Constitution of the Mount Holyoke College
Student Government Association

Adopted April 7, 2009
Reviewed May 2012
Reviewed May 2014
Reviewed April 2015

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 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. 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 - 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. 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. Facilitate regular meetings of the Senate and execute the policies determined by the Senate
4. Report regularly to the 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
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 Programs.
B. Responsibilities of the Advisor

Responsibilities include (but are not limited to) the following:

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 VIII - Senate

A. Composition

There shall be a SGA Senate composed of:

1. One representative from each class year for every 115 members of the class, each with one vote. These representatives shall be elected by a vote of their class year during fall All Campus Elections. To determine how many representatives each class shall elect, ACE shall round the number of students in each class (both on campus and abroad/on-leave) to the nearest multiple of 115: 230 (two representatives), 345 (three representatives), 460 (four representatives) 575 (five representatives).
   a. For classes with 230 members or fewer (i.e. The Frances Perkins Class), there shall be two representatives elected.
2. One representative from each residence hall on campus, each with one vote. Halls which have a North Side and a South Side (ex. North and South Mandelle), shall elect one representative for each side.
3. One senator to represent students who do not live in a residence hall (students who live off campus, students who live on Park Street and Morgan Street, etc).
4. 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
5. One senator to represent students who enter in the spring, elected by vote of all spring entrants in February. This senator will hold a one year term, beginning in February and ending the following February. This senator may be a first year student or a transfer student.
6. Members of SGA Executive Board who may have a voice but no vote
7. Representatives from the Appointing Board, who may have a voice but no vote
8. Representatives of SGA committees who may have a voice but no vote.

B. Quorum

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 the 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 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 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

1. 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
2. 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 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
Reviewed April 2015

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 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 not be a member of the Ways and Means Committee, 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 her 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 her 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 her 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.

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. Was 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 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 on the proceedings to the 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 SGA Constitution and these Bylaws.
i. Submit to 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 SGA Office.

j. Serve as a representative on the Five College Planning Committee board.

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 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, the Orientation 101 skit and Get the Scoop).
   h. Coordinate SGA involvement in the Fall and Spring Org Fairs.
   i. Organize a student leadership retreat in co-ordination with Student Programs.
   j. Maintain a connection to the CDC and the Career Development Advisory Committee.
   k. Act as an ex officio member of the Presidential Commission on Diversity and Inclusion.

4. The Treasurer shall;
   a. Ensure a complete and accurate record of the year’s financial activities.
   b. Continuously inform the Executive Board of 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, 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 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 assure 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 Planning & Budget Student Advisory Committee.
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.

Supervise the training of Ways and Means Committee members.

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.

Meet periodically with the Business Office Manager.

If on campus and not previously a member of the Ways and Means Committee, attend a meeting the spring of election.

Reevaluate SGA activities fee every year that the tuition rises.

Meet with the MHC comptroller at least once a semester.

The Secretary shall:

a. Keep accurate records and minutes of all meetings of the Senate and all general meetings of SGA. Shall be responsible for distributing accurate records and minutes of the Senate meetings, to all Senators, and 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 SGA Advisor; important records/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 SGA Office,

d. Be responsible for the general correspondence of SGA,

e. Serve as ex-officio member of the Airport Van Committee,

f. Submit to the College Archives by the last day of finals in the spring semester, all of the year’s minutes of the Senate,

g. Shall maintain and preserve SGA ledger and ensure a complete and accurate record of the year’s activities,

h. Serve as the Executive Board Historian, recording the basic information of the Board (including who was in it, class years, photos, majors, hometowns, etc.).

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 SGA website and bulletin board.

e. Serve on the Communications Advisory Board.

f. Maintain SGA pages on social networking sites.

g. Reserve space and necessary equipment for special events and general meetings of SGA. Register necessary events with the Office of Student Programs.

h. Produce SGA bulletin.

i. Submit copies of SGA bulletin and all flyers to the College Archives by the last day of finals in the spring semester.

j. Host the Love Your Lyons event in the spring semester.

k. Must Attend All Senate Meetings.
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 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.

8. 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 from the suggestions of the Executive Board and the members of the Senate and SGA and make it available 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.

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, e-mail 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. 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 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.
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.

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. 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 or physically at Milk & Cookies for one night at the discretion of the Chair of Halls,
      a. 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,
      b. In the event of a tie, only those candidates involved in the tie shall be candidates in a tie-breaking election,
   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,
      a. Arriving fifteen minutes or more late to Senate will be counted as half an absence.
   4. Hall Senators are accountable to the students in their residence halls,
5. 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,

6. 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.

4. Arriving fifteen minutes or more late to Senate will be counted as half an absence.

D. Class Year Senators

1. Class Year Senators shall be elected by a vote of the student body during All Campus Elections in the Fall, concurrent with the elections for the First Year Class Board. If there are 115 or more members of the class, candidates must follow the same procedures prescribed the All Campus Elections Committee for Class Board candidates (50 signatures, personal statement, etc). If there are fewer than 115 members of the class (Frances Perkins Scholars and Spring Entrant Representatives), candidates must collect 10 signatures, and abide by all other aspects of ACE’s process.

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 shall maintain regular correspondence with their respective Class Board, and shall meet with their Class Board in person at least once per
semester. 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 Vice President of SGA shall serve as the Class Year Senators’ official liaison on the Executive Board.

E. Duties of Committee Representatives to 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. Committee Members must provide updates to the Senate when called upon to do so

4. Senators may serve as Committee Members in addition to serving as Senators.

F. 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.

Article III - Committees

A. 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

   a. The Appointing Board shall be composed of:

   i. SGA Chair of Committees who shall serve as Chair and an ex-officio member,

   ii. Five members, with more at the discretion of the Chair of Committees of 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,

iii. Members of the Appointing Board must plan on serving for the full academic year.

2. Duties and Powers
   a. The Appointing Board shall:
      i. Appoint, through an application and interview process, student members to all SGA standing committees and to all faculty or administrative committees with student representatives
      ii. Appoint members to ad-hoc committees set up by the Senate or the Executive Board as needed
      iii. Assume responsibility for the efficient coordination and operation of all SGA committees
      iv. Assist the Chair of Committees in training all committee members
      v. Assign each member to serve as a direct liaison to several committees and ensure that these groups function fully and report back to senate
      vi. 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 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 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 SGA Executive Board shall fill those positions through an application and interview process
   1. Applications shall be sent via email to SGA Vice President. 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
   3. The department seeking student representation will receive notification of the student(s) appointed to the committee following the process, while withholding all other information
   4. 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 liaision
      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 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.

J. Standing Student Committees
   1. Ways and Means
      a. Ways and Means is co-chaired by SGA Treasurer and an individual appointed by SGA Treasurer.
      b. It proposes SGA budget to the 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 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. ACE coordinates all campus wide elections for the president, vice president, treasurer, secretary, public relations officer, and chair of committees and other relevant elections.
      b. ACE manages all referendum ballots proposed by the student body.
      c. ACE updates and maintain the election procedure guidelines in accordance with their own constitution.
      d. ACE members are limited to 5 volunteers selected through the committee yourself 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 is steps forward for nomination, a member shall be appointed the chairperson by the ACE Advisor.

h. All ACE members and the ACE adviser shall meet regularly before each election to distribute the tasks among them and lay out a plan for the 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 Coordinator 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. Advise 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. 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
      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 fifty percent of the constituents of SGA, as defined by All Campus Elections.
   3. If quorum is not reached, but at least 35% of the students of the college vote on a referendum initiative, the Senate may choose to accept the results by a three-fourths vote of quorum of the Senate.
   4. Voting should follow the referendum guidelines as defined by the constitution of All Campus Elections Committee.

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 & Referendums Committee and the All Campus Elections Taskforce, must be directed primarily to the E&R Committee and the 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. Complaints will be accepted after results have been posted only at the discretion of the Elections and Referendums Committee, ACE, and HCC. 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 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
   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 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, or Parliamentarian is unable to hold office, a replacement shall be selected through 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 VIII – SGA Business Office

A. 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. 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 Manager shall meet regularly with SGA Treasurer, SGA Advisor and Financial Services.
   4. The Business Office Manager shall collaborate with 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 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
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.