



### **10.1.0 The Constitution of the Student Government Association of Mount St. Mary's University**

**The organization shall henceforth be called “The Student Government Association” and will act as the student branch of shared governance at Mount St. Mary’s University.**

#### **Preamble**

We, the students of Mount St. Mary’s University, Emmitsburg, Maryland, in order to enhance the ideals of Mount St. Mary’s University and to provide a structure in which to work, have set forth the following Constitution. The purpose of this constitution is to foster the recognition of the students as the body of this Catholic academic institution. We, the Student Government Association, exist to represent the traditional undergraduate student body and to act as a link between the administration and the students. We are committed to the formation of open and honest dialogue and to providing and promoting a sense of community, faith, and discovery through active leadership within the University community. We aim to empower students and provide them with a vehicle for the expression of ideas through the shared governance of Mount St. Mary’s University.

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University**

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## **Article I. Qualifications, Duties and Responsibilities of Membership**

The following is a list of qualifications, duties, responsibilities and expectations that each member of the Student Government Association is expected to adhere to, reference, and consult.

### **Article I. Section I. Student Government Association Executive Board**

The SGA Executive Board is composed of four officers – a President, a Vice-President, a Secretary, and a Treasurer.

1. The Student Government Association Executive Board serves as a direct liaison between the students and the administration of Mount St. Mary's University.
2. To promote student government, the Executive Board Officers serve as representatives to and members of the various councils created within the University, preside over student government meetings, create the agenda, and manage the committee structure of the Student Government Association, while working to complete ten or more clearly defined organizational objectives throughout the academic year.
3. The Executive Board is charged with addressing all issues, concerns, proposals, legislation, and information pertinent to the Student Government Association, while working together to enhance communication within the University itself.
4. To manage the Student Government Association, the Executive Board Officers are charged with working a minimum of 10 hours a week but are expected to dedicate the appropriate amount of time to effectively administer all duties, responsibilities, and goals set by the members of the organization itself and the Student Government Association Advisor.
5. Every resolution or piece of legislation must be presented to the Executive Officers of the Student Government Association.
6. All students running for the position of the Executive Board Secretary or Treasurer must have and maintain full-time student status and a grade point average of 2.75 or better. Students running for the position of Student Government President or Vice-President must have and maintain full-time student status and a grade point average of 3.0 or greater.
7. All students running for Executive Board positions must maintain good standing\* with Mount St. Mary's University. (\*In Good Standing is defined as having no academic or disciplinary probation.)

8. Those elected to serve as Executive Board Officers will serve one academic year in their position.

#### **Article I. Section I. Part A. Student Government Association Executive Board President**

The Executive Authority of the Student Government shall be vested in the President. Above all else, the President is the spokesperson of the student body. The following are his or her duties and responsibilities:

- The President will preside over the Advisory Board and make recommendations for legislation.
- The President's signature is required for approval on all legislation once voted upon by the voting members of the Student Government Association.
- All passed legislation from the Student Government Association will be sent directly to the President of Mount St. Mary's University through the Office of the Executive Vice President.
- The President will sit on the Mount Council as a voting member.
- The President will serve as a liaison on the Student Affairs Committee of the Board of Trustees and be required to attend all board-related functions as invited.
- The President can veto any piece of legislation and will be allowed seven days to act upon the resolution or on a completed piece of legislation. After seven days, it will become effective without the President's signature.
- A presidential veto can be overturned with a four-fifths vote of all voting members.
- The President is expected to submit a monthly report to the Office of The President, the Office of The Executive Vice-President, the Student Government Association Advisor, as well as any other individuals deemed necessary.
- The President is expected to preside over weekly SGA meetings.

#### **Article I. Section I. Part B. Student Government Association Executive Board Vice President**

- In the absence or incapacity of the President, the Vice President will preside over the Executive Board and take over any Presidential duties.

- In the absence of the President, the Vice President's signature is required for approval of all legislation.
- The Vice President will have the tie breaking vote during Student Government Association meetings if necessary.
- The Vice President is charged with administering all Campus Elections related to Student Government for his/her entire term in office and is accountable for administering all of the rules, regulations, and penalties therein with the SGA Advisor.
- The Vice President is responsible for creating and presiding over the Advisory Board Selection Committee, which appoints new members of the Advisory Board.
- The Vice President will sit on University Council as a voting member.

**Article I. Section I. Part C. Student Government Association Executive Board Secretary**

- The role of the Secretary is to make and keep a record of all Executive Board and Student Government Association meetings.
- The Secretary is responsible for producing the weekly Student Government Association Agenda in conjunction with the Executive Board Officers.
- The Secretary manages the Student Government Association Executive Board Office.
- The Secretary must maintain accurate, reliable, and consistent records of all Executive Board and Student Government Association documents and files.
- The Secretary is responsible for preparing attendance sheets, properly organizing them, and tracking the attendance of all SGA Members.
- The Secretary will serve as a Liaison to the Dean of Admissions and Enrollment Management.

**Article I. Section I. Part D. Student Government Association Executive Board Treasurer**

- The Treasurer is charged with sole control over the Student Government Association budget through managing, recording, and approving all facets of the budget.
- The Treasurer is responsible for approving and submitting all cash disbursements and check requests, filing them appropriately, and reporting on those findings to the Student Government Association.

- The Treasurer is responsible for communicating between the Student Government Association and the Office of Campus Activities to coordinate the delegation of funding for all Clubs and Organizations.
- The Treasurer will sit on the University's Finance Advisory Committee as a voting member.
- It is the duty of the Treasurer to oversee monthly Club Council meetings. The Treasurer will determine the time, date, and place of each monthly meeting.

#### **Article I. Section II. Class Officers**

1. Class Officers function as the *elected* legislative arm of the Student Government Association and are charged with enacting, enforcing, and executing all of the finalized orders, resolutions, and legislation.
2. Class Officers will be elected by members of their respective classes.
3. Class Officers will be expected to meet weekly with their Class Advisor, to raise awareness and funding for their class's financial account, create a Class Advisory Board, communicate regularly with their class, and provide an end of the semester report each semester to submit to the Executive Board Officers regarding progress made during that semester.
4. The Senior Class Treasurer will also serve on the Senior Class Gift Committee.
5. Class Officers possess full voting privileges.
6. Those elected to serve as Class Officers will serve one academic year in their position.
7. Members are expected to be in attendance at all Student Government Association meetings and events but are allowed three absences with notice. If any Class Officer misses more than three meetings, he or she may be removed from that position by the Executive Board unless an extenuating circumstance – as discussed prior to the absences – permits such absences.
8. Any student wishing to run for class office must maintain full-time student status and a grade point average of 2.75 or better for the positions of president and vice president and 2.5 for secretary and treasurer. All students running for class office must maintain good standing\* with Mount St. Mary's University. (\*Good standing is defined as having no academic or disciplinary probation.)
9. A conduct violation obtained by any class officer will be reviewed by the Student Government Association Advisor and may result in probation or removal from his or her elected position.

### **Article I. Section III. Advisory Board Committees**

1. Advisory Board Committees function as the *appointed* legislative arm of the Student Government Association and are charged with enacting, enforcing, and executing all of the finalized orders, resolutions, and legislation.
2. Members of the Advisory Board Committees will be appointed by the Student Government Association Advisory Board Selection Committee and serve terms of one academic year.
3. Appointed representatives of these Committees possess full voting privileges
4. Members are expected to attend all Student Government Association meetings and events but are allowed three absences with notice. If any member of the Advisory Board misses more than three meetings, he or she may be removed from that position by the Executive Board unless an extenuating circumstance – as discussed prior to the absences – permits such absences.
5. The Executive Board President and Vice-President shall have the authority to amend the committees of the Advisory Board (addition or removal), with the consent of the SGA Advisor.
6. All Advisory Board Committee Members must maintain full-time student status and a grade point average of a 2.25 or better, but it is strongly recommended that the student maintain a grade point average of 2.75 or better. All students applying for advisory board must maintain good standing\* with Mount St. Mary's University. (\*Good standing is defined as having no academic or disciplinary probation.)
7. A conduct violation obtained by any member of the Advisory Board will be reviewed by the Student Government Association Advisor and may result in probation or removal from the Advisory Board.
8. The following are the charges of the various committees:

#### The Academic Affairs Committee

- The committee is charged with addressing issues, questions, and concerns that arise among students and with the four college/schools of Mount St. Mary's University.
- Members of the committee are encouraged to actively pursue legislation relevant to Academic Affairs.

- Representatives will be appointed by the Student Government Association Advisory Board Selection Committee with all the rights of a *full-voting member* of the Student Government therein.

#### The Athletics and Recreational Services Committee

- The committee is charged with addressing concerns that arise within the divisions of Recreational Services and the Department of Athletics while promoting the involvement of student athletes within the Mount Community.
- One representative will be appointed by the Advisory Board Selection Committee; the other representative will be selected by the Executive Officers of the Student Athlete Advisory Committee (SAAC) with all the rights of a *full voting member* of the Student Government.

#### The Faith and Ministry Committee

- The committee is charged with promoting faith through active leadership within the University Community.
- Members will serve as direct liaisons for the Office of Campus Ministry and Mount St. Mary's Seminary to foster a hospitable environment for students of all denominations and faiths.
- One representative will be appointed by the Advisory Board Selection Committee; the other representative will be chosen by the Campus Ministry Student Organization with all the rights of a *full voting member* of the Student Government.

#### The Information Technology Committee

- The committee is charged with addressing issues related to information systems management.
- The committee is encouraged to work in close association with the Office of Information Technology to develop new methods and programs to improve the use and ease of technology for the student body.
- Representatives will be appointed by the Student Government Association Advisory Board Selection Committee with all the rights of a *full voting member* of the Student Government.

#### The Communications Committee

- The committee is charged with fostering positive dialogue between the Student Government Association and the Department of Communication Studies, the Mountain Echo, 89.9 WMTB, as well as with student groups across campus and in the surrounding community to promote, market, and facilitate the public image of student leadership and development that exists within the Mount Community.
- The committee is encouraged to work closely with the various arms of the Student Government Association to promote their events.
- Representatives will be appointed by the Student Government Association Advisory Board Selection Committee with all the rights of a *full voting member* of the Student Government.

#### The Student Affairs Committee

- The committee is charged with addressing issues that fall under the division of student affairs including Residence Life, The Career Center, The Wellness Center, Campus Activities, Community Service, Recreational Services, The Commuter Student Association, the Environmental Stewardship and Sustainability Committee, and CRUX.
- Representatives will be appointed by the Student Government Association Advisory Board Selection Committee with all the rights of a *full voting member* of the Student Government.

#### The Student Diversity Committee

- The committee is charged with communicating objectives between The Center for Student Diversity and the SGA.
- The committee is encouraged to develop ways in which the Student Government Association can pursue a mutually supportive relationship with The Center for Student Diversity.
- Representatives will be appointed by the Student Government Association Advisory Board Selection Committee with all the rights of a *full voting member* of the Student Government.

#### The Student Liaisons Committee

- This committee is charged with contacting other administrative offices as necessary.
- Liaison Officers will be appointed by the Student Government Association Advisory Board Selection Committee with all the rights of a *full voting member* of the Student Government.

#### **Article I. Section IV. General Assembly**

1. Members of this arm will be granted the title SGA Member-at-Large after attending three meetings. University Undergraduate Student may become a Member-at-Large.
2. The General Assembly comprises all students within the Mount St. Mary's University undergraduate community who commit themselves to adhering to the obligations, responsibilities, and duties laid down within the Student Government Association Constitution.
3. The Assembly is charged with disseminating back to the student body important information communicated in weekly Student Government Association meetings, while providing a fresh perspective about the needs and concerns of students during weekly meetings as well.
4. The General Assembly will not possess voting privileges but instead will be expected to serve as information sharing representatives within the Student Government Association.
5. A conduct violation obtained by any member of the General Assembly will be reviewed by the Student Government Association Advisor and may result in probation or removal from the position of that General Assembly Member.
6. Members are expected to be in attendance at all Student Government Association meetings and events but are allowed five absences with notice.
7. If any member of the General Assembly misses more than five meetings, he or she may be removed from that position by the Executive Board unless an extenuating circumstance – as discussed prior to the absences – permits such absences.

#### **Article I. Section V. Student Liaisons to the Board of Trustees**

1. Liaisons maintain communication between the student body and the Board of Trustees of Mount St. Mary's University.
2. Students serve as representative liaisons to the following committees of the Board of Trustees: Academic Affairs, Advancement, Finance, Land Use, and Student Affairs.
3. Student liaisons serve on these committees as non-voting members.
4. It is recommended that the following roles within SGA fill the liaison positions on the Board of Trustees (these positions may be changed if a student requests to serve on a different committee):
  - The SGA President will serve as a liaison to the Student Affairs Committee and be required to attend all Board-related functions as invited.

- The Senior Class President will serve as a liaison on the Advancement Committee of the Board of Trustees and attend all meetings.
- The Executive Board Treasurer will serve as a liaison on the Finance Committee of the Board of Trustees and attend all meetings.
- The Senior Class Vice President will serve as a liaison on the Academic Committee of the Board of Trustees and attend all meetings.
- The Junior Class President will serve as liaison on the Land Use Affairs Committee of the Board of Trustees and attend all meetings.

5. The responsibilities include:

- To attend meetings of the assigned Board of Trustee committee, including participation in conference calls, unless meetings are closed.
- To attend other Board-related functions by invitation.
- To provide student perspectives on items as requested by the Board of Trustees.
- To report regularly on committee deliberations to the Student Government Association.
- To respect confidentiality as circumstances require.

## **Article II. Appointments of Voting Members to the Student Government Association**

This article outlines the process by which prospective student candidates can acquire appointment to the Student Government's Operational Structure.

### **Article II. Section I. Executive Board Officers**

1. Executive Board Elections will be held each academic year in the Spring before the Class Officer Elections and presided over by the Vice-President of the Executive Board and the SGA Advisor.
2. Executive Board Officers formulate a ticket of four, comprises a President, Vice President, Secretary, and Treasurer.
3. All candidates for Executive Board must adhere to the Code of Conduct as well as meet the criteria laid forth in Article I.
4. In the event that an Executive Board Member becomes ineligible, the matter shall be referred to the SGA Advisor.

5. All students running for Executive Board must adhere to the election guidelines listed here and those listed in the SGA Constitution:
  - All full-time students (enrolled in 12 credits or more) are eligible to run in any Student Government election.
  - All students running for executive board must have a grade point average of 2.75 or better. All students running for the position of Student Government Association Secretary or Treasurer must have a grade point average of 2.75 or better. Students running for President and Vice-President must have a grade point average of 3.0 or better. All students must maintain that grade point average throughout the course of the year or risk possible removal from that position.
  - All students running for office must be in good standing with Mount St. Mary's University as of two days prior to the beginning of voting. Any tickets containing a student who is not in good standing as of two days prior to the commencement of voting will be removed from the ballot.
  - All elected officers (class and executive) will serve one academic year cycle, until the election of the new officers the following year.

## **Article II. Section II. Class Officers**

1. Class Officer Elections will be held each academic year and presided over by the Vice-President of the Executive Board.
2. Class Officers serve as representatives for their class and work with an advisor. Class Officers formulate a ticket of four which is composed of a President, Vice President, Secretary, and Treasurer, all from the same class.
3. In the fall semester, First Year Class elections are held to vote in the First Year Class Officers for that year. In the spring semester, elections are held for the rising Senior, Junior, and Sophomore Class Officers for the next academic year.
4. All candidates for Class Office must adhere to the Student Code of Conduct as well as meet the criteria laid forth in Article I.
5. In the event that a Class Officer becomes ineligible, the matter shall be referred to the SGA Executive Vice President.
6. All students running for Class Office must adhere to the election guidelines listed here and those listed in Article I:

- All full-time students (enrolled in 12 credits or more) are eligible to run in any Student Government election.
- Any student wishing to run for class office must maintain full-time student status and a grade point average of 2.75 or better for the positions of president and vice president and 2.5 for secretary and treasurer. All students must maintain that grade point average throughout the course of the year or risk possible removal from that position.
- All students running for office must be in good standing with Mount St. Mary's University as of two days prior to the beginning of voting. Any tickets containing a student who is not in good standing as of two days prior to voting commencing will be removed from the ballot.
- All elected officers (class and executive) will serve one academic year cycle, until the election of the new officers the following year.
- No Class Officer may hold more than one office simultaneously or be an executive member of any other club or organization without permission from the Student Government Association Advisor.

#### **Article II. Section III. Advisory Board Committees**

1. Selection of Advisory Board Committee Representatives will occur at the beginning of each academic year.
2. Candidates interested in applying to become a member of the Student Government Association Advisory Board should fill out the Advisory Board Applications and submit them to the Executive Board Vice President before the due date.
3. Committee Members will be chosen by the Advisory Board Selection Committee, led by the Executive Board Vice-President.
4. The Selection Committee will be created by the Executive Board Vice-President. He or she will appoint members to the Selection team who will then select from the pool of applicants.
5. The Executive Board President, Secretary, and Treasurer are invited to sit in on the selection meeting, but they will have no hand in the selection process.
6. All candidates for Advisory Board must adhere to the Code of Conduct as well as meet the criteria laid forth in Article I.

### **Article III. The Student Government Association Advisor**

This section outlines the appointment, removal, and duties of the advisor of the Student Government Association.

#### **Article III. Section I. Duties of the Student Government Association Advisor**

1. The advisor is charged with upholding the Constitution of the Student Government Association.
2. The advisor is responsible for assisting the Executive Board Officers plan and execute their objectives and goals and holding them to task as they manage the Student Government Association.
3. The advisor is encouraged to bring issues, questions, concerns, and information on behalf of administrators regarding students or student related decisions to the Student Government Association.

#### **Article III. Section II. Appointment and Removal of the Student Government Association Advisor**

1. The advisor to the Student Government Association shall be appointed by the Executive Vice President, or his/her designee, and he or she shall serve in this capacity until otherwise decided by the Dean of Students.
2. Grievances with the advisor should be brought to the Executive Vice President or his/her designee.

#### **Article IV. Dismissal and Replacement of a Student Government Association Member**

1. Grounds for dismissal for any member of the Student Government Association:
  - Failure to meet academic requirements for membership
  - Violations of the Student Code of Conduct
  - Community infractions where dismissal may be deemed appropriate by the Dean of Students
  - Violation of the Student Government Association Constitution
2. Formal complaints may be levied against any member of the Student Government Association by any member of Mount St. Mary's University.
3. Complaints should be registered with the Student Government Association Advisor.

4. A decision will be made by the Student Government Association Advisor in conjunction with the Student Government Association Executive Board Officers as how to proceed in the event that the charges are not Code of Conduct violations.
5. If the student in question is removed permanently, a replacement will be selected by the Student Government Association Executive Board Officers.
6. In the event that an Executive Board Officer is dismissed from office, the remaining Executive Board Officers are responsible for the appointment of a replacement officer approved by the SGA Advisor. In the event of the dismissal of an Executive Board President, the Executive Board Vice President assumes the role of the President.
7. In the event that a Class Officer is dismissed from office, the remaining Class Officers are responsible for the appointment of a replacement officer approved by the Executive Board Vice President and SGA Advisor. If all Class Officers are dismissed from office, the Executive Board Vice President maintains the right to appoint members from the class to office with approval from the SGA Advisor.
8. In the event that an Advisory Board Committee Co-Chair is dismissed from his or her position, the Executive Board Vice President and SGA Advisor are responsible for the appointment of a replacement co-chair in order to maintain a standard number of voting members.

#### **Article V. Constitutional Amendments**

1. An amendment may be introduced to the Executive Board by any member of the student body.
2. The Executive Board may amend any section of the Constitution by three-fourths vote of the voting members of the Student Government Association and approval of the Student Government President.
3. The Student Government President has the power to veto any amendment proposed by the Executive Board.
4. In the event of a presidential veto, the amendment may be enacted by four-fifths vote by the voting members of the Student Government Association.
5. The Student Government President must be allowed a minimum of seven days to act on the amendment.
6. The student body has the power to propose a referendum appealing the Executive Board's action.

- Members of the student body have seven days to appeal the Executive Board's action.
  - In order to introduce a referendum, signatures of ten percent of the total student population must be obtained.
  - If the minimum ten percent is met, the Student Government is required to hold a vote of the student body.
  - If the majority of the voting student body disapproves the referendum, the amendment is overturned.
  - If the majority of the voting student body approves the referendum, the amendment will stand.
7. All amendments must be formally drafted to the Constitution and will become effective upon ratification.

#### **Article VI. Ratification of the Constitution**

1. The Constitution shall be ratified by a two-thirds vote of the voting members of the Student Government Association.