

Constitution of the Washington College Student Government Association

Preamble

We the students of Washington College in order to promote our welfare, represent our opinion, endorse social feeling, protect the best interest of our college, and foster cooperation among ourselves and our community do hereby ordain and establish this Constitution for the Washington College Student Government Association.

Article I. Legislative Powers

Section 1.

The legislative power of the SGA shall be vested in the Senate.

Section 2.

The Senate shall be composed of members who are elected yearly, by their respective constituents.

- A. The Presidents of each class shall serve as a Senator representing their respective class.
- B. Members will be elected at the beginning of each fall semester, except class Presidents.
- C. The speaker will be elected the week before spring break in the spring semester.
 - a. Each of the senators, excluding the nominees, will vote by secret ballot for one of the nominees.
 - b. The Speaker shall serve his position either until the next scheduled speaker election, his impeachment, or his vacating of his office.
- D. The amount of representatives from each dormitory will be prescribed by the number of residents given in the bylaws.

Section 3.

The Senate shall convene for the first session on the third Tuesday of the fall semester.

Section 4.

Each senator shall hold one vote; the speaker shall not cast a vote unless in the event of a tie.

Section 5.

The Senate shall hold the power to:

- A. Allocate and administer the funds obtained from the Student Activities fee;
- B. Officiate in all elections held by the SGA;
- C. Elect a speaker;
- D. Introduce, discuss, and vote upon legislation affecting the student body or representing their views;
- E. Establish permanent and temporary committees as needed to conduct the business of the SGA;
- F. Establish, with urging from the President, executive departments to carry out the wishes of the Senate and the students they represent;

Section 6.

The Senate shall provide the direction of the SGA

Section 7.

Elections for Senate shall take place no later than the second Tuesday of the fall semester

Section 8.

The Senate may override a Review Board veto with a 4/5ths vote.

Section 9.

The Parliamentary authority of the Senate shall be Robert's Rules of Order, Newly Revised.

Section 10.

If the Speaker of the Senate becomes vacant, the Parliamentarian will call the next Senate meeting to order, move for new elections, and then turn the gavel over to the new Speaker.

Article II. Executive Powers

Section 1.

The Executive power of the SGA shall be vested in a President, Vice President, and Treasurer to be elected to one year terms as follows:

The President and Vice President shall be elected separately and will serve a term of one year unless he or she is removed from office or resigns. In the event the President vacates office the Vice President shall assume all duties of the office and become President. If for any reason the Vice President vacates the office, the President within two weeks shall name a successor who must be confirmed by a 3/5ths vote of the Senate.

Section 2.

The President shall be the Chief Executive Officer of the SGA with the Vice President serving as his principle assistant.

Section 3.

The permanent executive departments outlined in the bylaws will be headed by Secretaries chosen by the review board. These Secretaries will chosen every spring by the new Review Board.

Section 4.

The Executive Board shall consist of the President, Vice President, and the Secretaries of all departments outlined in the bylaws. The President is the chair of the Executive Board.

Section 5.

The Treasurer shall be the principle executor of the student activities fund and shall have the power distribute funds as the senate prescribes. The Treasurer shall also advises the Senate on all actions concerning SGA fund and work to maintain the health of the SGA's monetary position through advocating fundraising and responsible spending.

Section 6.

The President with the assistance of the entirety of the executive board shall assist in the coordination of all student activities and functions of the student body.

Section 7.

The election of the President, Vice President, and Treasurer shall be held one week before spring break and will take office at the second Senate meeting after spring break. During the two week transition period the secretaries of the departments shall be selected.

Article III.

Section 1.

The Judicial power of the SGA shall be vested in an Honor Board.

Section 2.

The amount of members, operation, and procedure of the Honor Board shall be prescribed by the SGA bylaws, student handbook, and the faculty authorities.

Article IV

Section 1.

The power to interpret this Constitution and its bylaws shall be vested in the Review Board, chaired by the Parliamentarian.

1. The new Parliamentarian shall be selected by a majority vote of the sitting Review Board prior to the new executive board assuming office
2. If the Parliamentarian vacates his office, the remaining members of the Review Board appoint a successor by a majority vote. If the Review Board vote is a tie after 5 ballots, the vote shall be put to the Senate with the Parliamentarian candidate receiving the most votes assuming the office immediately.

Section 2.

The Review Board shall include the Parliamentarian, Speaker of the Senate, Treasurer, President, and Honor Board Chair.

Section 3.

The Review Board shall act as a liaison between the branches of government, solve disputes and power struggles between branches, and acts a steering committee for the SGA.

Section 4.

At least 3/5ths of the Review Board must affix their signatures to any piece of legislation passed by the Senate for the legislation to have the full force of the SGA. In the case that the legislation in question is the Budget, the Treasurer must account for one of those three signatures. If the 3/5ths requirement or budget clause is not met the legislation shall be considered vetoed.

Section 5.

If a veto is overridden by the Senate the budget clause no longer applies, and the Speaker, Parliamentarian, and President must immediately sign the legislation giving it the full force of the SGA.

Section 6.

All appointments to the Executive Board will be filled by a vote of the Review Board. The Parliamentarian will only vote on appointments in the case of a tie.

Article V

Section 1.

Each Washington College Class shall elect four officers.

- A. The elections for rising Senior, Junior, and Sophomore officers shall take place during the second week in April and shall take office during the final Senate meeting of the year.
- B. All First Year elections shall take place during the last week of September.

Section 2.

The officers shall be President, Vice President, Secretary, and Treasurer.

Section 3.

The President shall be a member of the Senate.

Section 4.

Any vacancy shall be filled by appointment from the respective President with approval from the Review Board. If the Presidency is vacated the Vice President shall become President.

Section 5.

The Class Treasurer and President will be ultimately responsible for all class funds

Section 6.

The Class officers shall have the express power to

- A. Create a class government including a cabinet
- B. Advocate for the best interests of their class

Article VI

Section 1.

Once ratified this Constitution and the bylaws included with it will take effect at the beginning next SGA Executive Board elections cycle

Section 2.

This Constitution shall be considered ratified when passed by a 4/5ths vote of the Senate

Section 3.

The Senate may propose an amendment to this Constitution by a 4/5ths vote; that amendment will be considered accepted when a plurality of the Washington College Student body at large ratifies the amendment through a referendum at such time that is appropriate and convenient.

Section 4.

SGA bylaws and amendments to bylaws may be passed by a 2/3rds vote of Senate and must be voted on at two senate meetings in a row.

Article VII

This Constitution and its bylaws made in pursuance thereof shall be the supreme authority of the Washington College Student Body; and the officers of every organization shall be bound thereby to any thing in this Constitution and its bylaws; and any constitution, bylaws, laws, or regulations of any SGA sponsored organization in conflict with this Constitution are hereby invalid.

Article VIII

Section 1.

Any officer of the SGA may be impeached by a petition signed by thirty percent of his or her constituency.

Section 2.

If an officer is impeached he or she will be tried with the Senate acting as the jury. A 3/5ths vote of the Senate shall be needed in order to remove the officer from his or her post.

Section 3.

A convicted officer may appeal to the Review Board on the grounds of improper or unfair trial procedures. The Review Board shall need a 2/5ths vote to except the appeal and a 4/5ths vote in order to overturn or remand the Senate's decision.

Bylaws of the Washington College Student Government Association

Article I. Legislative Branch

Section 1. Senate Procedure

- A. The Speaker shall have the power to set an attendance policy.
- B. Every Senator must serve on at least one Standing Committee with the exception of Class Presidents who have the option.
- C. Committee chairs of Standing Committees will be selected at the discretion of the respective committees.
 1. No Senator may hold more than one position as Chair.
 2. Each chair is responsible for submitting a mid-year report.
- D. The Senate may form a committee in order to address a need, concern, or problem that appears.
- E. The Speaker has power to fill vacancies in the Senate.
- F. In the event of an impeachment a removal trial shall adhere to the following procedure:
 1. The Officer in question must be notified forty-eight hours in advance and the hearing shall take place at the very next Senate meeting.
 2. The Speaker of the Senate shall chair the hearing, as it will be under New Business.
 3. The Speaker will read the allegations against the officer.
 4. The Speaker will recognize the author of the motion to remove the officer for five minutes.
 5. The Speaker will then allow the officer in question five minutes to rebut.
 6. The Speaker shall then entertain, with the officer in question still before the Senate, any questions for fifteen minutes. After the questioning the officer in question shall be recognized for five minutes and then asked to leave.
 7. The Senate will be allowed ten minutes to discuss the motion.
 8. The Senate will then vote on the motion by secret ballot. In order to remove the officer there must be a 3/5th vote of quorum.
 9. The officer in question will then be retrieved and the results will be read.
 10. If the Speaker of the Senate is the officer in question the Parliamentarian will fulfill the above mentioned duties of the Speaker.

Section 2. The Senate Standing Committees

A. The Organizations Committee

1. Shall include four Senators and the Vice President (holding no vote). One Senator on this committee must also sit on the Budget Committee; this Senator can be a voting or non-voting member.
2. All organizations seeking to be recognized as an SGA sponsored organization shall apply with the Vice President who will submit the proposal to the Chair of the Organizations Committee. The committee will review the proposal and make a recommendation to the Senate. The Senate will consider the matter and render a final decision. A majority vote of Senators will approve the club.
3. All SGA sponsored organizations seeking additional funding shall apply with the Vice President, who will submit the proposal to the Chair of the Organizations Committee. Any request for funding from the discretionary fund must go through the Organizations Committee, who will sponsor legislation. If the Financial Controller

and the Organizations Committee are in agreement then a joint recommendation shall be made to the Senate; if they are not in agreement then separate proposals are to be made.

B. The Budget Committee

1. Shall include six Senators and the Financial Controller (who shall vote only in the event of a tie).
 - a. No Senator on this committee may be the president of an SGA sponsored organization.
 - b. No Senator on this committee may be the treasurer of an SGA sponsored organization.
2. The budget proposals must carry a recommendation from the Budget Committee.
3. The Budget Committee Chair is responsible for providing a list of all SGA recognized organizations to the Organizations Committee.
4. One member of the Budget Committee will be a member of the Organizations Committee; they may be a voting or non-voting member.
5. In the event that one member of the Senate is a voting member of both committees, he/she shall fulfill this requirement.

C. The Academic Committee

1. Shall consist of six Senators and the Secretary of Academics (holding no vote).
2. Shall, in partnership with the Student Academic Board, address issues related to the academic programs at Washington College.
3. Shall discuss and make a recommendation to the Senate about any legislation concerning academic issues.

D. The Senate Social Committee

1. Shall include seven Senators and the Secretary of Social Life (holding no vote).
2. Will work with the Secretary of Social Life to oversee the spending of funds allocated to the social budget.
3. Will assist the Vice President with the duties of the annual Chestertown Halloween Parade.
4. Shall assist the Secretary of Social Life with creating and updating the events calendar.

E. The Senate Service Committee

1. Shall consist of four Senators and the Secretary of Service (holding no vote).
2. Will work with the Secretary of Service to oversee the spending of funds allocated to the service budgets.
3. Shall assess and draft legislation concerning student service life.
4. At least one member of the Senate Service Committee shall be present at all semesterly budget meetings to review the club service statements.

F. The Services, Programs, and Safety Committee

1. Shall include four Senators and the Secretary of Student Services and Campus Properties (holding no vote).
2. Will review the quality and operations of the Washington College Dining Services, Central Services, Health Services, Public Safety and all WC counseling services.
3. Will act as a liaison between students and the administration and the management of the departments, funneling student input to the appropriate person.
4. Shall address any issues regarding safety that may arise during the school year.

5. Shall discuss and make a recommendation to the Senate about any legislation concerning safety and the above services.

G. The Buildings and Grounds Committee

1. Shall include four Senators and the Secretary of Student Services and Campus Properties (holding no vote).
2. Shall be the liaison between students and Maintenance and Housekeeping services.
3. Will assess and discuss implications of decisions and actions made by the Board of Visitors and Governors Buildings and Grounds Committee and through the Senate and Vice President of Student Affairs, take all necessary action to express, protect, and maintain student viewpoints.
4. Shall discuss and make a recommendation to the Senate about any legislation concerning safety and the above services.

H. The Campus Climate and Diversity Committee

1. Shall include four Senators and the Secretary of Diversity (holding no vote).
2. Will work with the Secretary of Diversity to oversee the spending of funds allocated to the diversity budgets.
3. Shall assess, discuss, and report to the Senate regularly about student diversity concerns on campus.
4. Shall assess the effectiveness of diversity initiatives on campus and devise ways to make Washington College a more diverse community.
5. Shall discuss and make a recommendation to the Senate about any legislation concerning diversity matters.

I. The Elections Committee

1. Shall include two Senators, the Parliamentarian, the Honor Board Chair, and the Vice President.
 - a. Should one of these persons be running for a position they will be excused from their duties as an Elections Committee member.
 - b. In order to fill the empty position in this situation a temporary member will be placed on the committee until elections are finalized.
2. Will advertise all dates surrounding election procedures.
3. Will staff the elections table insuring that at all times during polling hours there will be at least two representatives from either the Senate, the Executive Branch, or the Review Board.
4. Will tally the ballots in the Department of Public Safety directly following the closing of the polls.
5. Shall review and correct election rules and procedures as needed.

Article II. Executive Branch

Section 1. Duties of the Elected Officers

A. The President shall:

1. Serve as chair of the Executive Board and hold a vote only in the event of a tie;
2. Serve as a non-voting representative to the Board of Visitors and Governors;
3. Attend all staff meetings along with the Secretary of Academic Affairs;
4. Give greetings from the student body at both Fall and Spring Convocations, all Open Houses and Summer Registration Days;
5. Serve as a permanent voting member of the Review Board;

6. Write a Presidential mid-year report;
 7. Compile the final mid-year report with reports of all other Executive officers, class presidents, and committee chairs.
- B. The Vice President shall:
1. Serve as chair of the Executive Board in the absence of the President;
 2. Write a mid-year report;
 3. Make sure that all archives of SGA are maintained;
 4. Serve as the representative in any public affairs matter including but not limited to:
 - a. The Chestertown Halloween parade;
 - b. Any alumni events;
 5. Act as the representative to the budget committee for all SGA sponsored athletic organizations.
- C. The Financial Controller shall:
1. Handle the monetary business of the SGA;
 2. Serve as a direct representative from the students for any Student Activities Fee concerns;
 3. Not hold the position of president or treasurer for any SGA sponsored organization;
 4. Write a mid-year report;
 5. Report to the Senate on financial affairs;
 6. Steer the budget committee and create a budget with them;
 7. Keep an updated list of all recognized clubs and organizations.

Section 2. Duties of the Executive Departments' Secretaries

- A. The Secretary of Academics shall:
1. Attend all staff meeting with the SGA President;
 2. Organize and serve as Chair and presiding officer of the SAB;
 3. Write a mid year report;
 4. Act as the representative to the budget committee for all SGA sponsored academic organizations.
- B. The Secretary of Student Services and Campus Properties shall:
1. Continually assess the quality and efficiency of all services provided by Washington College, including, but not limited to:
 - a. Buildings and Grounds;
 - b. Dining Services;
 - c. Health Services;
 - d. Central Services;
 - e. Public Safety;
 - f. Counseling Services.
 2. Hear, gather, address, and act upon student concerns regarding the above services;
 3. Serve as a non-voting member of the Board of Visitors and Governors Buildings and Grounds Committee;
 4. Write a mid year report;
 5. Serve as the ex-officio member of the Services, Programs, and Safety Committee as well as the Buildings and Grounds Committee.
 6. Act as the representative to the budget committee for all SGA sponsored greek organizations.
- C. The Secretary of Service shall:

1. Represent the SGA on the Student Service Council;
 2. Act as a liaison and lobbyist to Washington College for the furthering of service initiatives;
 3. Serve as the ex-officio member of the Senate Service Committee;
 4. Write a mid-year report;
 5. Act as the representative to the budget committee for all SGA sponsored service organizations.
- D. The Secretary of Social Life shall:
1. Act as the liaison and lobbyist in trying to meet any and all social needs of the student body;
 2. Attend weekly Student Events Board meeting to coordinate and report on campus social life;
 3. Serve as ex-officio member of the Senate Social Committee;
 4. Act as the SGA representative in all Birthday Ball matters and the oversight officer for the Birthday Ball chairs;
 5. Initiate SGA sponsored social activities for the benefit of the Washington College campus with the assistance of the Senate Social Committee;
 6. Write a mid-year report;
 7. Create an events calendar containing all social events of every SGA sponsored organization.
- E. The Secretary of Diversity shall:
1. Represent the SGA on the Diversity Planning Taskforce;
 2. Act as a liaison and lobbyists to further diversity initiatives by Washington College;
 3. Serve as an ex-officio member of the Senate Campus Climate Committee;
 4. Write a mid-year report;
 5. Act as the representative to the budget committee for all SGA sponsored diversity organizations.

Article III. The Election Process.

Section 1. Qualifications for office:

- A. Must be a member of Washington College's student body with the intent to remain for the duration of the term;
- B. Be familiar with the duties of the office as set forth in the SGA Constitution and Bylaws, which will be included with the petition;
- C. Submit a petition for the office with the required number of signatures from their prospective constituents,
 1. Candidates for either a Class Officer position, President, Vice President, or Financial Controller must obtain fifty signatures;
 2. Candidates for a Senator position must obtain fifteen signatures.
- D. Dorm Senators shall be elected based on the following (which will be announced at the time petitions are put out):
 1. 45 residents: 1 Senator
 2. 46-90 residents: 2 Senators
 3. 91-135 residents: 3 Senators
 4. 136-180 residents: 4 Senators

- E. If applying for President, Vice President, or Financial Controller a signed agreement to carry out the duties of the position must be turned in with the petition.

Section 2. Election Regulations.

- A. Elections shall be held during the day decided upon by the Elections Committee.
 - 1. Elections will begin no earlier than 10 AM.
 - 2. Elections shall end no later than 10 PM.
- B. The voting will take place in the Casey Academic Center and the Dining Hall, each location must be open for at least two hours.
- C. Voting polls must be open for at least five hours.
- D. Notice of the date and time of the Elections will be announced to the campus at least seven days before the election.
- E. A running list of candidates who have met the qualifications for office shall be kept and made available to the student body from the time that elections are announced until the results of the election are finalized. Candidates may submit a brief description, not exceeding 250 words, which concerns their goals for the office and will appear with the running list.
- F. Polling places must be clearly marked as such and shall be run by at least two representatives of the SGA at all times.
 - 1. The ballots shall be placed in a secure box.
 - 2. Each person who votes must present a student ID upon request.
 - 3. No campaign paraphernalia shall be within fifty feet of the polling area on election day.
 - a. It is the responsibility of the candidate to remove all such materials before the polls open.
 - b. If the material is not removed, the candidate may be disqualified by a 2/3rds vote of the Review Board.
 - 4. Representatives running the polling locations may not campaign for, endorse, or otherwise advocate any candidate, nor may the candidates themselves campaign within fifty feet of the polling places. Infractions of this restriction could be cause for disqualification.
- G. Ballots will be counted in the Department of Public Safety and results will be sent to the campus via e-mail.
 - 1. The results will only include those names of the persons who won and their office.
 - 2. Election results will be given upon request of any member of the student body.
- H. The Elections Committee shall be responsible for ensuring that the election runs in accordance with the SGA Constitution.
- I. Each position in question will be decided by a plurality of votes.
- J. Election Tie
 - 1. For on-campus Senators a door-to-door runoff election in that dorm will be held within three class days.
 - 2. For off-campus Senators a runoff election from 12-5 PM in the CAC or Dining Hall will be held within three class days.
 - 3. Positions of President, Vice President, and Financial Controller will be decided by the Senate by the following procedures:
 - a. Candidates will have five minutes to speak, ten minutes to entertain questions, and then two minutes to give closing comments.

- b. The candidates will then leave and the Senate will vote through secret ballot. The candidate who wins must do so by a 3/5th vote of quorum.

Article V. The Budget

Section 1. The semester budget must clearly list the salaries by position for each paid SGA office. All positions of equal rank (i.e. Secretaries) must receive equal salaries.

- A. In the event that more than one person is appointed to a particular position, the salary must be shared.
- B. The Executive Branch and the Legislative Branch hold the ability to hire clerks. The clerks shall be excluded from the sharing of salaries for the same position.

Article VI. Honors and Awards

Section 1. The Jonathan A. Taylor, Jr. Leadership Award

- A. Shall be given to a senior member of the SGA who diligently and effectively incorporates
- B. progressive thought when addressing the needs and demands of the modern collegiate environment.
- C. The Review Board, in deciding a recipient, will weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community. A plaque shall be given to the winner, and his/her name shall be inscribed on the memorial plaque outside the office. (If there is a strong consensus, two recipients shall be chosen).

Section 2. The Penny J. Fall Award

- A. Shall be given to a senior female athlete who through service to the Washington College community continues the tradition and legacy set by Professor Fall.
- B. The Review Board, in deciding a recipient, will weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community. A plaque shall be given to the winner, and their name shall be inscribed on the memorial plaque outside the office.

Section 3. The S.E.E.D. Award (Successfully Educating and Empowering for Diversity)

- A. Shall recognize the promotion, enhancement and implementation of diversity by individuals, units, departments or organizations within the Washington College community. This honor acknowledges an especially noteworthy contribution and initiative that results in significant change in the campus climate and/or the composition within the college community.
- B. The Secretary of Diversity will accept nominations from individuals or groups within the Washington College community annually. Nominations will be reviewed by the Secretary of Diversity Affairs and forwarded to the Review Board for final determination of the recipient.
- C. The recipient of the award will receive \$500 to be allocated in such a way as to enhance diversity at Washington College either through the purchase of educational materials for Miller Library or through a contribution to an event to benefit the entire campus. A commemorative marker/bookplate will be placed on all educational materials purchased with the award money should the money be spent in this way.
- D. The award will be presented annually toward the end of the spring semester, at the discretion of the Secretary of Diversity, at a Student Government Association sponsored event.
- E. A plaque will be placed in the Student Government Association office to list the annual award winners.

Section 4. The Simon M. Hultman '04 Award

- A. Shall recognizes the importance of understanding and embracing foreign cultures by students within the Washington College community. This honor acknowledges an especially noteworthy interest in foreign cultures and international relations that results in study or travel abroad to enhance one's knowledge and attitude towards diverse foreign cultures.
- B. The SGA will donate \$500 annually to the already established Simon M. Hultman '04 Award.
- C. This award money may be spent on those things that the Review Board has established.