



Student Government Association Constitution

(Revised: December 2019)

Preamble

We, the Student Government Association, elected by the students of Marymount Manhattan College, hereby draft this document in order to advocate students’ rights, facilitate communication between administration, faculty, staff and the student body. It is also our goal to promote the qualities of justice, leadership, and integrity, and to better the Marymount Manhattan College community, and the community in which we live.

Article I
Name

The power granted by this constitution shall be vested in a representative governing body, which shall be known as the Student Government Association (hereafter referred to as “SGA”).

Article II
Purpose

The purpose of SGA will be:

- A. To act as official representatives of the student body.
- B. To ensure communication between the student body, administration, faculty and staff.
- C. To develop student leadership by example and also through SGA activities.
- D. To pursue warranted initiatives to benefit the student body.
- E. To provide a structured medium in which club and activity funding can be allotted in such a way as to benefit all segments of the student body.
- F. To hold special meetings at the request of members of SGA or the student body.
- G. To submit an end of the year report to the President of the College, the administration, and all faculty and staff that consists of a report from all Executive Board members, Senators, and ~~Divisional Representatives~~. **First Year Student Council members**
- H. To perform any additional duties necessary and proper to the fulfillment or activation of the functions contained in this document.

Article III
Membership



Section 1: Eligibility

All students who are regularly enrolled full time at Marymount Manhattan College and are in good standing are eligible to run and hold a position with full voting rights provided they meet the desired qualifications as outlined in this Article III.

Section 2: Good Standing

- A. A student in “good standing” must maintain a grade point average of at least 2.5 and must not be on academic or disciplinary probation. First year students do not have a cumulative grade point average; therefore, they are excluded from the grade point average requirement until GPA is established
- B. All members must attend their respective meetings. Those who cannot be present at their respective meeting should inform the Executive Secretary 24 hours prior to the meeting. In case of emergency, the Executive Secretary should be informed as soon as the member is able.
- C. All members must attend at least five (5) Marymount Manhattan College events per semester. **Attendance will be managed by the Executive Secretary.**
- D. All members must maintain one office hour per week of the semester in the Student Organization Space. **Office hours will be managed by the Executive Secretary.**

Article IV
Structure

SGA shall be comprised of the following:

SGA shall be comprised of the following:

- A. Executive Board:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Executive Secretary
 - 5. Secretary of Public Relations
- B. Senate:
 - 1. Minimum of six senators
 - 2. Additional senators may be added by the Executive Board
- C. ~~Divisional Representatives:~~ **First Year Student Council**
 - 1. Maximum of five first year students
 - 2. ~~Division of Business~~
 - 3. ~~Division of Fine and Performing Arts~~
 - 4. ~~Division of Humanities and Social Sciences~~
 - 5. ~~Division of Sciences~~
 - 6. ~~Division of Communication and Media Arts~~

Article V
Executive Board

Section 1: President

- A. Qualifications:



1. Must be a regularly enrolled full time student at Marymount Manhattan College unless the student is in their last semester of degree completion.
 - a. In the last semester of degree completion, the student may not drop below six (6) credits.
2. Must be in “good standing” as outlined in Article III.
3. Must have at least ~~two consecutive~~ **one semester** of elected or appointed SGA experience.
4. Must meet all qualifications at time of election or appointment.

B. Powers and Duties:

1. To call and preside over all regular and special meetings of SGA.
2. To sign all documents and correspondence approved by SGA.
3. To delegate the responsibilities and manage the activities of the members of SGA.
4. To, as President-elect, delegate responsibilities to the Senators-elect no later than the first meeting of fall semester.
5. Together with the Vice President and Treasurer, determine the spending plan of the SGA budget.
6. To submit an end of the year report to the President of the College, the administration, and all faculties and staff that consists of a report from all Executive Board members (including his/her own report), Senators, and First Year Student Council.
7. To present an annual report of SGA to the Marymount Manhattan College population at the completion of the school year.
8. To receive and determine SGA response from the administration and to delegate those responsibilities within SGA.
9. To reserve the right to attend all club meetings in an ex-officio capacity.
10. To represent, as President, the students and SGA at campus functions.
11. To attend meetings upon request, including Board of Trustees and Executive Council.
12. To, upon request, sit on college wide committees.
13. To oversee all SGA meetings, Town Hall meetings, Depositions, etc.
14. To perform any additional tasks necessary and proper to the fulfillment or activation of the functions contained in this document.
15. To maintain a relationship with the leadership of the faculty council which may include, but is not limited to, regular meetings.

C. Restrictions:

1. The President of SGA can hold office for no more than two consecutive terms (four consecutive semesters).
2. The President of SGA is prohibited from holding office on an executive level in any other Marymount Manhattan College club or organization.
3. The President of SGA is prohibited from serving as a member of the Residence Life Staff at Marymount Manhattan College.
4. The President of SGA is limited to the powers and duties as outlined in Article V, Section 1.B.



A. Qualifications:

1. Must be a regularly enrolled full time student at Marymount Manhattan College.
2. Must be in “good standing” as outlined in Article III.
3. Must have at least ~~two consecutive~~ **one semester** of elected or appointed SGA experience.
4. Must meet all qualifications at time of election or appointment.

B. Powers and Duties:

1. To assume the office and duties of the President in the President’s absence or deposition as defined in Article XIII.
2. ~~To serve as Divisional Representative Chair.~~
3. To report regularly on activities and the information from the ~~Divisional Representatives.~~ **First Year Student Council**
4. Together with the President and Treasurer, determine the spending plan of the SGA budget.
5. To submit an annual report on all activities inherent to the position of Vice-President to the President of SGA that will be compiled and submitted with the end of the year report.
6. To reserve the right to attend all club meetings in an ex-officio capacity.
7. To represent, as Vice-President, the students and SGA at campus functions.
8. To attend meetings upon request, including Board of Trustees and Executive Council.
9. To, upon request, sit on college wide committees.
10. To perform any additional tasks necessary and proper to the fulfillment or activation of the functions contained in this document.

C. Restrictions:

1. The Vice President of SGA can hold office for no more than two consecutive terms (four consecutive semesters).
2. The Vice President of SGA is prohibited from holding office on an executive level in any other Marymount Manhattan College club or organization.
3. The Vice President of SGA is prohibited from serving as a member of the Residence Life Staff at Marymount Manhattan College.
4. The Vice President of SGA is limited to the powers and duties as outlined in Article V, Section 2.B.

Section 3: Treasurer

A. Qualifications:

1. Must be a regularly enrolled full time student at Marymount Manhattan College.
2. Must be in “good standing” as outlined in Article III.
3. Must meet all qualifications at time of election or appointment.

B. Powers and Duties:

1. Together with the President and Vice President, determine the spending plan of the SGA budget.
2. To coordinate fundraising events for SGA.



3. To work with the **Director of Student Development and Activities** to create policies and procedures regarding **Registered Student Organization** funds.
4. To maintain accurate records of expenditures and receipts of SGA.
5. To initiate and coordinate the rights and responsibilities of all student clubs receiving funding from SGA.
6. To relay SGA budget decisions to appropriate clubs.
7. To submit an annual report on all activities inherent to the position of the Treasurer to the President of SGA that will be compiled and submitted with the end of the year report.
8. To reserve the right to attend all club meetings in an ex-officio capacity.
9. To represent, as Treasurer, the students and SGA at campus functions.
10. To attend meetings upon request, including Board of Trustees and Executive Council.
11. To, upon request, sit on college-wide committees.
12. To perform any additional tasks necessary and proper to the fulfillment or activation of the functions contained in this document.

C. Restrictions:

1. The Treasurer of SGA can hold office for no more than two consecutive terms (four consecutive semesters).
2. The Treasurer of SGA is prohibited from holding office on an executive level in any other Marymount Manhattan College club or organization.
3. The Treasurer of SGA is limited to the powers and duties as outlined in Article V, Section 3.B.

Section 4: Executive Secretary

A. Qualifications:

1. Must be a regularly enrolled full time student at Marymount Manhattan College.
2. Must be in "good standing" as outlined in Article III.
3. Must meet all qualifications at time of election or appointment.

B. Powers and Duties:

1. To prepare an agenda for all Senate and Executive Board meetings as outlined in Article VIII, Section 2.
2. To record accurate minutes for all full SGA meetings, Senate meetings, Executive Board meetings and any other meetings/functions at which the President requests the taking of minutes.
3. To present the minutes of the previous meeting for approval in the following SGA meeting or electronically between meetings at his/her convenience.
4. To make available and publicize the previous minutes of all full SGA meetings, Senate meetings and Executive Board meetings.
5. To keep files of all Senate and Executive Board activities.
6. To maintain attendance rosters, **office hours rosters and event attendance rosters.**
7. To collect, compile, and summarize end of the year reports from the other Executive Board Members and Senators, and submit them to the President of SGA.



8. To collect and compile end of the year reports from the other members of SGA and submit them to the President of SGA.
9. To reserve the right to attend all club meetings in an ex-officio capacity.
10. To represent, as Executive Secretary, the students and SGA at on-campus functions.
11. To attend meetings upon request, including Board of Trustees and Executive Council.
12. To, upon request, sit on college wide committees.
13. To perform any additional tasks necessary and proper to the fulfillment or activation of the functions contained in this document.

C. Restrictions:

1. The Executive Secretary of SGA can hold office for no more than two consecutive terms (four consecutive semesters).
2. The Executive Secretary of SGA is prohibited from holding office on an executive level in any other Marymount Manhattan College club or organization.
3. The Executive Secretary of SGA is limited to the powers and duties as outlined in Article V, Section 4.B.

Section 6: Secretary of Public Relations

A. Qualifications:

1. ~~Must be a regularly enrolled full time student at Marymount Manhattan College.~~
2. ~~Must be in "good standing" as outlined in Article III.~~
3. ~~Must meet all qualifications at time of appointment.~~
4. ~~Appointed by the President of SGA from among the student body.~~

B. Powers and Duties:

1. ~~To produce, edit, and distribute *The Beat*, the SGA newsletter monthly.~~
2. ~~To collect and compile all documents and materials needed to produce *The Beat* from all members of SGA.~~
3. ~~To establish and update the SGA bulletin board monthly.~~
4. ~~To maintain the SGA website.~~
5. ~~To maintain constant communication between SGA and the student body.~~
6. ~~To establish and maintain all relations between SGA and all organizations, vendors, and persons outside the Marymount Manhattan College community.~~
7. ~~To organize and coordinate all advertisement efforts of SGA.~~
8. ~~To oversee the organization and coordination of all SGA Town Hall Meetings as outlined in Article VIII.~~
9. ~~To attend, upon request, any meetings or branch meetings of the SGA in an ex-officio capacity.~~
10. ~~To represent, as Secretary of Public Relations, the students and SGA at on campus functions.~~
11. ~~To present a list of the weekly college wide activities at every SGA meeting.~~
12. ~~To perform any additional duties necessary and proper to the fulfillment or activation of the functions contained in this document.~~



C. ~~Restrictions:~~

- ~~1. The Secretary of Public Relations of SGA can hold the office of Secretary of Public Relations for no more than two consecutive terms (four consecutive semesters).~~
- ~~2. The Secretary of Public Relations of SGA is limited to the powers and duties as outlined in Article V, Section 6.B.~~

Article VI
Senate

Section 1: Members

The SGA Senate shall be comprised of the following:

A. Student representatives:

1. Consisting of fewer than six and no more than eight members.

Section 2: Senators

A. Qualifications:

1. Must be a regularly enrolled full time student at Marymount Manhattan College.
2. Must be in “good standing” as outlined in Article III.
3. Must meet all qualifications at time of election or appointment.

B. Powers and Duties:

1. To serve on college-wide committees and inform the members of the Senate and Executive Board of the results of that meeting.
2. To meet with appropriate heads of respective areas on a regular basis.
3. To survey student concerns and proposals, and report them to the Senate and Executive Board.
4. To act on Senate committees that deal with SGA activities.
5. To perform any additional duties when instructed by members of the Executive Board which are deemed necessary and proper to the fulfillment or activation of the functions contained in this document.
6. To hold responsibility for a specific area determined at the beginning of each administration by the Executive Board (In the event a general consensus cannot be achieved, the President will delegate specific areas as he/she **they** see fit).
7. To represent, as Senators, the students and SGA at campus functions.

C. Restrictions:

1. The Senators of SGA are limited to the powers and duties as outlined in Article VI, Section 2.B.

Section 3: Senate Chair (optional)

Once SGA Senate has reached quorum, they can nominate a Senate Chair who must be approved by a majority vote of the SGA Senate.

A. Qualifications:

1. Must be a member of the SGA Senate.



2. Must be approved by a majority vote within the SGA Senate.

B. Powers and Duties:

1. To hold special meetings of the Senate at the request of a member of SGA or as ~~he/she~~ **they** deem necessary.
2. To call and preside over all regular and special meetings of the Senate.
3. To prepare an agenda for all Senate meetings.
4. To delegate a member of the Senate to record accurate minutes of the Senate meeting.
5. To inform the Executive Board of all activities within the Senate.

C. Restrictions:

1. The Senate Chair of the SGA Senate is limited to the powers and duties as outlined in Article VI, Section 2.B and Article VI, Section 3.B.

Article VII
~~Divisional Representatives~~ **First Year Student Council**

Section 1: Members

The SGA ~~Divisional Representatives~~ First Year Student Council shall be comprised of:

- A. ~~Divisional Representative Chair~~
- B. **Five first year student representatives appointed by the SGA Executive Board, and confirmed by the senate.** ~~consisting of one student from each of the following:~~
 1. ~~Division of Business~~
 2. ~~Division of Fine and Performing Arts~~
 3. ~~Division of Humanities and Social Sciences~~
 4. ~~Division of Sciences~~
 5. ~~Division of Communication and Media Arts~~

Section 2: ~~Divisional Representative Chair~~ — ~~First Year Student Council~~

- A. ~~Qualifications:~~
 1. ~~Filled by the current SGA Vice President.~~
 2. ~~Must meet all qualifications of SGA Vice President~~
- B. ~~Powers and Duties~~
 1. ~~To coordinate the actions of the Divisional Representatives and their meetings.~~
- C. ~~Restrictions:~~
 1. ~~The Divisional Representative Chair is limited to the powers and duties as outlines in Article VII, Section 2.B.~~

Section 3: ~~Divisional Representatives~~ First Year Student Council

- A. ~~Qualifications:~~
 1. Must be a regularly enrolled full time student at Marymount Manhattan College.
 2. Must be in “good standing” as outlined in Article III.



3. ~~Must be selected~~ appointed by the academic chair from the division they are representing and Approved by the SGA Executive Board and confirmed by the senate.
4. ~~Must be pursuing a major(s) housed in the division they are representing.~~
5. Must meet all qualifications at time of election or appointment.

B. Powers and Duties:

1. To represent the needs of all first year students ~~and concerns of the student population within their division.~~
2. To obtain extensive knowledge of each major and minor within the college ~~their division.~~
3. To identify, through research and student survey, the primary concerns of first year students ~~each major and minor including but not limited to the concerns about resources, space, material, classes, textbooks, professors, and adjuncts.~~
4. To act as liaisons between first year students ~~of the division~~ and SGA.
5. To meet with students, both privately and publicly, to collect information on student needs and concerns or to help students on an individual basis.
6. ~~To, upon request, attend meetings concerning their division or specific committees.~~
7. To collaborate with the faculty and administration to better represent ~~of their division, always representing~~ the student population.
8. To, upon request, attend meetings of the SGA Senate and SGA Executive Board.
9. ~~To report all activities of their division to the Vice President of SGA.~~
10. To represent, as ~~Divisional Representatives~~ First Year Student Council, the students and the SGA at campus functions, particularly advisement day once each semester.
11. To perform any additional duties when instructed by members of the Executive Board which are deemed necessary and proper to the fulfillment or activation of the functions contained in this document.

C. Restrictions:

1. ~~The Divisional Representatives~~ First Year Student Council of SGA cannot hold membership in the SGA Senate or SGA Executive Board.
2. ~~The Divisional Representatives~~ First Year Student Council of SGA are limited to the powers and duties as outlined in Article VII, Section 2.B.

Article VIII
General Order Procedure

Section 1: *Meetings*

Meetings of the full SGA are to be held under the following procedure regarding the maintaining of order.



Section 2: Agenda Format

- A. Call To Order: The President, or acting Meeting Chair, calls the meeting to order.
- B. Approval of Minutes: The Secretary announces the status of the minutes culled from the previous meeting.
- C. Special Orders: Anything that does not fall under the heading of anything else on the Agenda. This could be but is not limited to: visitors to the meeting, discussion of an issue of great urgency and importance that supercedes procedure, anything emanating from the Office of President dealing with issues of vacant seats, deposition, etc.
- D. Officer Reports: The Executive Board Officers update the floor on any and all matters concerning their position and duties.
- E. Senator Reports: The Senators update the floor on any and all matters concerning their position and duties.
- F. ~~Divisional Representative Reports: Divisional Representatives update the floor on any and all matters concerning their academic division.~~ **First Year Student Council will update the floor on any and all matters concerning their constituencies.**
- G. New Business: Any matter that has not been discussed previously, Official Position proposals, announcements, Calls for votes upon issues affecting the Student Government and/or Student Body, anything else deemed appropriate.
- H. Old Business: Anything regarding previous meetings.
- I. Adjournment: The meeting is declared officially over.

Section 3: Meeting Procedure and Structure

- A. During this time, the person who corresponds with the Agenda item “has the floor”.
- B. After that person is done speaking, any questions or comments for that person are to be signified by the raising of one’s hand.
- C. The President then calls upon each person who wishes to speak one at a time in the order that his or her hands were raised (to the best of the President’s ability to determine so).
- D. In response to a direct question, the person who had previously had the floor may respond.
- E. After this, the floor reverts back to the next person in line to speak.
- F. When all hands have been heard, the floor is given to the next person in line to officially speak.
- G. The speaking order is as follows during officer reports: Vice President to Treasurer to Press Secretary to Executive Secretary to President.
- H. During Senator Reports, it shall go either clockwise or counterclockwise around the room unless a Senator has made it known beforehand that their particular issues are of more urgency or length than normal, in that case, they are permitted to speak first, with the order then proceeding either clockwise or counter-clockwise.
- I. The President will manage the meeting time at his/her discretion.
- J. During New Business or Special Orders, hand raising and recognition from President shall be the determinant of who has the floor.
- K. When a Senator or Executive Board member has the floor, only the President has the right to interrupt the speaker. The President may interrupt only to silence any cross talk or extemporaneous discussion coming from another member of the SGA or to clarify a point of procedure.

<p>Article IX Voting Procedure</p>



Section 1: **Voting Procedure**

In an official meeting in which a quorum has been established, the SGA shall adhere to the following voting procedure.

- A. Any member of SGA may make a motion to vote on a particular issue or decision that has come before the floor.
- B. This motion is made when called upon to speak by the President and is addressed to the President.
- C. The President then decides if there has been adequate discussion regarding the issue on the floor. This can be determined by use of proper judgment/common sense and by general question(s) to the floor. Following this, the President then determines if a vote is to be had and announces the decision.
- D. If the President feels that enough discussion has been had, and a SGA member feels strongly that more discussion and debate is warranted, they may move to continue discussion.
 1. Once this motion has been made, a quick Yea/Nay vote is taken
 2. If 1/2 of those in attendance vote Yea, then discussion continues until a further motion is made.
- E. When the motion to vote has been advanced, the President then phrases the issue in a way so that it is suitable to be voted on.
- F. There are two types of ways that the President may conduct a vote. It is determined by the nature of the issue.
 1. If it is a matter of Approving or Disapproving a proposal or resolution, a simple Yea/Nay vote suffices.
 2. If it is a matter of multiple proposals or solutions to a situation, then the different proposals are presented and each voting member of SGA votes for the one they deem the best.
- G. The voting itself is to be done in one of two ways.
 1. For smaller matters that come before SGA, there is a “hand raise vote”. This is a **raising** of hands to signal ones stance, done simultaneously en masse (“All those in favor of the resolution...”).
 2. For issues of greater gravity, or those that have inspired more fervent debate, a “roundtable vote” may be utilized. In this, the President solicits a vote from each assembled member of SGA one by one, with the member being invited to say a few words regarding their position/decision. For those whose reasons have already been stated, they may choose to simply echo the previous statements of another member. The President shall be the sole arbiter of what type of vote is to be employed.
- H. All votes, whether they are conducted by a “hand raise” or “roundtable”, are open. There is to be no secret or anonymous balloting for any issue that comes before SGA.
- I. All members of SGA who are in good standing are eligible to vote.
- J. In all matters, unless otherwise noted in the Constitution, a simple majority wins.
- K. The President may determine that a member of SGA’s vote may be compromised due to a conflict of interest based upon motion from the floor. This conflict must be readily demonstrated. Before an issue comes to vote, after the President reads back the language of what is to be voted upon, a member of the SGA may bring a potential conflict to the attention of the President or the President may give notice him or herself.
 1. If the conflict of interest is disputed by anyone, there is to be a brief discussion of the matter followed by a “hand raise” vote to



determine the action, which exempts the party or parties who are under question.

2. If a majority feels there is no conflict of interest that person(s) may continue to vote normally. If a majority feels there is a conflict, then the person(s) are excluded from voting on the issue in question.
3. If the conflict of interest is not disputed, then the normal voting procedure is followed with the party in question excluded.

- L. The President is charged with executing and administering the voting procedure. Any voting issue that is not covered in the existing procedure shall be decided by the President and carried out at his/her discretion.
- M. In the event of a tie, it can be broken only by the SGA President's decision.

Article X
Elections

Section 1: Qualifications

The elections for the positions of the Senate and Executive Board shall be conducted during the spring semester. This election shall be held no later than the first full week of May as outlined in the SGA Election Code Appendix A, Article I.

- A. Only students with a cumulative GPA of at least 2.5 at time of election/appointment shall be eligible for elections.
- B. Residence Life Staff shall not be eligible to run for President and/or Vice-President.
- C. Nominations for these offices shall take place no later than two weeks prior to the elections.
- D. To run for the office of President or Vice-President of the Executive Board a student must be a member of the SGA as outlined in Article V, Section 1.A and Article V, Section 2.A for **at least one** ~~two consecutive~~ semester of elected or appointed terms.
- E. Campaigning is limited by the rules as stipulated by Appendix A, Article II.
- F. President and Vice-President are to run as a slate.
- G. If elections do not fill all required Senator positions the Executive Board shall fill the vacancies by appointing qualified members into the appropriate positions as outlined in Article XI, Section 1.D.
- H. At least two Senate seats must be vacant for first year and/or transfer students.

Article XI
Appointments

Section 1: Appointing Qualified Members

The following is protocol for all appointments made by the SGA President and SGA Executive Board.

- A. The President will appoint the Secretary of Public Relations.
- B. The appointment of the Secretary of Public Relations from among the student body will take place no sooner than the election of the SGA President and no later than the second meeting of the fall semester.
- C. Appointments to fill all other SGA seats will be confirmed by a majority of the Executive Board.



**Article XII
Vacancies**

Section 1: Executive Board

Vacancies occurring in the Executive Board shall be filled within ten school days as appointed by the remaining Executive Board members. The following is protocol for filling vacant seats within the Executive Board:

- A. In the event of simultaneous absence in both President and Vice-President roles, the seats will be filled in accordance with the Dean of Students and SGA.
- B. In the event of absence in the roles of Vice-President, Treasurer, or Secretary the remaining SGA Executive Board will nominate and vote on a senate member to be appointed.

Section 2: Senate

In the event that the amount of Senators drops below six people, the Executive Board must appoint enough people to meet the minimum requirement of Senators within ten school days. The following is protocol for filling vacant seats in the Senate.

- A. Appointment to fill vacant Senate seats will occur through an interview process by a majority of the Executive Board.
- B. Appointment will then be voted on and confirmed by a majority vote within the Executive Board.

**Article XIII
Deposition**

Section 1: Reasons

Any member of the SGA may be deposed for the following reasons:

- A. Failure to comply with the procedures and protocol outlined by this document.
- B. Any transgression that would denigrate the SGA's good standing.
- C. Violation of attendance policy outlined in Article XVII.
- D. Upon failure of the 2.5 grade point average requirement, deposition will be immediate and automatic.

Section 2: Procedure

A deposition hearing shall be called for using the following procedures:

- A. Through a petition made by a member of SGA and deliberated upon and approved by a 2/3 majority of the SGA.
- B. Through a petition made by a member of the Student Body, signed by 1/10 of the Student Body.

Section 3: Hearing

Deposition hearing shall proceed in the following manner:

- A. The individual who has been brought to a deposition hearing shall be informed at least 24 hours prior to the hearing.



- B. The individual shall be given the opportunity to speak in their defense at their deposition hearing.
- C. All members of the Senate, Divisional Representatives First Year Student Council, and Executive Board shall be asked to attend.
- D. Proceedings shall take place once a quorum is established.
- E. All members in attendance shall have full voting rights, exempting the deposed, the petitioner, and the Dean of Students.
- F. The Dean of Students shall be responsible for presiding as moderator over the deposition hearing.
- G. The Dean of Students shall read the reason a deposition hearing has been called, and a statement by the petitioner.
- H. The accused shall be given the chance to address these charges.
- I. Upon defense, the members in attendance shall deliberate and vote without petitioner or accused present.
- J. Deposition will take place when all eligible voters have reached 2/3 majority.

Section 4: Re-Election Eligibility

Any student deposed from office shall not be eligible for re-election.

Article XIV Amendments

Section 1: Proposal

Amendments to this constitution and its by-laws may be proposed in a written proposal to the SGA by one of the members of the Student Body, Administration, Faculty, or SGA.

Section 2: Procedure

Ratification of any proposed amendment will be accomplished by a 2/3 approval of the votes received by the SGA members as outlined in Article XV.

Article XV Approval

Section 1: Voting

Only the members of the SGA may vote on the ratifications of the Constitution of the SGA at Marymount Manhattan College.

Section 2: Effective

The approval of this constitution and its by-laws will be effective with the approval of the SGA, the review of the student body, and approval from the Marymount Manhattan College President or his/her **their designee**.

Article XVI Constitutional Review

Section 1: Procedure



Any review of the current Constitution shall take place in the following way:

- A. The President shall facilitate constitutional review.
- B. Shall take place when a 2/3 majority of SGA calls for a need to review the entire Constitution.
- C. Until Constitutional Review is completed, SGA will function under most recently ratified constitutional by-laws.
- D. Review shall be conducted on an article-to-article basis including amendments and appendixes.
- E. A mandatory review of the entire Constitution shall take place every 5 years.

Article XVIII
Attendance and Restrictions Policies

The members of the SGA must adhere to the following attendance policy:

Section 1: Attendance

- A. All members of SGA can miss no more than ~~one~~ two meetings per semester unless given permission from the President.
- B. A review shall take place every month and is to be led by the President.
- C. Upon review, if any member of SGA is found to have exceeded their allotted absences they may be subject to a deposition led by the Executive Board.

Section 2: Excused and Unexcused Absences

- A. An absence may be considered excused at the discretion of the President.
- B. Only unexcused absences shall be considered during review.
- C. Two lateness's equals one absence.

Section 3: Duties

The Secretary is responsible for maintaining attendance rosters for all members of the SGA and will report the records at the time of review.

Appendix A
Article I
SGA Election Code

Section 1: The Election Director

- A. SGA shall appoint a fellow member in good standing to serve as Election Director. The Director will be charged with the operation of elections as set out in this Code. The Director shall exercise no power not explicitly granted by this Code.

Section 2: Selection of the Election Director

- A. The SGA Senate shall vote upon the Election Director with a simple majority vote.
- B. Candidates for the Election Director must be a member of SGA that is not returning to SGA for the upcoming school year. Candidates could be seniors or members of SGA who are not choosing to run for office again. In the event that there are no candidates for the position of Director available, SGA can decide by majority vote from three members nominated from a supporting organization.
- C. This position must be voted on at the beginning of the spring semester. The Director's duties begin thereafter and end at the closing of the school year.



- D. The Dean of Students will have final approval of the selection of Director in the event of an appeal.

Section 3: Duties of the Election Director

- A. It is the duty of the Election Director to advertise, conduct candidate nominations, establish an elections process, and certify to the Senate the results of:
 - 1. The annual Executive Council election
 - 2. The annual election of Senators

- B. The Director retains the option to advertise in any areas of the College that ~~he/she~~ **they** deem as appropriate and advantageous to the election complying with school regulations. ~~He/She~~ They shall, four full weeks prior to each election, begin advertising the following information for the entire period of time that candidates may campaign.
 - 1. The fact that an election is to be held.
 - 2. The date of the election as set in accordance with the SGA Constitution with the Dean of Students and Senate approval.
 - 3. The office to be filled in the election together with the duties and qualifications that office entails.
 - 4. The place and dates where filing notices (forms/information/ documentation) may be obtained and returned, providing an adequate time for the filing period.
 - 5. The polling place and times open.
 - 6. The names of every candidate running for each office.
 - 7. The credentials required for voting.

- C. The counting of ballots on Election Day will be done by the Dean of Students.
- D. The Dean of Students is responsible for publicizing the election results to the student body, administration, and staff.

Section 4: Restrictions

- A. Under no circumstance may the Election Director perform any of the following acts:
 - 1. Remove any candidate's name from the ballot once placed there.
 - 2. Halt the count of votes.
 - 3. Exercise power beyond those specifically granted by this Code.
 - 4. Fail to provide or make available to candidates and others any of the forms required to be distributed.
 - 5. Run for, or be appointed to, any Executive Board or Senate position for the following year.
 - 6. Fail to list a candidate on the ballot if said candidate had filed his/her completed forms by the deadline.
 - 7. Promote/ favor or be partisan to any particular candidate.

- B. If an appeal is made in regards to the Election Director's conduct, the Dean of Students shall conduct an investigation and decide if a violation has indeed been done.
- C. If it is decided that the Election Director has violated this Code, that person shall be removed as Election Director, and the Senate shall appoint a new Director as set out in Appendix A, Article I, Section 2. If time does not allow for a new selection process to occur, then the Dean of Students shall act as Election Director for the remainder of the election.

Appendix A Article II Candidates



Section 1: Candidate Qualifications

Any person qualified by the SGA Constitution and not otherwise disqualified by the provisions of this Code and College regulations, may run for Executive Board or Senate and must be issued proper candidate filing forms for timely application.

Section 2: Consequences of Failure to File the Proper Forms

Any candidate failing to properly and truthfully file the forms and reports required by this Code may be removed from the ballot or, if elected, prevented from taking office.

Section 3: Display and Distribution of Campaign Materials

- A. All posters, flyers, or other information posted about the candidate must be approved by the Office of Student Affairs and be placed in only approved posting areas.
- B. Candidates are not permitted to slander or degrade any other person running for any office.
- C. Candidates may not spend more than \$100 **\$200** for campaign materials or advertising.

<p>Appendix A Article III Election</p>

Section 1: Election Date

The date of the SGA election shall be determined in accordance with the SGA Constitution, approved by the Dean of Students and Election Director, and approved by majority vote by the SGA.

Section 2: Recall Election

The Dean of Students advised by the Election Director will determine if a recall is necessary. A recall election must be conducted by the end of the school year or will not be valid.

Section 3: Candidate Forum

- A. The Election Director must sponsor a “Candidate Debate” and/or “Open Forum” for the prospective candidates.
- B. The Dean of Students and Election Director shall be the moderators for the events.
 - 1. Candidates are not required to attend either event.

Amended on January 27, 2020.