and maintain records of all underrepresented communities' constitutions as approved.
   vii. Meet as needed, but not less than twice a semester, with the MCC Advisor and the SGA President.
   viii. Represent their constituents to the SGA as a voting member.
b. **The duties of the Chair of Academic Affairs:**
   i. Assembles the committee at the beginning of their term.
   ii. Calls and presides over all meetings, provides an agenda to the secretary 48 hours in advance of the next meeting.
   iii. Serves as a voting member on the Executive Board of the Student Government Association.
   iv. Serves as a member on the Board of Directors Committee on Academic Policy
   v. Serves as a voting member on the Curriculum Committee and Faculty Grants Committee
   vi. Oversees the Excellence in Teaching Award selection process and will present this award at the Awards Ceremony in May
   vii. Reports directly to the Academic Dean of the College
   viii. Keeps regular contact with the Faculty Executive Committee Liaison
   ix. Contacts the chair of each center of excellence at the beginning of their term to receive recommendations for faculty-endorsed representatives.
   x. Initiates the removal process should any member of the committee require removal.
   xi. Supervises AAC events, including End Procrastination, Scream night, Meet your Major, and Declare your Major.

c. **The duties of the ICC President:**
   i. Call and preside over the meetings of the ICC, including training workshops and meetings of the officers.
   ii. Inform the SGA, and SGA Treasurer of the status of COs as changes are necessary; including the ineligibility, inactivity, or dissolution of COs.
   iii. Oversee the transition of CO Officers at the end of their term with the assistance of their successor.
   iv. Keep an updated directory of all CO leaders, including advisors.
   v. Collect and maintain records of all CO constitutions as approved.
   vi. Meet as needed, but not less than twice a semester, with the ICC Advisor and the SGA President.
   vii. Represent their constituents to the SGA as a voting member.
   viii. Maintain the ICC email account
   ix. Must be a member of the incoming junior or senior class

d. **The duties of the CEO President:**
   i. Calls and presides over the meetings of the CEO Board and general membership meetings.
   ii. Oversees the operations and strategic planning of the organization.
   iii. Serves as a voting member of the Student Government Association (SGA).
   iv. Works closely with the CEO Advisor - the Director of Student Engagement or a designee.
   v. Serves as co-chair of the Student Events Committee, which reviews
and approves all student events on campus.

vi. Assists with the coordination and creation of CEO training.

vii. Must attend CEO training in the Fall.

e. **The duties of the Chair of Outreach:**

i. Outreach and/or response to community organizations.

ii. Organization of internal and external community service activities.

iii. Plan and execute all SGA programming, including the Blood Drives and The Day of Thanks with the supervision of the SGA Vice-President of Traditions.

iv. They should ensure that SGA is engaged in Community Service or Community Improvement efforts at least 2 times each semester.

v. This position will make an effort to connect and organize community service with external organizations. Such as higher education institutions, shelters, etc.

vi. Chair the election committee which consists of all senior members of the executive board.

vii. Coordinate publicity for all SGA activities.

viii. Maintain and update the SGA Facebook page, Twitter, and Instagram to keep the Sweet Briar community and outside communities informed of SGA business.

ix. On a regular basis, create a ‘Content Calendar’ for each social media account.

### Standing Committees

A. 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**

i. The purpose of this committee shall be to

ii. Elicit suggestions and make recommendations for the improvement of academic programs at Sweet Briar College.

iii. Act as a liaison between the College’s faculty, staff, and students.

iv. Serve as an advocate for the student body in shaping the college’s academic policies.

v. Faculty-endorsed Representatives

1. Shall be a sophomore, junior, or senior nominated by the Chair of their Department. Shall be a declared major in one of the following programs, nominated by the head of their program:

2. Sciences & Mathematics (Biology, Chemistry, Environmental Science, Mathematics, Psychology)

3. The Arts (Dance, English and Creative Writing, Performing Arts, Studio Arts, Visual Arts)

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*Last updated 3/1/2020*
4. Social Sciences & Humanities (Archaeology and Ancient Studies, Business, Economics, History, Philosophy, and Political Science)
5. Engineering (Engineering Science)
6. Education (Elementary Education and Teaching, Masters of Arts in Teaching, and any accepted student in the Education program)
7. Attend all meetings called by the Chair.
8. Assist with at least one AAC event per semester.
9. Shall be receptive to the academic concerns of their respective department and bring these concerns to the AAC

vi. First-Year, Sophomore and Junior Representative
1. Only elected as part of the committee during years where significant changes are being made to the college’s curriculum (i.e. the core, gen eds, etc.)
2. Shall be elected by their respective class during Group I Elections in the Spring or First-Year voting in the Fall.
3. Attend all meetings called by the Chair
4. Assist with all AAC events per semester.
5. Shall be receptive to the academic concerns of her respective class and bring these concerns to the AAC.

b. Campus Events Organization
i. The purpose of this organization shall be to promote, fund, plan, and provide entertainment in all facets of student life.

ii. Membership
1. All students of Sweet Briar College shall be members of CEO.
2. The members of CEO shall have the right to present proposals, appeal the decisions of the officers, or propose amendments to this Constitution. The officers must consider such proposals and appeals.
3. Officers:
   a. All CEO Board Members must be in good academic standing (2.5 GPA or above).
   b. All CEO Board Members are required to attend all CEO events as set forth by the President.
   c. All CEO Board Members are required to attend all regularly scheduled board meetings, as well as general membership meetings.
4. General Membership:
   a. CEO will accept applications for two “General Members” from the First Year, Sophomore, Junior, and Senior classes. These members will serve as the primary event volunteers for set-up, hosting, and break-down of events. Outside of volunteering at events and attending a monthly meeting, there are no additional commitments expected of these members.

Last updated 3/1/2020
b. CEO General Membership has no GPA requirement or judicial/academic standing requirement. Appointed General Members must have applied through application.

c. All CEO General Members must attend monthly general membership meetings as set forth by the CEO Board.

d. All CEO General Members must volunteer at two out of three Signature Events per year (Oktoberfest, Winter Formal, and Spring Fling).

e. All CEO General Members must volunteer for either two Sweet Briar: After Dark events or one Boathouse/Dell Party event per month.

c. Outreach Committee

i. The purpose of this committee is to assist the Chair of outreach with any task or project they may be working on.

ii. This Committee will be filled by Senators who volunteer.

   a. Around 2-4 individuals

d. Inter-Club Council

i. The powers of the ICC shall be exercised by the officers, consisting of the following: President of ICC, Vice President for Leadership Development, Secretary, Director of Event Planning, Director of Communications, Tap Club Liaison, and Director of Club Programming.

ii. Application and Selection of ICC Executive Board Officers:

   1. The President of the Inter-Club Council will be elected from the entire student body, and must be either a rising junior or senior.
   2. The other board members will be selected via an application process by the incoming ICC President and the ICC Advisor.
   3. The ICC Executive Board members may hold CO leadership positions.
   4. ICC Executive Board Officers must reapply/re-run at the end of each academic year.
   5. All officers must have and maintain a GPA of at least 2.5. The President shall follow SGA GPA requirements.
   6. All students must be in good Honor standing in order to apply 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. If a student falls out of good Honor standing during their term of office, they will face removal from their position at the discretion of the SGA Executive Board.

e. Multicultural Community Council

i. This Committee shall consist of the Community Presidents of all Affinity and Religious Communities on campus.

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ii. Should any additional Religious or Affinity Communities arise they will go through the process under ICC, and once completed will be under the President of the Multicultural Community Council.

B. Subcommittees
   a. Election Committee
      i. The Seniors on the Executive Board will oversee this Committee, with the assistance of the Chair of Outreach regardless of their grade for media purposes.
      ii. This Committee will run both Fall and Spring Elections, as well as prepare nominations as needed.

Section III: SGA Senate
A. The purpose of the senate is to hear the Community concerns of the student body and then form a plan to remedy these concerns.

B. The duties of all Senators
   a. It is expected that all senators attend these meetings and communicate when they cannot attend
   b. Serve on standing and special committees when asked to do so, including the committee of outreach and academic affairs committee
   c. Advocate for the student population in which they represent by discussing issues that impact the student experience and advocating for the needed changes or improvements
   d. Create resolutions to be presented to the SGA executive board

C. The standing officers of the Senate shall be as follows
   a. Transfer Senator
   b. Commuter Senator
   c. Turning Point Senator
   d. International Senator
   e. Fall Sport Senator
   f. Winter Sport Senator
   g. Spring Sport Senator
   h. 2 Minority Student Senators
   i. 4-5 Resident Hall Senators
   j. 6 At Large Senators

Section IV: SGA Judicial Branch
A. The purpose of the Judicial branch is to uphold the honor code and its integrity, as well as helping to interpret rules and regulations of the constitution.

B. The Judicial Branch will be overseen by the Dean of Students

C. The duties of the Chief of Staff
   a. Required to attend and keep minutes from all judicial committee meetings, non-academic hearings, and conduct trials. On occasion will be asked to attend and keep minutes from academic hearings.
   b. In charge of creating and executing judicial training prior to the Fall 12-week.
   c. Serve as the judicial hearing officer for minor conduct code violations
   d. Chair Judicial Hearings

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e. Facilitate Justice discussions for interpreting the SGA Constitution when necessary
f. Facilitate conflict mediations in lieu of judicial infractions when appropriate
g. Meets regularly with the Dean of Students.
h. 2-3 hours of work per week maximum.

D. The duties of the Justices
   a. Student representatives can not hold another position on the judicial committee.
   b. Serve as the judicial hearing officer for minor conduct code violations
   c. Serve on judicial hearings when necessary
d. Interpret SGA Constitution if necessary
e. May be called to assist the Chief of Staff.
   f. May be called to assist the Chief of Staff and Administrative representatives in reaching an outcome and/or sanction in an academic or non-academic conduct hearing.
Section V: SGA Budget

A. Budget Cycle and Timing
   a. Upon the receipt of the Student Fee check received by SGA: clubs, groups, and individuals are invited to request money at their leisure for each semester to host an event or complete a project that is open to and benefits the student body.
   b. The club or individual should understand the budget guidelines prior to presenting a formal budget to the SGA Executive board for vote of approval; they should schedule a meeting with the SGA Treasurer if there are any discrepancies.
   c. Using input from the formal budget and recommendation of the SGA treasurer, the SGA Executive Board will vote on budget allocation to a club or individual.
   d. All budget requests should be published in the SGA meeting minutes distributed to the community.
   e. The budget Committee shall review the allotted monies as described above.
   f. The Vice President of Finance will create a google form each week with the budget requests sent in by the SEC. This form will then be sent to the Executive Board to be voted on. Should any person on the Executive Board request more information or the discussion of a request it will be added to the agenda of the biweekly meeting.

B. Organizational Requirements
   a. The club must be recognized by ICC as an active CO at the time of budget allocations.
   b. If a club’s account is frozen at the time of budget allocations, no funds will be distributed to that club.
   c. CO’s that are awaiting ICC approval must wait until they are officially recognized before they apply to receive SGA funds.
   d. Any club that is in debt may not check out the P-card until they are out of debt.
   e. In order to request SGA monies, the club must have fully completed all club registration forms including, but not limited to, the anti-hazing form, advisor registration, member list, officer list, and must have submitted a current copy of their constitution. Clubs must also have completed treasurer training.
   f. If any of the forms or documents listed above are incomplete or missing at the time of budget allocations, the club budget request will be denied.
   g. Clubs or individuals 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 club or individual 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 club or individual’s application is approved, the club or individual must

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invite the SGA Board, proposed department/organization benefiting from their attendance, and Student Body to this formal presentation of their experience.

h. All budget requests should be submitted and voted on before an event or planned activity.

C. Business Office Accounts
   a. All monies distributed by SGA will be transferred into the club account or given to the individual.
   b. If a club is inactive for one academic year (two semesters), and fails to register as an active club the following semester, existence of the CO will no longer be recognized by ICC or SGA. The club’s account will then be closed, and the balance will be absorbed by SGA.
   c. Any remaining amount in the senior class account will be absorbed by SGA.
   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 absorbed by SGA.
   f. The following honor societies should register with ICC and may keep an 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.

D. Funding for CO’s and Individuals
   a. Off-Campus Policies
      i. No money will be allotted for travel expenses that may include, but are not limited to: gas, mileage, toll, hotel, and vehicle rental expenses.
      ii. Given the nature of their organizations, CEO, the Outdoor Program, and CO’s or individuals receiving monies for conference attendance from the Leadership Fund are exempt from this rule.
      iii. 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.
   b. Direct Funding/Contributions
      i. No funds will be allotted for stipends, which are fixed and regular payments such as salary or allowance with the exception of instructional purposes.
      ii. 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.
      iii. No funds will be allotted for fundraising.
      iv. No funds will be allotted to cover departmental events, projects, or gatherings.
   c. Miscellaneous
i. No funds will be allotted for the purchase of alcohol, unless the event utilizes catering to provide a bar, bartender, and appropriate ABC license for the event.

ii. If an organization does not hold an event during the previous semester that it requested money for that organization may be denied funding the following semester.

iii. 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 of Internal Affairs and the four class presidents, based on published guidelines.

d. Funding Limits

i. If a club requests funds for postage, they will receive the amount equivalent to one book of stamps.

ii. If a club requests funds for duplicating, they will receive a maximum of $20.00.

iii. If a club requests funds for office supplies, they will receive a maximum of $20.00.

iv. Only clubs 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.

v. 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.

vi. The Outdoor program may also request funds at the beginning of each semester, to be determined by the Outdoor Program Director.

vii. The Judicial Branch and ICC will request and receive funding for Anti-Hazing week.

e. Class Budgets

i. Individual classes will not be able to collect class dues for members to participate in class activities.

ii. First-year class will receive a budget allocation each academic year of $1000.

iii. The sophomore, junior, and senior classes will receive a budget of $500 each academic year.

iv. Classes are able to charge students for special events e.g. Junior Banquet and Senior Week.

v. Any class year can request SGA money for decorations that can be reused each year.

1. The Vice President of Traditions will be in charge of organizing these.

f. Nontraditional Student Committee

i. The Non-traditional student committee will receive a budget allocation of $500 each academic year in order to host nontraditional student activities.

Last updated 3/1/2020
g. The SGA and the Budget Committee reserve the right to deny any/all funds to any club for failure to comply with any of the SGA Budget By-Laws.

SECTION V: Town Halls
A. Town Halls will be called by the SGA Executive Cabinet, and presided over by the President of SGA. The SGA Secretary will record and distribute a transcript of the discussion.
B. Town Halls shall be open to the Sweet Briar community and will serve as the principal agent of communication between students, faculty, and administration.
C. Town Halls 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.
D. Town Halls 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 VI: Elections
A. Distribution of Available Positions
   1. Class distribution of offices. The entire student body shall elect: From the rising senior class:
      a) President of SGA
         (1) Must have at least 1 year experience with in SGA
   2. From either the rising senior class or the rising junior class: the
      a) Chair of the Academic Affairs
         (1) Must have at least 1 year of experience on the AAC Committee
      b) Vice-President of Internal Affairs of the SGA, t
      c) Chief of Staff,
      d) Inter-Club Council President
         (1) Must have at least 1 year of experience on the ICC board
      e) President of Campus Events Organization
         (1) Must have at least 1 year of experience on the CEO Board
   3. From either the rising senior class, junior class, or sophomore class:
      a) Vice President of Finance
      b) Vice President of Diversity, Equity, and Inclusion
      c) Vice President of Traditions
   4. The senior, junior and sophomore classes will elect for their class:
      a) Two Class Representatives
   5. First-year elections consist of:
      a) Two Class Representatives
   6. The Senate and Justices

Last updated 3/1/2020
a) Students interested in running for senator will collect 50 signatures from the student population during the campaigning event.
b) Once signatures have been verified, students eligible will receive a platform to fill out.
c) The platform will be reviewed by the current SGA president, the Dean of Students, and newly elected board members. Platforms will be reviewed and senators appointed.
   (1) The same process will be used for judicial justices.

B. Tie Breaker
   1. Voting for a tie breaker will only include candidates who are tied.
   2. A tie breaker will conclude when there is one candidate who has a majority or for positions where there are two members, where there are two candidates who have a majority even if it is a tie.
      a) A tie breaker does not need to be run for positions with two members (i.e. judicial representatives) when a tie is in the majority between two candidates.

C. If removed from a position on the Executive Board for failure to uphold position duties you will not be allowed to run in the next election.
   1. If an officer resigns from the position on their own accord they will be eligible to run in the next election.
   2. If removed because of the GPA requirement, the student may be eligible if they meet the GPA requirement the semester of elections.

D. Timing of Elections
   1. First-year elections should be held before the second Executive Board meeting of the fall semester.
   2. Spring Elections should begin at the discretion of the Election Committee.
      a) The timing should allow for (1) transition meeting and (1) meeting with the new board before the Spring 3 week term begins.
   3. All Student Government positions for the following academic year shall be elected before the new SGA Board holds its inaugural meeting in the spring. If positions are not filled, they will be elected during the fall of the new school year.

E. Guidelines for Nominations for every elected position
   1. To be a candidate for an elected office, a student must submit their platform to the Election Committee. This should be sent out in an email after elections have finished. In the event that a student is abroad, they may either nominate themselves or may have a resident student nominate them by proxy. The position of SGA President may not be filled by a student who is abroad for 12 weeks or more during the spring semester of their junior year. All students must be enrolled in Sweet Briar College classes on campus during their term.
2. With self-nomination, each student is required to submit one electronic copy of a platform that includes their intentions and will be sent out via email 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 themselves. *All nominations will be sent to the Dean of Student Life and the Registrar's Office in order to verify eligibility.* If a student falls out of good academic standing during their term in office, they 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 their 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 their term of office, they will face removal from their position at the discretion of the SGA Executive Board. If a student falls out of good standing during the election process, they will be removed from the election, and the election will be rerun with the remainder of the original candidates.

6. Spring Elections shall consist of: Group I Elections (the

7. Fall elections shall consist of first-year class representatives, residence hall senators, at large senators, and any unfilled senators and upper class representatives.

8. 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 Election Committee. Should a candidate miss the forum and not provide a proper excuse, the Election Committee reserves the right to disqualify the candidate. If a candidate is running opposed, misses a candidate forum, and does not provide a proper excuse, they will be disqualified from that election.

9. 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 their new term, then the current officer will hold their position until the end of the academic year, unless otherwise determined.

10. If a position remains unfilled restrictions based on class status and experience shall be lifted. The class status restriction shall not be lifted for the Chief of Staff.

11. If a position remains unfilled after Spring Elections, or on the occasion of a resignation from or vacancy of an elected office, the SGA Election Committee will discuss and decide how to address the opening on a case-by-case basis. The SGA Election Committee will

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*Last updated 3/1/2020*
present a formal recommendation to the SGA Board, and an emergency SGA meeting may be called in this situation, unless otherwise noted.

12. It is the responsibility of all SGA Officers to recruit and endorse running for a position. This may include but is not limited to.
   a) Verbal recruitment that speaks respectfully to the duties of the SGA Board
   b) Written recruitment that speaks respectfully to the duties of the SGA Board.

13. Guidelines for Campaigning
   a) Verbal campaigning is permitted so long as there is no door-to-door campaigning. 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.
   a) Electronic campaigning of any sort is prohibited. This includes but is not limited to social networking sites, email, and instant messaging programs.
   b) 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, they will not be permitted to run for any SGA position during that academic year.

2. Guidelines for Elections
   a) 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 their favor than “no votes” for that position, they 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 Engagement Officer of the SGA, and none of the disqualified candidates will be eligible to run for that position.
   b) The winner of an election must have the majority of the votes.
   c) The election results shall be verified by the SGA President. In the event that they is a candidate for office, or if the President is unavailable, the election verification will be supervised by another senior class SGA Election 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.
d) The electronic copies of the results will be kept for 6 months after the elections occur. After these 6 months, the election results will be deleted from the database. Only the President and Election Committee 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 President via the SGA email. 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.

SECTION VII: Appeal Process
If a member of the SGA Board is removed from office, they have 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 VIII: 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 their 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 they had taken up the duties of another student in addition to their 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 canceled 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 IX: 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 President’s Cabinet, 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 X: 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 XI: 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.

SECTION XII: SGA Suite
A. The SGA suite will be applied for each year after elections have been finalized and before housing selection commences. The suite will be decided by the President’s Cabinet after the Applications have been reviewed. Student’s will need to fill 3/4’s of the suite with members of SGA, this includes class officers but not CEO’s and ICC’s board members. Upon consideration of candidates the board will look at the following:
   1. Seniority based on years serving on SGA and the level of position the candidates will hold in the following academic year.
      a) If there are no applications that meet the 3/4’s requirement, students may apply with fewer people to fill the suite but the majority must hold a position on SGA.
      b) If the suite is unapplied for, the executive board may nominate people to live there, and they may be reached out to by the current SGA President. If the nomination is declined, the suite will go unfilled for the next academic year unless needed for medical accommodations which is up to the discretion of the Residence Life Manager and SGA Advisor (Nakia Johnson and Kerry Greenstein).