



Constitution of the Mount Holyoke College Student Government Association

Statement of Purpose

We, the students of Mount Holyoke College have organized ourselves into a student government in order to:

- I. Provide a productive tool for students in governing their non-academic lives and academic interests at the College
- II. Articulate and represent matters pertinent to the students and other constituencies of the College
- III. Establish and maintain communication channels among students, faculty, administrators, and trustees.

Article I - Name

The name of this governing body shall be the Student Government Association of Mount Holyoke College (henceforth SGA).

Article II - Membership

The students of Mount Holyoke College who have paid their Activities Fee shall be ipso facto members of SGA of Mount Holyoke College, and shall be entitled to all privileges therein involved. Any SGA officer, member of a committee, member of the Senate, or special delegate must have paid, or made arrangements to pay, the Activities fee. SGA shall not discriminate on the basis of race, ethnicity, color, sexual orientation, national origin, socio-economic status, religion, political beliefs, gender, ability, or age.

Article III – Adherence to College Policies

- A. SGA shall adhere to all college rules, regulations, and policies, and be mindful of the Mount Holyoke College Honor Code, which reads:
I will honor myself, my fellow students, and Mount Holyoke College by acting responsibly, honestly, and respectfully in both my words and deeds.
- B. SGA shall adhere to all federal, state, and local laws.
- C. As stated in the Faculty Legislation, SGA shall neither make nor enforce regulations which are under the jurisdiction of the administrative officers of the College.



Article IV – Precedence

The Constitution of the Student Government Association shall take precedence over the constitutions of all other individual SGA funded organizations.

Article V - Executive Board

A. Composition

The Executive Board should comprise of:

1. A President of SGA
2. A Vice President of SGA
3. A Treasurer of SGA
4. A Secretary of SGA
5. A Public Relations Officer of SGA
6. A Chair of Committees
7. A Chair of the Senate of SGA
8. A Chair of the Halls of SGA
9. A Chair of Organizations of SGA

B. Duties and Powers

The Executive Board shall:

1. Fulfill all duties outlined in the Bylaws,
2. Act as a liaison between the students and the administration, staff and faculty,
3. Report regularly to the Senate on the Board's activities,
4. Oversee and aid in the effective functioning of all SGA committees and SGA funded organizations,
5. Approve, if necessary, funding recommendations made by the Ways and Means Committee.

Article VI – SGA Advisor

A. Role of the Advisor

An Advisor adds to the continuity of SGA as an active organization by making sure that successive officers of the organization understand the responsibility they share as leaders, as well as explaining to the officers the rules and policies established for student organizations. SGA Advisor is to be a member of staff at Mount Holyoke College, typically from the Office of Student Program.



B. Duties and Powers

The SGA Advisor shall:

1. Be aware of and have an understanding of College, Departmental and SGA policies pertaining to recognized student organizations at Mount Holyoke College, as well as rules governing individual students,
2. Be aware of liability issues and advise the organization to make reasonable and prudent decisions regarding these issues in planning activities,
3. Attend all meetings of SGA as requested by a member of SGA Executive Board,
4. Be available to the officers and committee chairs of the organization on a regular basis for consultation,
5. Guide and educate SGA members as to their duties and responsibilities,
6. Communicate with the administration the needs of SGA as deemed appropriate by the Executive Board,
7. Supervise SGA Business Office and staff, have a clear understanding of all the policies and functions, and promote a strong connection between SGA and its Business Office,
8. Be responsible for ensuring that all members of the Executive Board meet eligibility requirements as set forth by the Constitution at least once a semester,
9. Serve as an ex-officio advisor to all SGA committees.

Article VII - Senate

A. Composition

There shall be a SGA Senate composed of:

1. One senator to represent students who live in the campus apartments on Park Street and Morgan Street,
2. One senator to represent students who live off campus and do not live in the campus apartments on Park Street and Morgan Street,
3. One senator from every organization, including each Class Board. An organization must request special permission from the Chair of Organizations to not have a senator,
4. Two senators to represent Frances Perkins students who may each have a voice but together constitute only one vote,
 - a. One representative for Frances Perkins students who live on campus,
 - b. One representative for Frances Perkins students who live off campus,
5. Members of SGA Executive Board who may have a voice but no vote,
6. Representatives from the Appointing Board, who may have a voice but no vote,
7. Representatives of SGA committees who may have a voice but no vote, unless they are also their hall senator or an organization senator.



B. Quorum

Quorum is at least half plus one of voting members in All Campus Elections, and three fourths of members in Senate . No voting may be done if quorum is not met. Decisions shall be made with a majority vote according to consensus decision making.

C. Duties and Powers of the Senate

1. Initiate and pass regulations and endorse statements of policy to be presented for consideration by the entire college community,
2. Approve the allocation of funds for the student activities and organizations according to the recommendation of the Ways and Means Committee,
3. Authorize the organization of in-senate working groups to investigate proposed legislation or immediate problems,
4. Pass any legislative measures at any Senate meeting in which quorum is met,
5. Discuss and solicit student opinions on matters relating to the College,
6. Send a monthly collection of student concerns to the administration in the form of Campus Concerns Correspondence,
7. Inform members of the Association of pertinent campus activities, plans, and issues.

D. Senate Meeting Procedure

1. Senate Meetings may be called by the Chair of the Senate of SGA at their discretion, or upon the petition of one-twentieth of the members of the Association.
2. Guests
 - a. May attend Senate Meetings,
 - b. May speak when placed on the agenda or when specifically allowed by the Senate.

Article VIII - Amendment

Amendments shall be proposed to the Constitutional Review Committee who will review them and present them to Senate. They shall be voted on by majority student vote through the All Campus Elections process.

1. The Executive Board or Senate may propose suspension of the fifty plus one requirement for the campus vote and the decision to suspend must be approved by a vote of majority of quorum of Senate.
2. This can only be called for if quorum is met in Senate. After the vote of suspension of the rules passes, the amendment are voted on clause by clause if Senate attendance reaches quorum.

Article IX - Adoption

Approval of this Constitution by a majority of the voting members of SGA with more than fifty percent of the voting members shall abrogate all previous SGA Constitutions.



The Executive Board or Senate may propose suspension of the campus-wide vote, and the suspension of the rules must be approved by a vote of simple majority of the senators in attendance assuming that quorum is met. The current system of government herein established shall become effective immediately.

Bylaws of the Mount Holyoke College Student Government Association

Adopted February 23, 2010

Reviewed April 1, 2014

Reviewed April 2015

Updated April 2016

Article I - The Executive Board

A. Composition and Qualifications

1. The President of SGA who shall be a sophomore or junior at the time of election. The President must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, and must hold office for a full year.
2. The Vice President of SGA who shall be a sophomore or junior at the time of election. The Vice President must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, and must hold office for a full year.
3. The Treasurer of SGA who shall be a sophomore or junior at the time of election. The Treasurer shall have been a member of the Ways and Means Committee for at least one semester and be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service. If no one meets these qualifications, any first year, sophomore, or junior who has served as an organization or class board treasurer for one year is eligible. The Treasurer must hold office for a full year.
4. The Secretary of SGA who shall be a first-year, sophomore or junior at the time of election. The Secretary must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, and must hold office for a full year.
5. The Public Relations Officer who shall be a first-year, sophomore or junior at the time of election. The Public Relations Officer must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, and must hold office for a full year.
6. The Chair of Committees who shall be a first-year, sophomore or junior at the time of election. The Chair of Committees must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, must have served on any SGA committee or



Appointing Board for one semester and be a matriculated student in good academic and social standing.

The Chair of Committees must hold office for a full year.

7. The Chair of the Senate who shall be a first-year, sophomore or junior at the time of election. The Chair of the Senate must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, must have been a member of the Senate and not have accumulated more than two unexcused absences in one school year during their tenure as a senator. The Chair of the Senate must hold office for a full year.
8. The Chair of Halls who shall be a first-year, sophomore or junior at the time of election. The Chair of Halls must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service, and must have been a member of the Senate and not have accumulated more than two unexcused absences in one school year during their tenure as a senator. The Chair of Halls must hold office for a full year.
9. The Chair of Organizations who shall be a first-year, sophomore or junior at the time of election. The Chair of Organizations must be a full-time matriculated student in good academic and social standing at time of election and remain so for the duration of their service. The Chair of Organizations must have been a member of the Senate and not have accumulated more than two unexcused absences in one school year during their tenure as a senator. The Chair Organization must hold office for a full year.
10. The Senate may suspend these qualifications by a vote of three-fourths of quorum.

B. Duties and Powers

1. The Executive Board shall:
 - a. Act as a liaison between the students and the administration, staff and faculty,
 - b. Attend all general meetings of SGA, all special meetings of the Senate and all meetings of the Executive Board,
 - c. Report regularly on all pertinent activities at Senate meetings,
 - d. Attend Executive Board training,
 - e. Form Senate and maintain general responsibility for the efficient operation of the Senate,
 - f. Coordinate Senate and Staff Appreciation Days,
 - g. Maintain an accurate record of the year's activities and submit an organized binder with a summarized timeline of responsibilities to SGA Advisor and transfer all electronic information onto SGA computer by the last day of classes,
 - h. Meet with SGA Advisor as needed,
 - i. Delegate any duties to the other members of the Executive Board with their cooperation as necessary,



- j. An SGA E-Board member who is not running in the spring elections should join ACE as an ex-officio member and work with the ACE advisor to co-monitor the polls and compile the results both semesters. In the case that there is no eligible SGA E-Board member, a senator or committee member who is committed to not running in the spring election, should be appointed through Committee Yourself Week and assume the full responsibilities of this role instead.
2. The President shall:
 - a. Act as Chief Executive Officer of SGA and serve as a representative of the student body to the administrative community,
 - b. Gather the collective input of the entire Executive Board, set the weekly Executive Board meeting agenda and ensure that the goals and strategies for the agenda topics are articulated and fulfilled,
 - c. Work with the Executive Board to define and distribute its activities and maintain general responsibility for the efficient operation of those activities,
 - d. Serve as ex-officio member of the Student Conference Committee,
 - e. Serve as ex-officio member of the Five College Coordinating Board and maintain a relationship with the student governments of the other four colleges,
 - f. Attend all faculty meetings and report back to the Executive Board and Senate,
 - g. Meet at least once a semester with the President of the College, the Dean of the College, and the Dean of Students,
 - h. Perform all other duties and exercise other powers conferred by SGA Constitution and these Bylaws,
 - i. Serve as a representative to the College Planning Board, and, on the strategic planning year, the Strategic Planning Board.
 3. The Vice President shall:
 - a. Act as President in the case of the inability of the President to serve,
 - b. Ensure that a member of the Executive Board is in communication with the Seven Sisters Colleges for both the annual conference planning and any other events,
 - c. Maintain a close relationship with the Weissman Center for Leadership
 - d. Communicate with the Mount Holyoke community about leadership opportunities on campus,
 - e. Be responsible for coordinating leadership development opportunities for the Executive Board,
 - f. Coordinate SGA campus events (examples include but are not limited to: all campus meetings, the Orientation 101 skit and Get the Scoop),
 - g. Coordinate SGA involvement in the Fall and Spring Org Fairs,
 - h. Organize a student leadership retreat in coordination with Student Programs,



- i. Maintain a connection to the CDC and the Career Development Advisory Committee,
 - j. Act as an ex officio member of the Presidential Commission on Diversity and Inclusion.
 1. The Treasurer shall:
 - a. Build a budget for Student Activities Fee to be voted in the first Senate,
 - b. Ensure a complete and accurate record of the year's financial activities,
 - c. Inform the Executive Board and Senate of SGA budget on a monthly basis and advise on the purchasing and expenditures of SGA,
 - d. Perform audit after each semester and maintain a record of all organizations' audit status,
 - e. Serve on the Ways and Means Committee with the following responsibilities,
 - i. Participate in discussions when Ways and Means Committee reviews and decides all funding decisions,
 - ii. Maintain an accurate and organized record of all decisions made by the Ways and Means Committee on funding applications to each organization on campus, and be held ultimately responsible for those record,
 - iii. Supervise the training of Ways and Means Committee members,
 - iv. Participate in the recruitment process for Ways and Means Committee members,
 - v. Review Ways and Means guidelines at the end of an academic year,
 - f. Hold office hours at least once a month to respond to questions and concerns regarding funding decisions. This session shall occur before funding decisions are presented to Senate,
 - g. Become a member of the Planning & Budget Student Advisory Committee,
 - h. Meet periodically with the Business Office Manager,
 - i. If on campus and not previously a member of the Ways and Means Committee, attend a meeting the spring of election,
 - j. Reevaluate SGA activities fee every year that the tuition rises,
 - k. Meet with the MHC comptroller at least once a semester.
 2. The Secretary shall:
 - a. Keep accurate records and minutes of all meetings of the Senate and all general meetings of SGA,
 - b. Be responsible for distributing accurate records and minutes of the Senate meetings, to all Senators, as well as to members of the Executive Board immediately following each meeting,
 - c. In cooperation with the entire Executive Board, maintain and update the records and files in SGA Office through online and print documentation,



- d. Submit to the College Archives by the last day of finals in the spring semester, all of the year's minutes of the Senate,
 - e. Maintain and preserve SGA ledger and ensure a complete and accurate record of office supplies.
 3. The Public Relations Officer shall:
 - a. Act as the liaison for external communications between SGA and the Mount Holyoke College community,
 - b. Make public announcements concerning all general meetings of SGA and other pertinent to SGA,
 - c. Create and distribute posters, flyers, and other promotional materials
 - d. Produce the Newsflush on a bi-weekly basis,
 - e. Update and maintain the SGA website and social media pages on a weekly basis, including announcements, events and senate minutes, and the bulletin board on a monthly basis,
 - f. Submit copies of SGA bulletin and all flyers to the College Archives by the last day of finals in the spring semester,
 - g. Host the Love Your Lyons event in the spring semester,
 - h. Must attend all Senate meetings.
 4. The Chair of Committees shall:
 - a. Maintain general responsibility for the efficient operation of all SGA committees,
 - b. Become an ex-officio member and chair of the Appointing Board; in conjunction with the Appointing Board, appoint through an application and interview process all SGA committee members and train all new committee members,
 - c. Must attend all Senate meetings and relay student concerns raised to relevant committees.
 5. The Chair of the Senate shall:
 - a. Call and preside over all meetings of the Senate, and shall call upon the Chair of Hall Senators or Chair of Organizations if unable to do so,
 - b. Vote only in the case of a tie and remain neutral in all Senate discussion,
 - c. Prepare the agenda of the Senate meetings
 - i. Include suggestions from the Executive Board,
 - ii. Make it available to Executive Board members and Senators at least one day prior to the meeting,
 - d. Ensure that quorum is met at each Senate meeting with the assistance of the Chair of Organizations and the Chair of Halls,
 - e. With the help of the Chair of Hall Senators and the Chair of Organizations, plan Senator Training,
 - f. With the help of the Chair of Hall Senators and the Chair of Organizations, plan Senator Appreciation,
 - g. Be versed in Parliamentary Procedure, SGA Constitution, and the rules of the Senate,



- h. Clarify all points of order when necessary,
 - i. Create a contract for all senators to sign and adhere to,
 - j. Serve as a liaison for all memorandums and campus concern correspondence from submission to completion.
6. The Chair of Halls shall:
- a. Organize and run Senator Information Sessions with the Chair of Organizations,
 - b. Coordinate Senator Elections with assistance from the rest of the Executive Board,
 - c. Maintain an accurate list, email list, and attendance roster of all Hall Senators and their alternates, and their respective attendance,
 - d. Coordinate with the rest of the Executive Board to train and instruct the Hall Senators on their duties within the Senate and to their Hall Committees,
 - e. Maintain communication with Hall communities of residence halls concerning Hall Senator elections, duties, and activities,
 - f. Attend SCA meetings at least once a semester,
 - g. Maintain communication with Hall Senators to ensure that they are complying with their duties and to inform them of any events.
7. The Chair of Organizations shall:
- a. Organize and run Senator Information Sessions with the Chair of Hall Senators,
 - b. Maintain an accurate list, e-mail list, and attendance roster of all Organization Senators and their alternates, and their respective attendance,
 - c. Coordinate with the rest of the Executive Board to train and instruct the Organization Senators on their duties within the Senate,
 - d. Maintain communication with Organization Senators to ensure that they are complying with their duties and to inform them of any events,
 - e. Act as an SGA resource for all new and registered Student Organizations,
 - f. Maintain communication with the Office of Student Programs and the heads of Student Organizations or their representatives concerning all pertinent SGA business,
 - g. Hold informational sessions for all Student Organizations on pertinent topics,
 - h. Maintain SGA Organization Room,
 - i. Serve as ex-officio member of the Committee on Student Organizations.

C. Election

- 1. The President, Vice President, Treasurer, Secretary, Public Relations Officer, and Chair of Committees shall be elected annually in campus-wide elections no less than 3 weeks before the last SGA Senate meeting.



2. The Chair of the Senate, Chair of Organizations, and Chair of Halls shall be elected by a majority of quorum of the Senate at its first meeting following the election of the other officers.

D. Taking Office

1. All incoming Executive Board members shall attend the final meeting of Senate, with the exception of students studying abroad or in an academic exchange program for the spring semester. New officers will take office following the completion of final exams in the spring semester. Outgoing officers will be responsible for turning in final records and ensuring closure to their responsibilities by the end of final exams.
2. The incoming Executive Board must meet at least once with the outgoing Executive Board before the last day of classes. In addition, each outgoing officer must meet at least once with their successor before the last day of classes of the spring semester.
3. The incoming Executive Board must attend a mandatory training in the summer a week before classes start in the fall.

Article II - Senate

A. Duties of Senators

1. Each Senator may represent only one constituency,
2. Senators are required to attend all regularly scheduled and ad-hoc Senate meetings as called by the Chair of the Senate. If unable to attend any required meeting, they must provide an alternate and contact the Chair of Halls or Organizations stating this fact,
3. They must not exceed three absences in one academic year,
4. Senators must sign and adhere to a contract stating these duties.

B. Hall Senators

1. Hall Senators must be elected by a majority of the voting constituency in their hall before the first meeting of the Senate,
2. Hall Senator Elections shall be run electronically:
 - a. Each hall will have one senator position. Halls with a North and South Side shall elect one senator for each side. Each senator has one vote in Senate,
 - b. In the event of a tie, only those candidates involved in the tie shall be candidates in a tie-breaking election,
 - c. Frances Perkins Scholars shall elect two senators who will alternate at senate meetings and will have one vote. One senator shall be a resident at Dickinson Hall and the second senator should preferably be a commuter student.
3. A notification will be sent to a Hall Senator should they miss one Senate meeting per semester without providing an alternate. If a Senator misses a second Senate meeting without providing an alternate, the Senator will receive a second



notification. After missing a third meeting, the Senator will be removed from Senate per the discretion of the Chair of Hall Senators and the replacement will be coordinated by the Chair of Halls,

4. Hall Senators are accountable to the students in their residence halls,
5. Hall Senators should meet with hall staff once a month and update SCA every week, or as needed, through email,
6. Hall Senators are responsible for soliciting the opinions and concerns of their hall members, and expressing those views at SGA Senate meetings. Senators are responsible for maintaining SGA bulletin board of their residence halls and posting all literature distributed to them.

C. Organization Senators

1. Each organization must elect a senator. An organization may elect two senators who alternate attending Senate meetings at the discretion of the president/chair of the organization. The SGA Chair of Senate and SGA Chair of Organizations must be notified of this arrangement.
2. For the first two Senate meetings an Organization Senator misses per academic year without sending an alternate they and their organization will receive a notification stating their delinquency. If the Senator misses a third Senate meeting, the Chair of Organizations will consult with the organization to decide whether the Senator will be replaced or the organization will give up their seat in Senate.

D. Class Year Senators

1. Class Year Senators shall be elected by a vote of the student body during Class Board elections through the All Campus Elections process in the Spring and in the Fall for the first year class,
2. Class Year Senators shall hold their position for one full academic year, and are responsible for representing their class year in senate by raising the concerns of their classmates and voting on their behalf. Class Year Senators must be available for Senate every Tuesday,
3. Class Year Senators shall serve as a resource and connection to SGA for their class by holding office hours once per week, publicising the senate agenda in advance of meetings to solicit opinions from members of their class, and publicising the minutes after meetings,
4. Class Year Senators must attend Class Board meetings and act as full members of the board. Class Year Senators are responsible for announcing Class Board events in Senate, and should seek information from their Class Board,
5. Class Year Senators shall check-in with the Chair of Organizations at the beginning of senate to confirm their attendance. The same attendance rules that apply to Hall and Organization senators shall apply to the Class Year Senators,
6. The Chair of Senate of SGA shall serve as the Class Year Senators' official liaison on the Executive Board.



E. Meetings and Procedures

1. Regular meetings of Senate shall be presided over by the Chair of the Senate,
2. Special meetings may be called when deemed necessary, or at the request of the President of SGA, a majority of the members of the Senate, or by petition of one-tenth of the students of the college,
3. The Senate shall meet weekly during the fall and spring semesters. Senate meetings must take place in a location accessible to all students of the college. It is the duty of the Chair of Senate to notify Senators of the time and place of each meeting,
4. All students of the college are welcome to attend weekly meetings of the Senate, and will have a voice but no vote,
5. The Secretary of SGA shall keep accurate records and file all minutes of all meetings of the Senate,
6. Rules of Procedure shall be proposed by the Chair of Senate and adopted by the Senate at the first Senate meeting of the year. Additions or changes to the rules may be proposed by the Chair of the Senate and approved by a majority of the Senate,
7. All decisions of the Senate may be subject to appeal by the Honor Code Council. Any member of SGA may appeal a decision by filing a complaint with the Honor Code Council within fifteen days following a decision by the Senate.

F. Memorandums

1. Memorandums are documents submitted by currently enrolled MHC students to address issues of concern among the student body,
2. They are written in a format that lists the student concerns and a list of recommendations for each aspect mentioned,
3. They are first submitted to the Executive Board of SGA by either:
 - a. Students in the MHC community,
 - b. Members of Senate working groups,
4. The Executive Board reviews the documents for specificity and tangibility,
 - a. If the issues mentioned in the memorandum are already being addressed, the Executive Board will defer the authors to the appropriate contacts,
 - b. If the issues mentioned in the memorandum are not already being addressed, but can be addressed through different avenues, the Executive Board will defer the authors to the appropriate contacts,
5. After the successful preliminary review process, the memorandum is sent to the MHC student community through the all campus email,
6. The student body is then given a form to provide feedback,
7. When the period of student input collection is over, representatives from the SGA Executive Board and the memorandum authors shall
 - a. Meet to go over the responses gathered,
 - b. Work on incorporating substantive edits into the memorandum,



8. The Chair of Senate will present the final version of the memorandum during the upcoming Senate meeting with the authors present to answer questions regarding the content,
9. The memorandum shall be voted on the week after it is presented in Senate to allow senators to collect sufficient feedback from their constituents,
10. Upon the successful passing of the memorandum, it shall be sent to the pertinent contacts including but not limited to: Dean of the College, Dean of Students, President of the College, etc.

G. Campus Concerns Correspondence

1. Once a month, the Secretary of the Executive Board compiles the concerns and complaints of students made in the weekly senate meetings into a report to the administration,
2. Administration shall respond to these concerns and other campus issues through a newsletter published at least twice a semester to the entire campus through multiple avenues on:
 - a. Issues being addressed,
 - b. Improvements and solutions being proposed,
 - c. Any feedback they would like to receive.

Article III - Committees

A. Committee Process

1. SGA will maintain standing committees that are specifically related to areas of student academic and non-academic life. It will also create year long ad hoc Committees as needed.
2. New and ad-hoc committees may be proposed by SGA Executive Board, the Appointing Board or by the Senate. These committees will not be recognized formally until approved by the Senate.
3. Committees, with the exception of Ways and Means, will be filled by an application and interview process conducted by the Appointing Board at the beginning of fall and spring semesters and at the beginning of the fall semester or whenever vacancies arise.
4. All committee members are accountable to the student body and are responsible for gathering opinions from students about all issues under consideration. Student committees should meet as often as necessary to conduct business and address areas of specific concern to the committee.

B. Committee Chairs

1. A chair will be appointed within the committee by majority vote, except for:
 - a. Appointing Board Chair is the Chair of Committees,
 - b. Constitutional Review Committee Chair is the SGA President,
 - c. Committee on Student Organizations Chair is the Chair of Organizations
2. It is the responsibility of the chair to:
 - a. Schedule meetings and plan the agenda,
 - b. Relay all pertinent information to the Appointing Board liaison,



- c. Maintain accurate records of all committee activities and submit these records to the Appointing Board liaison before the last day of classes,
- d. Keep constant correspondence with the Chair of Committees through email and in-person correspondence.

C. Role in Senate

1. When called upon by Senate, student members of every committee are required to present an update of their activities,
2. Each committee may appoint one member to serve as a Committee Representative in the Senate. Committee Representatives have a voice in the Senate, but no vote,
3. All committee members are encouraged to attend any Senate meeting where issues relevant to the committee are being discussed.

D. Standing and Ad-Hoc Student Committees

1. Appointing Board

- a. Shall appoint, through an application and interview process, student members to all SGA standing committees and to all faculty or administrative committees with student representatives with the exception of the SGA Ways and Means Committee,
- b. Appoint members to ad-hoc committees set up by the Senate or the Executive Board as needed,
- c. Assume responsibility for the efficient coordination and operation of all SGA committees,
- d. Assign each member to serve as a direct liaison to several committees and ensure that these groups function fully and report back to senate,
- e. Designate one member as the Honor Code Council liaison and participate in Honor Code Council selection process.

2. Ways and Means

- a. Ways and Means is chaired by an individual elected by the committee,
- b. Holds the responsibility to allocate the student activities fee to benefit the entire MHC community,
- c. Performs audits and reviews funding applications of all SGA-recognized student organizations.

3. Student Conference Committee

- a. Directed by two co-chairs decided on in the committee by majority vote,
- b. Solicits campus opinion on topics of concern via an annual survey,
- c. Presents to the Student Affairs Committee of the Board of Trustees, as well as departments pertinent to the results collected.

4. All Campus Elections

- a. ACE coordinates all campus wide elections for the SGA Executive Board and Class Boards,
- b. ACE manages all referendum ballots proposed by the student body and constitutional changes proposed by the Constitutional Review Committee,



- c. ACE updates and maintains the election procedure guidelines in accordance with its own constitution.
- d. ACE members may not run for SGA or Class Board positions while still a part of the committee,
- e. The ACE Committee chair shall be selected by a vote of all ACE committee members at the beginning of each year. If no one steps forward for nomination, a member shall be appointed the chairperson by the ACE Advisor,
- f. An SGA member serve as an ex-officio member of ACE who will monitor the campus elections process.

5. Exam Coordinating Board

- a. Works closely with the Registrar's office to coordinate workers and times for self-scheduled exams.
- b. Directed by two co-chairs decided on in the committee by majority vote
- c. Are responsible for reaching out to the student body in a timely manner to recruit exam distribution volunteers.
- d. Responsible for the training of exam workers.

6. Students of Color Committee

- a. Provide safe spaces to students of color to talk about issues and experiences pertaining to them both on and off campus. It will coordinate and organize events pertaining to students of color experiences including the Women of Color Leadership Conference, Hortense Parker Day and the Stoling Ceremony.
- b. The committee will consist ten members of which up to two members may identify as allies.
- c. SGA funding for SOCC coordinated events will be restricted to a negotiable allocation of \$2400. The release of these funds will be conditional to the acceptance of a proposal detailing the use of these funds submitted by the SOCC to the SGA Chair of Committees and the SGA Treasurer.

7. Constitutional Review Committee

- a. Convenes every other year or as deemed necessary to make updates to the constitution,
- b. Changes to the Constitution as proposed by the Constitutional Review Committee are voted on by the student body through All Campus Elections, or through Senate if there is a vote to suspend these rules,
- c. To be chaired by the SGA President.

8. Committee on Student Organization Section

- a. Chaired by the individual who holds position as Chair of Student Organizations on the SGA E-Board.
- b. The Committee derive their authority directly from the Office of Student Programs and the Student Government Association.



- c. Students on this selective committee are responsible for approving new student organizations and facilitating processes related to student organizations.

9. Five College Coordinating Board

- a. Represents MHC at the Five College Coordinating Board Meetings with all SGA Presidents and representatives.
- b. Meets with the Five College counterparts in the Pioneer Valley to discuss Five College issues.
- c. Approves funding through the Five College Fund to all five colleges.
- d. The two members of the committee ought to be the SGA President and another student, nominated through Committee Yourself Week.

E. Student Advisory Committees

1. Alcohol and Drug Advisory Committee

- a. Assists the Alcohol and Drug Awareness Program (ADAP) in assessing the community's involvement with alcohol and other drug issues.
- b. Seeks solutions to alcohol and drug concerns that may arise.

2. Campus Police Advisory Board

- a. In addition to the student members, includes one faculty member, three staff members, and the Director of Campus Police.
- b. Responsible for bringing forth issues and concerns of campus safety and security to the Department of Campus Police.

3. Student Health Advisory Committee

- a. Works with the health and counseling center staff and the Health Education Coordinator.
- b. Promotes awareness of health center resources.

4. Planning and Budget Student Advisory Board

- a. Provides feedback and advice to the Vice President for Finance and Administration on issues relating to college planning and budgeting.
- b. The chair of this committee is the Vice President for Finance of Mount Holyoke College

5. CDC Student Advisory Board

- a. Advises the director of the Career Development Center on existing and proposed career development programming, including internships.
- b. Ensures the quality and integrity of all programs in carrying out the mission of the College.

F. Standing College Committees on Which Students Serve

1. Academic Priorities Committee

- a. Oversees issues concerning the curriculum, creation of new courses and programs, and the revision of existing courses and grading.
- b. Serves as the liaison between academic departments and faculty, administration, and students.



2. The Admissions and Financial Aid Committee

- a. Addresses matters of policy concerning recruitment, entrance requirements, admission, and financial aid.
- b. Sets priorities to address student concerns on admissions and financial aid.

3. Multicultural Community and College Life Committee

- a. Addresses all aspects of College life under the jurisdiction of the Dean of the College.
- b. Advise the Vice President of Student Affairs on activities and policies fostering an inclusive community that respects group and individual differences, and that serve the intellectual, educational, and social needs of its members.

4. LITS Advisory Committee

- a. Serves as the liaison between the Library, Information and Technology Services as well as other College constituencies.
- b. Advocates for student library and technology needs.

Article IV - Elections

A. All Campus SGA Elections

1. SGA President, Vice-President, Treasurer, Secretary, Public Relations Officer, and Chair of Committees will be elected by a campus-wide election.
2. Candidates are eligible only by attending at least one informational meeting about the elections. Students not studying on campus may arrange for a proxy to attend the informational meeting in their place.
3. For each position, ballots shall contain a space in which an abstention may be recorded, as well as a space in which a write-in candidate may be named as the recipient of that vote.
4. For each position, there must be at least two candidates, and the winner will be appointed by majority of votes. In the instance where there is only one candidate, Senate must accept the results by a quorum majority vote.
5. In the event that there is no candidate for an office or post, the campus should be solicited a second time for that particular position and a separate election be held. Should no candidate then come forward, the outgoing and incoming Executive Boards have the power to identify a nominee for a vacant Executive Board position. The nominee can take office with the approval of three-fourths of a quorum of Senate.
6. Quorum shall be 50% of the eligible voters plus one vote. If a quorum is not reached, the Senate may vote to accept the results of the election by a three-fourths vote of quorum of the Senate.
7. All Campus Elections shall be responsible for developing campaign guidelines and distributing these guidelines to all candidates.



B. Referendum Voting

1. Campus-wide referendums may be proposed on any matter of interest and concern to SGA. A three-fourths vote of the Senate or a petition signed by at least one-tenth of the students of the college is necessary to require a campus-wide referendum.
2. Referendum voting shall follow the voting procedures specified by All Campus Election. A majority vote shall be required to pass a referendum, with at least 50% of the constituents of SGA plus one, as defined by All Campus Elections.
3. If quorum is not reached Senate may choose to accept the results by a three-fourths vote of quorum of the Senate.

C. Requesting a Recount

Any student of the college may request a recount of an SGA election or referendum by submitting to All Campus Elections Committee a petition signed by one-tenth of the students of the college calling for a recount.

D. Appeals Process

All SGA elections and referendums may be subject to appeal to the Honor Code Council. All complaints concerning the election process, or decisions made by the All Campus Elections Committee, must be directed primarily to ACE, with the HCC serving as a board of appeals. Election results will not be posted until at least 24 hours after the conclusion of voting. All complaints and appeals must be filed before or within those 24 hours. Election results will not be posted until decisions have been made concerning all pending appeals. Complaints will be accepted after results have been posted only at the discretion of ACE and HCC. Any student of the college may appeal a decision made by SGA, Senate, or any of its constituent parts by filing a complaint in accordance with HCC procedures.

Article V - Removal

A. Executive Board

1. Any member of the Executive Board may be removed from office for neglect of duty or noncompliance with the position qualifications.
2. Removal from office of the President, Vice President, Treasurer, Secretary, Public Relations Officer, or the Chair of Committees requires the submission of a petition from at least one-tenth of the students of the college requesting such removal. This petition must be submitted to the Senate and the Senate must vote on it. Removal from office occurs upon approval by three fourths of a quorum of the Senate.
3. Removal from office of the Chair of Senate, Chair of Hall Senators, or Chair of Organizations requires the submission of a petition from at least 1/4 of the Senate. This petition must be brought before the Senate and the Senate must vote on it. Removal from office occurs upon approval by three fourths of a quorum of the Senate.

B. Senators



Senators, after having missed three meetings during the academic year, will be removed from Senate at the discretion of the Chair of Halls or the Chair of Organizations for neglect of duty.

C. Committee Members

Chairs and members of SGA Committees may be removed by vote of the majority of the Appointing Board for neglect of duty or violation of their Committee Contract.

Article VI - Filling Vacancies

A. Executive Board

1. In the event of the inability of the Vice President, Treasurer, Secretary, Public Relations Officer, or Chair of Committees to hold office, the Executive Board has the power to use an application process to identify a nominee for a vacant Executive Board position. The nominee can take office with the approval of three-fourths of a quorum of Senate.
2. In the event that the President is unable to hold office, the Vice President shall assume the Presidency. In such a case, a new Vice President shall be appointed by the Executive Board with the approval of three fourths of a quorum of the Senate.
3. In the event that the Chair of the Senate, Chair of Hall Senators, Chair of Organizations is unable to hold office, a replacement shall be selected by the established procedures.
4. Seniors will be eligible to fill vacancies.

B. Senators

1. In the event of the inability of a senator to hold office, the selection of a replacement shall be coordinated by the Chair of Hall Senators or Organizations,
2. The replacement will be established using the same procedures as established for previously for appointing a senator during the standard appointment period (Bylaws, Article II, B&C)

C. Committee Members

1. In the event of the inability of a committee member to hold office, a replacement shall be chosen by the Chair of the Committees and the current Appointing Board.
2. The appointment procedure must follow an application and interview process during the semester or the upcoming Committee Yourself Week.

Article VII - SGA Funding

All Student Organizations applying for funding must abide by the Ways and Means Committee Guidelines. Each organization receiving SGA funding must be recognized with Student Programs and have a viable credit background: they must pass all audits, maintain contact with their Ways and Means representative, complete accurate records



of the use of their funding, and use funding appropriately and responsibly, according to the guidelines outlined in the Ways and Means Guidelines.

Article VIII – SGA Business Office

A. Mission

1. SGA Business Office serves the banking needs of all student organizations and residence halls on campus, regardless of their funding sources. The Business Office strives to provide excellent service and education to representatives who utilize the available services. The Business Office is run by SGA, with support from campus services.
2. All policies concerning the Business Office will be reviewed annually and throughout the academic year as needed and made available to all representatives who utilize the available services. Changes in policy shall be made available immediately.

B. Staff

1. All Business Office staff shall be supervised by SGA Advisor,
2. SGA Treasurer shall be consulted with for all business office staff descriptions, job requirements/prerequisites, trainings, hiring and employment decisions with the final say in such matters being that of SGA advisor.
3. The Business Office Coordinator shall meet regularly with SGA Treasurer, SGA Advisor and Financial Services.
4. The Business Office Coordinator shall collaborate with SGA Treasurer on the Business Office section of the Ways and Means Committee Guidelines and on treasurer trainings.
5. The Business Office Manager shall have final say in all policy matters after discussions with SGA Treasurer, bookkeepers, Financial Services and Student Programs.

Article IX - Suspension of the Rules

SGA Constitution, Bylaws, and Senate Rules of Procedure may be suspended for a specific purpose and stated duration whenever the Senate deems necessary. The Executive Board or Senate may propose suspension of the rules, and it must be approved by a vote of three-fourths of quorum of the Senate.

Article X – Amendment and Adoption

Amendments shall be proposed to the Constitutional Review Committee who will review them and present them to Senate. They shall be voted on by majority student vote (50% +1) through the All Campus Elections process. The Executive Board or Senate may propose suspension of the 50% +1 requirement for the campus vote and the decision to suspend must be approved by a vote of three fourths of quorum of Senate. After a



majority vote in favor these amendments will become effective immediately, thus abrogating all previous SGA Bylaws. The current system of government herein established shall become effective immediately.

Adopted April 7, 2009

Reviewed May 2012

Reviewed May 2014

Reviewed April 2015

Reviewed April 2017