

CONSTITUTION OF THE MOUNT HOLYOKE COLLEGE STUDENT GOVERNMENT ASSOCIATION

*ADOPTED APRIL 7, 2009
REVIEWED MAY 2012
REVIEWED MAY 2014*

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 communications 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 the SGA of Mount Holyoke College, and 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. The 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:

- a. 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 SGA funded organizations.

Article V – Authority

The ultimate authority of SGA rests with the members of the Association. This authority may be exercised through the referendum.

Article VI – Executive Board

A. Composition

The Executive Board shall consist of:

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

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. Facilitate regular meetings of Senate and execute the policy determined by Senate.
4. Report regularly to Senate on the Board's activities.
5. Oversee and aid in the effective functioning of all SGA Committees and SGA funded organizations.

6. Approve, if necessary, funding recommendations made by the Ways and Means Committee.

Article VII – SGA Advisor

A. Role of the Advisor

1. 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. The SGA Advisor is to be a member of staff at Mount Holyoke College, typically from the Office of Student Programs.

B. Duties of the Advisor

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 the SGA, unless otherwise specified by the Executive Board.
4. Be available to the officers and committee chairs of the organization on a regular basis for consultation.
5. Guide and educate the SGA members as to their duties and responsibilities.
6. Communicate with the administration the needs of the SGA as deemed appropriate by the Executive Board.
7. Supervise the SGA Business Office and staff, having a clear understanding of all the policies and functions, and promote a strong connection between the 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 VIII – Senate

A. Composition

There shall be a SGA Senate composed of:

1. One senator from each residence hall with sixty-five or fewer residence hall members, who shall have a vote. Residence halls with at least sixty-six members shall have two senators, each with one vote. Residence Halls with at least one hundred thirty residents shall have three senators, each with one vote.
2. One senator from every organization, including each Class Board, which requests a vote in the Senate. Each organization that wishes to have a senator must petition the Chair of

Organizations annually. Upon submission of the required information, the organization's elected senator will become a voting member of the Senate.

3. For each of the following groups, one senator for each of the following groups, who shall be elected if the group includes sixty-five or fewer students, and two shall be elected if the group includes sixty-six or more students.
 - a. Frances Perkins students not residing on campus
 - b. Traditional-aged students who do not reside in a residence hall
4. Members of the SGA Executive Board, who may have a voice but no vote.
5. Representatives from the Appointing Board, who may have a voice but no vote.
6. Representatives of SGA committees, who may have a voice but no vote.

B. Quorum

1. Quorum is at least three-fifths of voting members (voting members are defined as all elected senators; three-fifths of present members is not quorum). 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 non-academic regulations and endorse statements of policy to be presented for consideration by the entire college community.
2. Approve the allocation of funds for student activities and organizations according to the recommendation of the Ways and Means Committee.
3. Authorize the organization of ad hoc committees to investigate proposed legislation or immediate problems.
4. Pass any legislative measures at any Senate meeting in which quorum was met.
5. Discuss and solicit student opinions on matters relating to the College.
6. Inform members of the Association of pertinent campus activities, plans, and issues.
7. Create or disband committees.
8. All senators must sign and adhere to a contract mandated by the Chair of Senate.

D. Senate Meeting Procedure

1. Senate Meetings may be called by the Chair of the Senate of the SGA at her 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 IX – Amendment

- A. Amendments to this Constitution may be proposed by a majority of a quorum vote of the members of the Senate or in the form of a petition signed by one-tenth of the students of the College submitted to the All Campus Elections Committee by the application deadline for candidacy for ACE positions.
- B. All amendment proposals shall be valid when passed by a majority vote of the students of the College, with more than fifty percent of the members voting. The Executive Board or Senate may propose suspension of the requirement of quorum of the campus vote, and it must be approved by a vote of two-thirds of quorum of Senate.

Article X – Adoption

Approval of this Constitution by a majority of the members of the SGA with more than fifty percent of the members voting shall abrogate all previous SGA Constitutions. The Executive Board or Senate may propose suspension of the requirement of quorum, and it must be approved by a vote of two-thirds of quorum of Senate. 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*

Article I – The Executive Board

A. Composition and Qualifications

1. The SGA President 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 the time of election and remain so for the duration of their service, and must hold office for a full year.
2. The SGA Vice President 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 the time of election and remain so for the duration of their service, and must hold office for a full year.
3. The SGA Treasurer shall be a sophomore or junior at the time of election. The Treasurer shall be a member of the Ways and Means Committee and be a full-time matriculated student in good academic and social standing at the 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 SGA Secretary shall be a first-year, sophomore, or junior at the time of election. The Secretary must not be a member of the Ways and Means Committee, must be a full-time matriculated student in good academic and social standing at the time of election and remain so for the duration of their service, and must hold office for a full year.
5. The SGA Public Relations Officer 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 the time of election and remain so for the duration of their service, and must hold office for a full year.
6. The SGA Chair of Committees 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 the time of election and remain so for the duration of their service, must have served on any SGA committee or Appoint Board for one semester. The Chair of Committees must hold office for a full year.
7. The SGA Chair of Senate shall be a first-year, sophomore, or junior at the time of election. The Chair of Senate must be a full-time matriculated student in good academic and social standing at the time of election and remain so for the duration of their service,

- must have been a member of Senate and not have accumulated more than three unexcused absences during her tenure, and must hold office for a full year.
8. The SGA Chair of Halls 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 the time of election and remain so for the duration of their service, must have been a member of Senate and not have accumulated more than three unexcused absences during her tenure, and must hold office for a full year.
 9. The SGA Chair of Organizations 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 the time of election and remain so for the duration of their service, must have been a member of Senate and not have accumulated more than three unexcused absences during her tenure, and must hold office for a full year.
 10. The Senate may suspend these qualifications by a vote of three-fourths 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 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 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 the SGA Advisor and transfer all electronic information onto the SGA computer by the last day of classes.
 - h. Meet with the SGA Advisor as needed.
 - i. Delegate any duties to the other members of the Executive Board with their cooperation as necessary.
2. The President shall:
 - a. Act as Chief Executive Officer of SGA and serve as a representative of Senate and the students to the administrative community.
 - b. With the collective input of the entire Executive Board, set the weekly Executive Board meeting agenda and ensure that time is kept during each week's meeting.
 - 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 an *ex officio* member and (co-)chair of the Student Conference Committee.

- e. Serve as an *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 on the proceedings to Senate.
 - g. Meet at her discretion 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 the SGA Constitution and these Bylaws.
 - i. Submit to the SGA Advisor and the College Archives by the last day of finals in the spring semester, a written annual report outlining all of SGA's relevant activities and information. Keep a copy of this report on file in the SGA Office.
 - j. Serve as a representative on the Five College Planning Committee.
3. The Vice President shall:
- a. Act as President in the case of the inability of the President to serve.
 - b. Maintain a working relationship with Seven Sisters Colleges in annual conference planning and any other events, and serve as a member of the Seven Sisters Council along with another designated Executive Board member.
 - c. Serve as an *ex officio* member of the Alumnae Association Advisory Committee and maintain regular communication with the Alumnae Association of Mount Holyoke College.
 - d. Act as SGA liaison to the Weismann Center for an annual all campus student leadership conference.
 - e. Communicate with the Mount Holyoke community about leadership opportunities on campus.
 - f. Be responsible for coordinating leadership development opportunities for the Executive Board.
 - g. Coordinate SGA campus events (examples include but are not limited to: all campus meetings, Orientation 101, and Get the Scoop).
 - h. Coordinate SGA involvement in the Fall and Spring Org Fairs.
 - i. Organize a student leadership retreat in coordination with Student Programs.
 - j. Maintain a connection to the CDC and the Career Development Advisory Committee.
4. The Treasurer shall:
- a. Ensure a complete and accurate record of the year's financial activities.
 - b. Continuously inform the Executive Board of the SGA budget and advise on the purchasing and expenditures of SGA.
 - c. Process all audit forms after each semester and maintain a record of all organizations' audit status.
 - d. Serve on the Ways and Means Committee and have the option of appointing a Co-Chair of Ways and Means, who shall be a sophomore or junior at the time of appointment and shall have been a respected member of the Ways and Means Committee. Otherwise, the Treasurer must fulfill all duties of the Chair as stated

below. The Treasurer shall be held ultimately responsible for the smooth functioning of the Ways and Means Committee and funding processes. The Chair of Ways and Means, in conjunction with the SGA Treasurer, shall:

- i. Divide up organization treasurers amongst the Ways and Means Committee members.
 - ii. Lead discussions when Ways and Means Committee reviews and decides all funding decisions.
 - iii. Moderate discussion during meetings of the Ways and Means Committee.
 - iv. Train all Ways and Means Committee members and ensure that all members fulfill their roles as representatives of organizations.
 - v. Be available to respond to questions and concerns regarding funding decisions. This session shall occur before funding decisions are presented to Senate.
- e. Become a member of the Student Planning Budget Committee.
 - f. Maintain an accurate and organized record of all decisions made by the Ways and Means Committee on funding applications and the funding type received by each organization on campus, and be held ultimately responsible for those records.
 - g. Supervise the training of Ways and Means Committee members.
 - h. Plan and organize at least two training sessions of all organizations with the Business Office Manager at the start of the fall semester and additionally in the spring if necessary. These sessions shall be mandatory for all organization treasurers.
 - i. Meet periodically with the Business Office Manager.
 - j. If on campus and not previously a member of the Ways and Means Committee, attend a meeting during the spring of election.
5. The Secretary shall:
- a. Keep accurate records and minutes of all meetings of Senate and all general meetings of SGA. Shall be responsible for distributing accurate records and minutes of Senate meetings to all senators and the SGA Advisor, as well as to members of the Executive Board immediately following each meeting.
 - b. In lieu of minutes, be responsible for sending out a comprehensive summary after each Executive Board meeting to the Board and the SGA Advisor; important records and minutes from Executive Board meetings will be recorded at the Secretary's discretion and approved at the next Executive Board meeting.
 - c. In cooperation with the entire Executive Board, maintain and update the records and files in the SGA Office.
 - d. Be responsible for the general correspondence of SGA.
 - e. Serve as an *ex officio* member of the Airport Van Committee.
 - f. Serve as an *ex officio* member of the All Campus Elections Taskforce.

- g. Submit to the College Archives by the last day of finals in the spring semester all of the year's minutes of Senate.
 - h. Maintain and preserve the SGA ledger and ensure a complete and accurate record of the year's activities.
 - i. Serve as the Executive Board Historian, recording the basic information of the Board (including who was in it, class years, photos, majors, hometowns, etc.).
6. 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 matters pertinent to SGA.
 - c. Create and distribute posters, flyers, and other promotional materials.
 - d. Update and maintain the SGA website and bulletin board.
 - e. Serve on the Communications Advisory Committee.
 - f. Maintain the SGA pages on social networking sites.
 - g. Reserve space and other necessary equipment for special events and general meetings of SGA. Register necessary events with the Office of Student Programs.
 - h. Produce the SGA bulletin.
 - i. Submit copies of the SGA bulletin and all flyers to the College Archives by the last day of finals in the spring semester.
7. 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 Appointing Board; in conjunction with Appointing Board, appoint through an application and interview process all SGA committee members and train all new committee members.
8. The Chair of Senate shall:
- a. Call and preside over all meetings of Senate, and shall call upon the Chair of Halls and the Chair of Organizations if unable to do so.
 - b. Vote only in the case of a tie and remain neutral in all Senate discussions.
 - c. Prepare the agenda of Senate from the suggestions of the Executive Board, the members of Senate, and SGA and make it available at least one day prior to Senate.
 - d. Ensure that quorum is met at each Senate meeting with the assistance of the Chair of Halls and the Chair of Organizations.
 - e. With the help of the Chair of Halls and the Chair of Organizations, plan Senator Training.
 - f. With the help of the Chair of Halls and the Chair of Organizations, plan Senator Appreciation.
 - g. Be versed in Parliamentary Procedure, the SGA Constitution, and the rules of Senate.

- h. Clarify all points of order when necessary.
9. 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 Hall Senators on their duties within Senate and to their Hall Committees.
 - e. Maintain communication with Hall communities of residence halls concerning Hall Senator elections, duties, and activities.
 - f. Maintain communication with Hall Senators to ensure that they are complying with their duties and to inform them of any events.
10. The Chair of Organizations shall:
- a. Organize and run Senator Information Sessions with the Chair of halls.
 - b. Maintain an accurate list, email 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 Senate.
 - d. Maintain communication with the Office of Student Programs and the heads of student organizations or their representatives concerning all pertinent SGA business.
 - e. Hold informational sessions for all student organizations on pertinent topics.
 - f. Maintain the SGA Organization Room.

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 Senate, Chair of Halls, and Chair of Organizations shall be elected by a majority of quorum of 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.

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 Senate. If unable to attend any required meeting, they must provide an alternate and contact the Chair of Halls or Organizations stating this fact.

B. Hall Senators

1. Hall Senators must be elected by a majority of the voting constituency in their hall before the first meeting of Senate.
 - a. Hall Senator elections shall be run electronically or physically at Milk & Cookies for one night at the discretion of the Chair of Halls.
 - b. In halls with less than 65 residents, the student receiving the most votes shall be that hall's Senator, with the runner up serving as the alternate. In halls with sixty five to one hundred and thirty residents, the two students receiving the most votes shall be that hall's Senators, with the two runners-up serving as alternates. In halls with greater than one hundred and thirty residents, the three students receiving the most votes shall be that hall's Senators, with the two runners-up serving as alternates.
 - c. In the event of a tie, only those candidates involved in the tie shall be candidates in a tie-breaking election.
2. 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.
 - a. Arriving fifteen minutes or more late to Senate will be counted as half an absence.
3. Hall Senators are accountable to the students in their residence halls.
4. Hall Senators are responsible for soliciting the opinions and concerns of their hall members, and expressing those views at the SGA Senate meetings. Senators are responsible for maintaining the SGA bulletin board of their residence halls and posting all literature distributed to them.
5. In the event of the inability of a Hall senator to hold office, or a vacancy the Chair of Halls has the right to appoint a Hall Senator to said Hall.

C. Organization Senators

1. Organizations will be granted a vote in the Senate after they submit to the Chair of Organizations the name and contact information for the organization senator and a petition signed by fifty Mount Holyoke College students supporting that organization's request for a vote. This information must be re-submitted annually.
2. Each organization must elect only one representative to fulfill the duties of Organization Senator. One alternate must also be elected and their name must be provided to the Chair of Organization Senators. This alternate will fulfill the duties of the representative if the regular Senator is temporarily unable to fulfill duties of office.
3. If an Organization Senator misses one Senate meeting per semester without providing an alternate, a letter will be sent to the Senator stating this fact. If a Senator misses a second Senate meeting without providing an alternate, both the Senator and their organization will receive a letter stating this delinquency. The Chair of Organizations will consult with the organization president to decide whether the Senator will be replaced. If an Organization Senator misses a third meeting within an academic year without providing an alternate, the Chair of Organizations and that organization's president will decide whether the Senator will be replaced or the organization give up their seat in Senate.
 - a. Arriving fifteen minutes or more late to Senate will be counted as half an absence.

D. Duties of Committee Representatives to the SGA Senate

1. Committee Members are appointed to their position by the Appointing Board and continue in their role as long as their Committee and the Appointing Board feel they have been successful.
2. Committee Members may participate in all aspects of a Senate meeting except for voting.
3. Senators may serve as Committee Members in addition to serving as Senators.

E. Meetings and Procedures

1. Regular meetings of Senate shall be presided over by the Chair of Senate.
2. Special meetings may be called when deemed necessary, or at the request of the President of the SGA, a majority of the members of the Senate, or by petition of one-tenth of the students of the College.
3. 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 the 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 Parliamentarian or 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 the SGA may appeal a decision by filing a complaint with the Honor Code Council within fifteen days following a decision by the Senate.

Article III – Committees

- A. The 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.
- B. The Appointing Board
 1. Composition and Qualifications
The Appointing Board shall be composed of:
 - a. The SGA Chair of Committees who shall serve as Chair and an *ex officio* member.
 - b. Five members, with more at the discretion of the Chair of Committees of the SGA. They shall be selected through an application and interview process by the Chair of Committees and a current member of the Appointing Board in the spring before they take office or to fill a vacancy.
 - c. Members of the Appointing Board must plan on serving for the full academic year.
 2. Duties and Powers
The Appointing Board shall:
 - a. Appoint, through an application and interview process, student members to all SGA standing committees and to all faculty or administrative committees with student representatives.
 - 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. Assist the Chair of Committees in training all committee members.
 - e. Assign each member to serve as a direct liaison to several committees and ensure that these groups function fully and report back to Senate.
 - f. Designate one member as the Honor Code Council liaison and participate in Honor Code Council selection process.
- C. New and *ad hoc* committees may be proposed by the SGA Executive Board, the Appointing Board or by the Senate. These committees will not be recognized formally until approved by the Chair of Committees, the Appointing Board, and Senate. Committees may be disbanded by the same the process.

- D. 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. The Ways and Means Committee shall be selected in the fall semester for the academic year through an application and interview process by the SGA Treasurer and the Chair of Ways and Means.
- E. When new and ad hoc search committees are formed by the Mount Holyoke administration to find one to two students for a specialized search committee, then the SGA Executive Board shall fill those positions through an application and interview process.
1. Applications shall be sent via email to the SGA Vice President. The SGA Vice President will be responsible for making applications anonymous. The other Executive Board members will take part in a blind reading of all the applications. The Vice President will join the rest of the Executive Board in the interview process.
 2. All the information the Executive Board receives regarding the candidates will be kept confidential to all parts of campus during and after the selection process. The department seeking student representation will receive notification of the student(s) appointed to the committee following the process, while withholding all other information.
- F. An Appointing Board Liaison will be assigned to each committee. It is the responsibility of committee members and their liaisons to maintain adequate communication with one another.
- G. 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.
- H. Committee Chairs
1. A chair will be appointed from among the members of the committee at the beginning of each academic year unless a specific person is designated chair within the committee's legislation. 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.
- I. Role in Senate
1. Student members of every committee are required to give an update of their activities to the Senate whenever called by the Senate.
 2. Each committee may appoint one member to serve as a Committee Representative in Senate. Committee Representatives have a voice in Senate, but no vote.

3. All committee members are encouraged to attend any Senate meeting where issues relevant to the committee are being discussed.

J. Standing Student Committees

1. Ways and Means

- a. Ways and Means is co-chaired by the SGA Treasurer and an individual appointed by the SGA Treasurer.
- b. It proposes the SGA budget to Senate, audits and reviews funding applications of all SGA organizations as outlined in the Treasurer's Handbook.

2. Student Conference Committee

- a. Is chaired by the SGA President or appointee.
- b. Solicits campus opinion on topics of concern.
- c. Presents to the Student Affairs Committee of the Board of Trustees.

3. All Campus Elections

- a. Coordinates all campus wide elections for the President, Vice President, Treasurer, Secretary, Public Relations Officer, and Chair of Committees and other relevant elections.
- b. Manages all referendum ballots proposed by the student body.
- c. Updates and maintains the election procedure guidelines in accordance with their own constitution.
- d. Limited to five volunteers selected through the Committee Yourself Week process and they should not be running in SGA or Class Board Elections during the year they are volunteering. If they decide to run, they are automatically dropped out of the committee.
- e. Class Board members do not have to serve on ACE, but they can so long as they do not run again for elections in the same year they are volunteering.
- f. All class years shall be represented in the committee; will shall be taken into account by the Committee Yourself Week process.
- g. The ACE Committee chair shall be selected by a vote of all 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.
- h. All ACE members and the ACE Advisor shall meet regularly before each election to distribute the tasks among them and lay out a plan for timely execution.

4. Exam Center Coordinators

- a. Works closely with the Registrar's office to coordinate workers and times for self-scheduled exams.
- b. Responsible for the training of exam workers.

5. Airport Van Committee

- a. Chaired by SGA Secretary or an appointee.

- b. Plan and coordinate rides to nearby airports or train/bus stations before and/or after holiday and semester breaks.

K. Student Advisory Committees

1. Dining Services Advisory Board

- a. Acts as a vehicle for the dietary concerns and dining needs of students.
- b. Discusses dining service issues and considers information and suggestions regarding the meal plan.

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 Committee

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

4. Communications Advisory Board

- a. Advises the Office of Communications on publicity and recruitment literature and initiatives.
- b. Seeks to ensure the integrity of the mission of the College in all publications.

5. 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.

6. Alumnae Advisory Committee

- a. Meets with the Executive Director and/or Program Director of the Alumnae Association.
- b. Builds awareness of Alumnae Association and its offerings and resources for current students.
- c. Helps to plan on-campus programming.

7. Career Development Advisory Committee

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

L. 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. Committee on Admission and Financial Aid
 - a. Addresses matters of policy and priorities concerning recruitment, entrance requirements, admission, 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. Advises the Dean of the College 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. The 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. Ballots shall contain, for each position, 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. There must be at least two candidates for each of the offices and posts that are to be filled by campus-wide election. Should there be only one candidate for an office or post, the Senate may decide by a majority vote of quorum to accept the results.
- 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 may appoint an appropriate person to that office.
- 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 Senate.
- 7. The All Campus Elections Taskforce shall be responsible for developing campaign guidelines and distributing these guidelines to all candidates.

B. Referendum Voting

1. Campus-wide referendums may be promised on any matter of interest and concern to SGA. A three-fourths vote of 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 the Elections and Referendums Committee and the All Campus Elections Taskforce. A majority vote shall be required to pass a referendum, with at least fifty percent of the students of the College voting.
3. If quorum is not reached, but at least 35% of the students of the College vote on a referendum initiative, Senate may choose to accept the results by a three-fourths vote of quorum of Senate.

C. Requesting a Recount

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

D. Appeals Process

1. 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 Elections and Referendums Committee and the All Campus Elections Taskforce, must be directed primarily to the Elections and Referendums Committee and the All Campus Elections Taskforce, with the Honor Code Council 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. Complaints will be accepted after results have been posted only at the discretion of the Elections and Referendums Committee, All Campus Elections Taskforce, and the Honor Code Council. Election results will not be posted until decisions have been made concerning all pending appeals. 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 Honor Code Council 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 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 Senate and Senate must vote on it. Removal from office occurs upon approval by three-fourths of a quorum of Senate.

3. Removal from office of the Chair of Senate, Chair of Halls, or Chair of Organizations requires the submission of a petition from at least one-fourth of Senate. This petition must be brought before Senate and Senate must vote on it. Removal from office occurs upon approval by three-fourths of a quorum of Senate.

B. Senators

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

C. Appointing Board Members

1. 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.

D. Committee Members

1. 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 appoint a new member to the Executive Board through an application process 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 Senate.
3. In the event of the inability of the Chair of Senate, Chair of Halls, or Chair of Organizations to hold office, a replacement shall be selected by the procedures herein established.
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, in accordance with the procedures herein established.

C. Appointing Board Members

1. In the event of the inability of an Appointing Board member to hold office, a replacement shall be chosen by the Chair of the Committees and the current Appointing Board through an application and interview process.

Article VII – SGA Funding

- A. All Student Organizations applying for funding must abide by guidelines outlined in the Treasurer’s Handbook and as communicated by the Ways and Means Committee.
- B. Each organization receiving SGA funding must be registered 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 Treasurers’ Handbook.
- C. Senate will approve Regular Funding decisions made by the Ways and Means Committee in the spring of each year and Contingency Funding decisions once per semester. Funding decisions will be final on approval by three fourths of a quorum of Senate.
- D. There are three types of funding available to registered Student Organizations:
 1. Contingency funding: Contingency funding provides a mechanism for newly registered organizations on campus to finance their activities.
 2. Regular (annual) funding: Regular funding is available to registered student organizations, which have been established after following the contingency funding process.
 3. Special funding: Special funding is available to all registered organizations to finance unexpected expenses during the year that were not originally considered in their budget, or for one-time events on campus.

Article VII – SGA Business Office

- A. The 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 services and education to representatives who utilize the available services. The Business Office is run by SGA, with support from campus services. 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 the SGA Advisor.
2. The 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 the SGA Advisor.
3. The Business Office Manager shall meet regularly with the SGA Treasurer, SGA Advisor, and Financial Services.
4. The Business Office Manager shall collaborate with the SGA Treasurer on the Business Office section of the Treasurer's Handbook and on treasurer trainings.
5. The Business Office Manager shall have final say in all policy matters after discussion with the SGA Treasurer, bookkeepers, Financial Services, and Student Programs.

Article IX – Suspension of the Rules

The 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

This Constitution shall be reviewed for amendment once every two years. Amendments to these Bylaws may be proposed by a majority vote, of quorum of the voting members of the Senate, or by one-tenth of the students of the college, in the form of a petition brought to the Senate. All amendment proposals shall be valid when passed by a three-fourths vote by a quorum of the members of the Senate.

Article XI – Adoption

Approval of these Bylaws by a majority of the voting members of the Senate with quorum of the members voting shall abrogate all previous SGA Bylaws. The current system of government herein established shall become effective immediately.