

# St. Norbert College

## Student Government Association



# Constitution & Bylaws

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# The Constitution of St. Norbert College Student Government Association

## Preamble

We, the students of St. Norbert College, in order to further enhance the Mission of St. Norbert College; to contribute to the common good of the College Community; to further communications between students, faculty, staff, administration and trustees; to create an environment conducive to intellectual, spiritual, and personal growth; to provide a representative governing body through which we may participate in the formulation and adjustments of institutional policy affecting students; and to ensure the rights of all members of the College Community do ordain and establish this constitution of the St. Norbert College Student Government Association.

## Article I: Name

**Section 1.** The name of this organization shall be the St. Norbert College Student Government Association, hereafter referred to as the ‘Student Government Association’.

## Article II: Purpose

**Section 1.** The purpose of the Student Government Association shall be to serve as the relevant, representative voice of the student body before the wider community within and outside of St. Norbert College. In doing so, the Student Government Association will strive to accomplish the following:

*Clause A.* To seek student input and views on all matters concerning students.

*Clause B.* To be a forum of discussion on student issues and concerns.

*Clause C.* To serve as a role model for campus organizations in regard to leadership, professionalism, conduct, and inclusivity.

*Clause D.* To aspire to the goals of effective student engagement by taking an active stance in student life.

## Article III: Executive Board

**Section 1. Purpose.** The Executive Board shall serve as the Executive Branch of the Association and shall be the main representation of the student body. It shall be the highest governing authority of the Association.

**Section 2. Officers and Duties.** The Office Positions of the Executive Board shall be President, Vice President of College Relations, Vice President of Student Relations, Secretary, Finance Coordinator, and Communications Coordinator. The officers shall uphold the mission and work to accomplish the purpose of the Student Government Association outlined in Article II. They shall also perform specific duties outlined in the Article I of the Bylaws.

**Section 3. Responsibilities.** The Executive Board shall be responsible for all legislative functions and legislative representation of the student body while the General Student Assembly is not in session. If the Executive Board makes a decision while the General Student Assembly is not in session, they must provide a detailed outline of the decisions made and

present these at the next General Assembly meeting. The General Assembly, by majority vote, may overturn any decision made by the Executive Board while the General Student Assembly is not in session.

**Section 4. Candidacy Procedures.** Any student of St. Norbert College meeting the criteria and following the procedures for candidacy outlined in the Bylaws, The Citizen, and the Student Organization Handbook, shall be eligible to run for a position on the Executive Board excluding that of the presidency, which shall additionally require one year of membership to become eligible. The Elections Board shall oversee the elections process.

**Section 5. Time of Elections.** Nominations and elections shall be determined by the first of March. Nominations will take place exactly one week before elections, over the course of three days, determined by the Elections Board. Elections will be held the following week for five days, with the results being made public through the Department of Leadership, Student Engagement, and the First-Year Experience assuming there is no need for a recount.

**Section 6. Recounts of Elections.** A recount can be called by any candidate running for office twenty-four hours after the initial election results are posted. If a recount is called, the Elections Board will have three days to review the results and determine a winner.

**Section 7. Election Style, Term of Office.** The officers shall be elected by electronic ballot to serve for one year beginning on the day after the final day of the academic year and ending the last day of the following academic year in normal circumstances.

**Section 8. Office Holding Limitations.** No officer shall hold more than one office at a time and may not hold office while studying abroad.

*Clause A.* The President shall not hold any of the following offices: Panhellenic Council President, Interfraternity Council President, Independent Council President, Residence Hall Association President, and/or Editor in Chief of St. Norbert Times.

**Section 9. Office Hours.** The president shall hold at least one (1) publicly promoted separate office hours per week excluding weekends and holidays during the academic year. The Vice Presidents shall each hold at least one (1) publicly promoted separate office hour per week excluding weekends and holidays during the academic year.

## **Article IV: Meetings of the Executive Board**

**Section 1. Regular Meetings.** The regular meetings of the Executive Board shall be held once a week during the fall and spring semesters, unless the campus is closed for that day.

**Section 2. Special Meetings.** Special meetings may be called by the President at their discretion or upon the written request of a minimum of two officers of the Executive Board.

*Clause A.* Written request for a special meeting shall be submitted to the Secretary who shall notify the rest of the Executive Board of the date and time of the meeting.

**Section 3. Session Transparency.** All meetings of the executive board will be open session, unless the topic of the meeting is considered confidential. In this case, a vote of a majority of the executive board will move the meeting into a closed session.

**Section 4. Quorum.** Three members of the Executive Board shall constitute a quorum.

**Section 5. Voting.** Each member of the Executive Board shall hold one (1) vote with the exception of the President who will be non-voting except in the case of a tie in which the President must vote to break the tie.

## **Article V: Departments of the Student Government Association**

**Section 1. Student Activity Fee Allocations Committee (SAFAC).** The department shall be referred to as the Student Activity Fee Allocations Committee and shall be chaired by the Finance Coordinator. The committee shall be charged with the reviewing and the development of recommendations regarding the allocation of the Student Activity Fee Funds to requesting student organizations. These recommendations shall be presented to the Student Affairs Committee of the College, which will then give a recommendation to the Vice President for Student Affairs and Dean of Student Engagement. The final decision of distribution of funds shall rest with the Vice President of Student Affairs and Dean of Students. The Finance Coordinator will be responsible with hearing and addressing, through appropriate means, any financial concerns of the student body. The committee shall consist of seven (7) to fifteen (15) current students with at least one (1) representative from each class. A minimum of five (5) members of the committee and the Finance Coordinator must be present when allocating funds.

**Section 2. Judicial Board.** The Judicial Board shall be a body of students separate from the Executive Board and General Student Assembly, and shall consist of five (5) members with at least one representative from each class and a single member of the Executive Board, excluding the President and Vice Presidents.

*Clause A.* The Judicial Board may be called on an ad hoc basis. To seek a ruling from the Judicial Board, the request must be submitted in writing to the chair no later than fourteen (14) days from the day on which the issue arose, except in cases of Elections.

*Clause B.* By approval of 2 members, the Judicial Board may choose to hear a case. The Judicial Board must review cases pertaining to elections, removal from office, and Constitutional interpretation. In all other cases, the Judicial Board has discretion for review. The Board may decide another body of the Student Government Association can resolve an issue, and hand it down to the other body for review.

*Clause C.* Anyone who seeks a ruling is entitled to one (1) appeal for review to the Judicial Board. The General Student Assembly and the Executive Board, by two-thirds vote, may require the Judicial Board to hear a case.

*Clause D.* Any member of the Executive Board or the General Assembly can seek a ruling on an issue from the Judicial Board.

*Clause E.* Members of the St. Norbert College Student body who are running for election to the Student Government Association may seek a ruling from the Judicial Board.

*Clause F.* The Judicial Board members shall be nominated by any member of the Executive Board or General Student Assembly and shall be confirmed by majority vote of the General Student Assembly.

*Clause G.* Removal of members of the Judicial Board can only be done by a two-thirds vote of both the Executive Board and the General Student Assembly combined. The members of the Judicial Board shall not vote in the removal of another member.

*Clause H.* In the event that one of the members of the Judicial Board is a party in a conflict to be brought before the Judicial Board, their position on the Board shall be filled by the Chair of the General Student Assembly.

*Clause I.* If a member of the Judicial Board must recuse themselves for any reason, their position shall be filled by the Chair of the General Student Assembly.

*Clause J.* The Judicial Board shall be the decision-making body in all Constitutional conflicts.

*Clause K.* The Judicial Board shall be responsible for reviewing and deciding appeals from the Elections Committee.

*Clause L.* The Judicial Board shall be responsible for hearing and deciding cases pertaining to removal from office.

*Clause M.* The Judicial Board shall be responsible for hearing and deciding appeals from the Student Activity Fees Allocations committee.

*Clause M.* The decision of the Judicial Board shall be final except in cases of removal from office.

**Section 3. Elections Commission.** The department shall be referred to as the Elections Commission. It shall be chaired by a senior class level student of the Executive Board or General Student Assembly by appointment through nomination and affirmative majority vote of the General Student Assembly. The Elections Commission shall be separate from the General Student Assembly and the Executive Board, and there may be no interference from either body on the affairs of the Commission barring motions for the impeachment of a member. The Elections Commission shall be responsible for the interpretation of its bylaws. Their interpretations may be appealed to the Judicial Board for review.

**Section 4. Internal Planning Committee.** The department shall be referred to as the Internal Planning Committee and shall be chaired by the President or his or her designee.

## **Article VI: General Student Assembly**

**Section 1. Purpose.** The General Student Assembly shall serve as the Legislative Branch of the Association and shall serve as representatives of the student body in the Assembly.

**Section 2. Representatives and Duties.** There shall be four (4) levels of students which together shall represent the student body as a whole:

- A. First-Year;
- B. Sophomore;
- C. Junior; and
- D. Senior.

Each level shall be allotted five (5) seats/positions in the assembly which may be held only by students of their respective class. The students shall work to uphold the mission of the Student Government Association and work to accomplish the purpose of the Association outlined in Article II. They shall also perform specific duties outlined in Article V of the Bylaws.

**Section 3. Candidacy Procedures, Time of Elections.** Any student of St. Norbert College meeting the criteria and following the procedures for candidacy outlined in the Bylaws, The Citizen, and the Student Organization Handbook shall be eligible to run for a position on the General Student Assembly. The Elections Board shall oversee the elections process. Official notice of the nomination shall be published by the Election Board one (1) week prior to the election. The election of representatives for the levels of Sophomore, Junior, and Senior shall be held in conjunction with the election of the Executive Board. The election of the representatives for the level of First-year shall be held in September.

**Section 4. Election Style, Term of Office.** The representatives shall be elected by electronic ballot to serve for one (1) year beginning upon the day after the final day of the academic year and ending the last day of the following academic year. Each class will be voted in only by their respective classes as defined by semesters in college. For example, freshmen shall be elected only by

freshmen, sophomores shall be elected only by sophomores, etc. Students may nominate any student for positions, regardless of their class.

**Section 5. Chair.** The Chair of the General Student Assembly shall be nominated and elected by the General Student Assembly. Any member of the Student Government Association may be a candidate for Chair excluding the President, Vice President of College Relations, and the Vice President of Student Relations. The President of the Student Government Association shall serve as chair of the nomination process, and reserves the right to determine how the nomination process will occur. The Chair shall be elected by a majority vote of the General Student Assembly during the first official General Student Assembly Meeting. Once elected, the Chair of the General Student Assembly may only cast their vote in the event of a tie.

*Clause A.* The Executive Board Secretary shall serve as Secretary in the General Student Assembly unless chosen to be the Chair of the General Student Assembly in which case his or her duties during meetings of the General Student Assembly shall be given to another available member of the Executive Board selected by the Secretary and will serve as Clerk of the General Student Assembly overseen by the Secretary, then Chair of the General Student Assembly.

**Section 6. Executive Board in the General Student Assembly.** Executive Board members shall be non-voting members of all meetings and functions of the General Student Assembly with the exception of the Chair of the General Student Assembly as described in Article VI, Section 5.

## **Article VII: Meetings of the General Student Assembly**

**Section 1. Regular Meetings.** The regular meetings of the General Student Assembly shall be held once per month during the fall and spring semesters of the academic year. Unless otherwise agreed upon by the General Student Assembly and the Executive Board. These meetings shall occur at a time of the month ordered by the General Student Assembly.

**Section 2. Special Meetings.** Special meetings shall be called upon by the Chair of the General Student Assembly after receiving a written request from a minimum of six (6) representatives of the General Student Assembly.

**Section 3. Quorum.** Twelve (12) representatives of the General Student Assembly composed of at least three (3) representatives from each level designated in Article VI, Section 2, shall constitute a quorum.

**Section 4. Resolutions.** Main Motions of the General Student Assembly shall be passed in the form of 'resolutions'.

**Section 5. Voting.** Each member of the General General Student Assembly shall hold one (1) vote. In the incidence of a tie, the current Chair of the General Student Assembly must vote to break the tie.

## **Article VIII: Student Representatives to the Board of Trustees & College Standing Committees**

**Section 1. Board of Trustees.** The Student Government Association shall send a delegation of students on a volunteer basis to each of the following five (5) permitted committees of the St. Norbert College Board of Trustees as deemed appropriate by the Office of the President of the College:

- A. Student Affairs Committee;
- B. Mission and Heritage Committee;
- C. Academic Affairs Committee
- D. Enrollment Management & Communications Committee
- E. Risk Management/Information Technology.

**Section 2. Non-Executive Board Members as Student Representatives to the Board of Trustees.** Any student in good standing with the College, as defined in The Citizen, as well as meeting all criteria stated in the Bylaws, may volunteer to become a Student Representative to the Board of Trustees.

**Section 3.** All student representatives shall follow the guidelines for judicial action, vacancy from office, and conduct as described for General Student Assembly membership in the Bylaws.

## **Article IX: Advisement**

**Section 1.** The Vice President of Student Affairs and Dean of Student Engagement and/or his or her designee(s) shall serve as advisor(s) to the Student Government Association and shall be (an) ex-officio, non-voting member(s) of all entities.

## **Article X: Non-Discrimination & Non-Hazing Policy**

**Section 1.** In order to uphold our Mission Statement and serve as an example to all student organizations at St. Norbert College, we uphold the Non-Discrimination and Non-Hazing Policies and state:

*Clause A.* As members of a recognized student organization at St. Norbert College, we admit students to our organization without regard to age, sex, gender identity, race, color, national origin, ancestry, sexual orientation, military or veteran status, marital status, mental/physical disability, religion, or any other characteristic protected by the current federal and state statutes. All rights, privileges, programs, positions, and other activities generally accorded or available to our organization are equally available to each member of our organization.

*Clause B.* As members of a student organization at St. Norbert College, we unconditionally oppose placing any or all members of our organization or those of the general student population in situations which produce mental or physical discomfort, embarrassment, harassment, or ridicule. Freedom from humility and danger of hazing is guaranteed to every member of the College community. We realize that any form of hazing violates College policy and Wisconsin State Statute 948.51.



## **Article XI: Parliamentary Authority**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Student Government Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and the Bylaws and any special rules of order the Student Government Association may adopt.

## **Article XII: Constitutional Amendments**

**Section 1.** Amendments to this Constitution of the Student Government Association may be proposed and voted upon by at any regular meeting of the General Student Assembly by a two-thirds vote of present members, provided the amendment has been submitted by electronic mail to the General Student Assembly and the Executive Board two (2) weeks prior to the start of the regular meeting. The Vice President of Student Affairs and Dean of Students and/or his or her designee shall hold the right to veto the amendment within seven (7) business days previous to the adjournment of the regular meeting to which the amendment was passed. The amendment will go into effect at the start of the next regularly scheduled meeting.

## **Article XIII: Enacting Clause**

**Section 1.** After review and approval by the Executive Board, it shall then be brought before the General Student Assembly, being submitted in writing, and shall be voted upon by secret ballot. A two-thirds majority of the votes shall be necessary to pass the proposed document. The document shall go into immediate effect having met these requirements.

# The Bylaws of the St. Norbert College Student Government Association

## Article I: Duties of the Executive Board Members

### Section 1. President.

*Clause A.* The President shall be the official representative of the Student Government Association internally and externally to the college community.

*Clause B.* The President shall call and preside at all meetings of the Executive Board.

*Clause C.* The President shall attend all meetings of the Executive Board and be a non-voting member of the General Student Assembly.

*Clause D.* The President shall be the student member of the College Appeals Board and therefore is ineligible to be a member of the Academic Honor Board.

*Clause E.* The President shall meet with the Vice President of Student Affairs and Dean of Students and/or his or her designee(s) at least once per month during the academic year.

*Clause F.* The President shall meet with the President of the College at least once per semester of the academic year.

*Clause G.* The President shall assist the Finance Coordinator in preparation of the annual budget request. The President shall present the budget request to the Student Activity Fee Allocations Committee during the Annual Allocations process.

*Clause H.* The President shall give remarks at the First-Year Student Convocation and other events requested by the College President and/or their Cabinet, as deemed appropriate by the Executive Board, as the official representative of the Student Government Association.

*Clause I.* The President shall hold a minimum of one office hour per week excluding weekends and holidays during the academic year.

### Section 2. Vice President of College Relations.

*Clause A.* The Vice President of College Relations shall perform the duties of the President in the absence or inability of the President.

*Clause B.* The Vice President of College Relations shall serve as liaison between the Student Government Association and all recognized organizations.

*Clause C.* The Vice President of College Relations shall serve as a representative on the Student Affairs Committee of the College.

*Clause D.* The Vice President of College Relations shall be responsible for communicating all student representatives' names to the College administration regarding selection/election of offices and committee representatives.

*Clause E.* The Vice President for College Relations shall meet with them as necessary.

*Clause F.* The Vice President of College Relations shall hold a minimum of one office hour per week excluding weekends and holidays during the academic year.

### Section 3. Vice President of Student Relations.

*Clause A.* The Vice President of Student Relations shall perform the duties of the President in the absence or inability of the President and the Vice President for College Relations.

*Clause B.* The Vice President of Student Relations shall serve as liaison between the Student Government Association and all students.

*Clause C.* The Vice President of Student Relations shall serve as a representative on the Student Affairs Committee of the College.

*Clause D.* The Vice President of Student Relations shall chair the Student Organization Recognition Committee in collaboration with the Leadership, Student Engagement, and First-Year Experience (LSE) Office.

*Clause E.* The Vice President of Student Relations shall meet with the Student Affairs Division Advisor as necessary.

*Clause F.* The Vice President of Student Relations shall hold a minimum of one office hour per week excluding weekends and holidays during the academic year.

#### **Section 4. Secretary.**

*Clause A.* The Secretary shall record all minutes of the Executive Board and communicate them to the Executive Board.

*Clause B.* The Secretary shall record all minutes of the General Student Assembly.

*Clause C.* The Secretary shall take attendance and enforce the attendance policies of the Constitution and these Bylaws.

*Clause D.* The Secretary shall be the trustee of all official documents of the SGA, including election results, and all written and e-communication between any Student Government Association members and any external body.

*Clause F.* The Secretary shall meet with The Vice President of Student Affairs and Dean of Students and/or his or her designee(s) as necessary.

*Clause G.* The Secretary shall have the custody of the Seal of the Student Government Association and shall attest to and affix said Seal to such documents as required in the business of the Association including, but not limited to minutes, amendments, proposals, and resolutions.

#### **Section 5. Finance Coordinator.**

*Clause A.* The Finance Coordinator shall be responsible for recording all receipts and disbursements of money pertaining to the Student Government Association.

*Clause B.* The Finance Coordinator shall keep a detailed budget for the Student Government Association and its entities, as well as the Environmental Sustainability Advisory Committee.

*Clause C.* The Finance Coordinator shall chair the Student Activity Fee Allocations Committee.

*Clause D.* The Finance Coordinator shall keep detailed copies of all Student Activity Fund allocations to organizations and departments; this includes records of the Annual Allocations Process.

*Clause E.* The Finance Coordinator shall assist with the preparation of the annual budget request with the assistance of the President.

*Clause F.* The Finance Coordinator shall meet with The Vice President of Student Affairs and Dean of Students and/or his or her designee(s) as needed.

#### **Section 6. Communications Coordinator.**

*Clause A.* The Communications Coordinator shall chair the Student Government Association Communications Office.

*Clause B.* The Communications Coordinator shall work on the creation of a monthly report for the Student Government Association Communications Office. This monthly report can be created utilizing a task-force and can include information from other student organizations to promote on-campus involvement.

*Clause C.* The Communications Coordinator shall coordinate all communications of the Association including, but not limited to, announcements, newsletters, meeting notices, publicity of meetings and events, assist with the promotion of elections in conjunction with the Elections Board, and publicize resolutions of the General Student Assembly

*Clause D.* The Communications Coordinator shall manage all technological endeavors and social media platforms in relation to the Student Government Association.

*Clause E.* The Communications Coordinator shall have custody of all logos of the Student Government Association and be responsible for their usage.

## **Article II: Executive Board Structural Regulations**

### **Section I. Attendance.**

*Clause A.* Executive Board members shall attend all meetings and functions of the Executive Board and General Student Assembly.

*Clause B.* Executive Board members shall report all absences to the Secretary prior to the meeting if possible. The Secretary reserves the right to request written documentation for absences.

*Clause C.* Executive Board members shall be absent from no more than three (3) meetings of the Executive Board and two (2) meetings of the General Student Assembly. If the number of absences exceeds these set amounts, the President in conjunction with the The Vice President of Student Affairs and Dean of Students and/or his or her designee(s), shall meet in private with the individual to discuss any corrective action or sanctions to be taken. Any corrective actions or sanctions must be submitted in writing to the Judicial Board which must ratify it in order for it to remain in place.

**Section 2. Conduct.** Executive Board members shall conduct themselves in an orderly manner at all times publically internally and externally to the college community.

### **Section 3. Judicial Action & Removal from Office.**

*Clause A.* Presentation of Charges. If a member of the Executive Board fails to perform, to the best of their abilities, their duties and responsibilities of their respective position, any member of the Executive Board and/or General Student Assembly may bring charges against that member. These charges must be brought in writing to the Judicial Board.

*Clause B.* Trial Proceedings. After receiving any charges, the Judicial Board holds an investigation, hearing, and/or trial in accordance with Robert's Rules of Order (Newly Revised) as necessary and shall find the member guilty or not guilty of the charges. This process shall not exceed a two (2) week timeframe.

*Clause C.* Sentencing. If the member is found guilty, the Judicial Board shall be responsible for deciding upon any suitable consequence(s) for the member including removal from their respective office.

*Clause D.* Ratification. A removal from office decided upon by the Judicial Board must be ratified by all other Executive Board members as well as a majority of the General

Student Assembly in order to go into effect. The time frame for ratification must not exceed four (4) weeks of the academic year from sentencing or the sentence will become null and void. The sentence will go into immediate effect upon ratification by both parties.

**Section 4. Vacancy in Office.** When a position becomes vacant as a result of, but not limited to, removal from office, conclusion of studies at the college, and/or study abroad, during a member's term in office, the following procedures shall be administered to.

*Clause A.* The vacancy, or expected vacancy, shall be reported in writing to the Executive Board either by the Judicial Board or by the last member who previously held the position.

*Clause B.* The Executive Board shall nominate a student to fill the vacancy within two (2) weeks from receiving the report. The nominee may be any student who meets the qualifications for membership and may be a current member of the General Student Assembly.

*Clause C.* At the next regular meeting of the General Student Assembly after the nomination by the Executive Board, a confirmation vote shall be called whether or not to confirm the nominee for the position. If the nominee is confirmed, they shall rightfully assume office upon occurrence of the vacancy if the vacancy has not yet occurred, or immediately if the vacancy has occurred at the conclusion of the meeting.

### **Article III: Executive Board Departmental Regulations**

**Section 1. SAFAC.** The regulations of SAFAC shall be governed by the "SAFAC Guidelines" kept separately from the Student Government Association Constitution and Bylaws.

**Section 2. Communications Office.** The office shall handle all necessary external communications of the Association including, but not limited to, announcements, newsletters, meeting notices, publicity of meetings and events, assist with the promotion of elections publicize resolutions of the General Student Assembly, manage all technological endeavors and initiatives in relation to the Student Government Association, and any other action that relates to communicating actions focused on advancing the purpose of the Student Government Association as outlined in Article II, Section 2, including the expressed opinions of the General Student Assembly.

### **Article IV: General Student Assembly Representatives and Members**

#### **Section 1. Chair.**

*Clause A.* The Chair of the General Student Assembly shall chair all meetings of the General Student Assembly Student Assembly. If in his or her absence, a senior level representative shall be chosen by their respective class to assume the position of the chair. If the case occurs where no such student is willing to assume this position, the responsibility will be passed to a junior level representative and so on and so forth.

*Clause B.* The opinions expressed by the Chair shall not be considered an endorsement of the decisions and opinions of the General Student Assembly as a whole publically.

*Clause C.* The Chair will be responsible for coordinating with the President of the Executive Board the agenda for all General Student Assembly Meetings.

*Clause D.* The Chair will keep order in the General Student Assembly and may remove people if necessary from the meeting space if they are found continually out of order, per Robert's Rules of Order, or disruptive to the meeting at hand.

**Section 2. Secretary.**

*Clause A.* The Secretary of the General Student Assembly shall be responsible for ensuring that minutes are being taken of the meeting and distributed to all involved parties and the public within three (3) days following the adjournment of the meeting.

*Clause B.* The Secretary shall be responsible for recording video and audio of all meetings of the General Student Assembly and posting them in appropriate mediums for the college community and public.

*Clause C.* The Secretary, if selected to be the Chair of the General Student Assembly, shall follow the guidelines set forth in Article VI, Section 5, Clause A.

**Section 3. Parliamentarian.**

*Clause A.* The Parliamentarian of the General Student Assembly shall be responsible, along with the Chair, for ensuring that Robert's Rules of Order are upheld during meetings of the General Assembly.

**Article V: General Student Assembly Structural Regulations**

**Section 1. Attendance.**

*Clause A.* General Student Assembly representatives shall attend all meetings and functions of the General Student Assembly.

*Clause B.* General Student Assembly representatives shall report all absences to the Secretary prior to the meeting if possible. The Secretary reserves the right to request written documentation for absences.

*Clause C.* General Student Assembly representatives shall be absent from no more than two (2) meetings of the General Student Assembly per semester. If the number of absences exceeds this set amount, the President in conjunction with the The Vice President of Student Affairs and Dean of Students and/or his or her designee(s), shall meet in private with the individual to discuss any corrective action or sanctions to be taken. Any corrective actions or sanctions must be submitted in writing to the Judicial Board which must ratify it in order for it to remain in place.

**Section 2. Conduct.** General Student Assembly representatives shall conduct themselves in an orderly manner at all times publically internally and externally to the college community.

**Section 3. Judicial Action & Removal from Office.**

*Clause A.* Presentation of Charges. If a representative of the General Student Assembly fails to perform, to the best of their abilities, their duties and responsibilities of their respective position, any member of the Executive Board and/or General Student Assembly may bring charges against that member. These charges must be brought in writing to the Judicial Board.

*Clause B.* Trial Proceedings. After receiving any charges, the Judicial Board shall hold an investigation, hearing, and/or trial in accordance with Robert's Rules of Order (Newly Revised) as necessary and shall find the representative guilty or not guilty of the charges. This process shall not exceed a two (2) week timeframe.

*Clause C. Sentencing.* If the representative is found guilty, the Judicial Board shall be responsible for deciding upon any suitable punishment(s) for the representative including removal from their respective office.

*Clause D. Ratification.* A removal from office decided upon by the Judicial Board must be ratified by all other Executive Board members as well as a majority of the General Assembly in order to go into effect. The time frame for ratification must not exceed four (4) weeks of the academic year from sentencing or the sentence will become null and void. The sentence will go into immediate effect upon ratification by both parties.

**Section 4. Vacancy in Office.** When a position becomes vacant as a result of, but not limited to, removal from office, conclusion of studies at the college, and/or study abroad, during a representative's term in office, the following procedures shall be administered to.

*Clause A.* The vacancy, or expected vacancy, shall be reported in writing to the General Student Assembly either by the Judicial Board or by the last member to whom the position was previously held by.

*Clause B.* The General Student Assembly shall nominate a student to fill the vacancy within two (2) weeks from receiving the report. The nominee may be any student who meets the qualifications for membership and may not be a current member of the Executive Board.

*Clause C.* At the next regular meeting of the Executive Board after the nomination by the General Student Assembly, a confirmation vote shall be called whether or not to confirm the nominee for the position. If the nominee is confirmed, they shall rightfully assume office upon occurrence of the vacancy if the vacancy has not yet occurred, or immediately if the vacancy has occurred at the conclusion of the meeting.

## **Article VI: Elections**

### **Section 1. General Provisions**

*Clause A.* Any St. Norbert College undergraduate student in good academic standing and good disciplinary standing is eligible for candidacy.

*Clause B.* All students running for any Student Government Association office are required to follow these guidelines.

1. Students running for any Student Government Association position are responsible for reading and understanding all of the Election Procedures. Candidates should reach out to the Chair of the Elections Commission for clarification of bylaws if needed.
2. The Commission must notify candidates of their nomination via email on the last day of nominations. If the Commission receives no response, it must send one (1) follow-up.
3. The Commission must send the notifications by email, using an SNC email account.
4. The notification must include all positions for which the candidate has been nominated.
5. Candidates must accept their nominations within 72 hours of receiving notice, otherwise they will not appear on the ballot

6. Candidates are responsible for the action of each of their campaign workers. Campaign guideline violations committed by campaign workers will count against the candidates.
  - a. A campaign worker is defined as anyone who actively campaigns for a candidate with the candidate's knowledge and permission. Candidates who run together are considered to be workers for one another's campaigns.
7. Campaigning may only occur in the week between nominations and elections, ending at 9:00pm on the day elections end. Campaigning consists of any public contact for the solicitation of votes. Personal appearances, placement of posters, or distribution of any election materials shall be considered campaigning. Any campaigning before or after the specified period is a violation of campaign rules, the penalty for which may include a maximum penalty of forfeiture of candidacy.
8. Each candidate must have his or her posters approved per the posting policy stated in *The Citizen*.
9. A limit of \$100.00 in cash and gifts may be used for campaigning by each candidate. A ledger must be submitted upon request of the Elections Commission of the Student Government Association when campaigning ends within seven (7) days from the closing of the polls.
10. Campaign material may not be posted in any St. Norbert College office or designated computer labs.
11. E-mail may not be used for soliciting votes.
12. Disruption of classes or scheduled college activities by campaigning is prohibited.
13. Candidates may not campaign door-to-door in the residence halls, college apartments and campus owned houses (a candidate may speak before a floor, and/or hall meetings, and reserve rooms to speak in with permission from the Area Coordinator or appropriate Residential Education and Housing staff member).
14. Endorsements.
  - a. Endorsements shall include public, formal, or organized communication or appearances indicating support for a candidate.
  - b. Student organizations may provide an official statement on behalf of a candidate that they support, but they cannot campaign or endorse any further.
  - c. Candidates may not seek endorsement from the President of the College and/or members of the President's Cabinet.
15. Candidates may not be involved in or instruct others to engage in any unethical behavior as defined in (7.1.B.16). If a candidate becomes aware of such behavior, they must report the behavior to the Elections Commission immediately.
16. Candidates are expected to behave ethically at all times. Unethical behavior will be penalized by the Election Committee. Examples of unethical behavior include, but are not limited to, monopolization of limited bulletin board space, covering or defaming of any other candidates' posters, insulting or defaming other candidates, and harassment or misconduct toward any election officials.
17. Penalties issued by the Elections Commission will be decided by the Elections Commission subject to review from the Judicial Board.
18. Social Media.



- a. Candidates may utilize social media in campaigning.
  - b. Candidates must create a social media account or page specifically for campaigning.
  - c. If a candidate uses their personal media account or page to share their campaign materials, that personal account or page must be made accessible to the Elections Commission, upon request.
19. Failure to settle any penalties with the Elections Commission before the first election day shall result in immediate forfeiture of candidacy.

**Section 2. Tabulation of Votes.**

*Clause A.* The addition of the computer vote tally and the write-in vote tally will determine the winners of the Student Government Association elections. The candidate for each office who receives the most votes shall be declared the winner.

*Clause B.* The official results shall include the percentage of votes each candidate received, including write-in votes that receive more than one vote.

*Clause C.* The official results of the election will be released to the public, in collaboration with the Vice President of Student Affairs/Dean of Student Engagement, within forty- eight (48) hours after polling ends. The official results of the Executive Board and Board of Trustees Elections will be released to the public via the Student Government Association website within forty- eight (48) hours after polling ends. If necessary, due to extenuating circumstances, the official results of all portions of the election may be withheld up to seventy-two (72) hours after polling ends. The Elections Commission shall make this decision with the consent of the Vice President for Student Affairs and Dean of Students or his or her designee.

*Clause D.* If there is a tie for an Executive Board position, that position must go to a second general election by all St. Norbert College students within one (1) week from the closing date of the original election.

**Section 3. Challenges to the Process.**

*Clause A.* Candidates have the right to challenge the validity of the tabulation process of any election within twenty-four (24) hours after the release of the final results. This must be done in writing and submitted via email to the chair of the Judicial Board

*Clause B.* Upon submission of a challenge to the validity of an election, the Judicial Board will convene and serve as a hearing board. All student members of the Judicial Board and The Vice President of Student Affairs and Dean of Students and/or his or her designee(s) must be present at the hearing, which should occur within twenty-four (24) hours of the submission of a challenge.

*Clause C.* The Elections Commission will hear a challenge to the validity of an election by:

1. Asking the person who submitted the challenge to attend the hearing and explain their written submission.
2. If this person does not attend the hearing, the Commission will only review the written challenge.
3. Within twenty-four (24) hours of the hearing, the Elections Commission will meet with the staff member who set up the ballot to determine the validity of the challenge submitted.

4. The Elections Commission will then meet in closed session to determine if another general election must take place. Their recommendation will then be submitted to the Vice President for Student Affairs and Dean of Students for his/her approval.

*Clause D. Filing an Alleged Campaign Guideline Violation:*

1. Any full-time undergraduate student may file a report to the Elections Commission.
2. The alleged violation must be submitted in writing.
3. The violation must be submitted within twenty-four (24) hours of gaining reasonable knowledge that the violation has occurred.
4. The Judicial Board shall notify the parties involved of the charge(s), as well as the time and location of the hearing as soon as they are determined.

*Clause E. The Judicial Board will hear alleged campaign guideline violations by:*

1. Asking the person who submitted the report to attend the hearing and explain their written submission.
2. The candidate shall have the right to be present at the hearing in his or her own defense.
3. If the individual(s) who filed the report fails to attend the hearing, the charges will be dropped. Exceptions can be made at the discretion of the committee.
4. The participants in the hearing shall be restricted to the Judicial Board, The Chair of the Judicial Board, the individual(s) who filed the alleged violation, the candidate, and The Vice President of Student Affairs and Dean of Students and/or his or her designee(s).
5. Both parties shall be allowed to present and argue their respective positions.
6. Upon conclusion of the hearing, the Judicial Board shall conduct a closed session to deliberate and decide upon the information presented. Their recommendation will then be submitted to The Vice President of Student Affairs and Dean of Students and/or his or her designee(s) for his or her approval.

## **Article VII: Bylaw Amendments**

**Section 1.** These Bylaws may be amended at any regular meeting of the General Student Assembly by a majority vote of the representatives present, provided the amendment has been submitted by electronic mail to the General Student Assembly and the Executive Board forty-eight (48) hours prior to the start of the regular meeting. Student Affairs Advisor and/or his or her designee shall hold the right to veto the amendment within seven (7) business days previous to the adjournment of the regular meeting to which the amendment was passed. The amendment will go into effect at the start of the next regularly scheduled meeting.

**Section 2.** The Secretary shall be authorized to correct article and section designations, punctuation, and cross-reference and to make such other technical and conforming changes as may be necessary to reflect the intent of the Student Government Association to the Constitution and Bylaws upon ratification by the General Student Assembly.

## **Article VIII: Official Statements**

### **Section 1. Parameters**

*Clause A.* Any statement made on behalf of the Student Government Association shall originate as a resolution proposed by either a member of the Executive Board or the General Assembly at a meeting of the General Assembly.

*Clause B.* Upon an affirmative majority vote of the General Assembly, it shall go to the President for their approval.

*Clause C.* Upon the approval of the President, it shall become an official statement on behalf of the Student Body.

*Clause D.* Should the President not approve, the Assembly may override the President with a two-thirds vote by members present.

*Clause E.* Official Statements may bear the signatures of the: President, Communications Coordinator, and the lead sponsor, with titles added to the statement, depending upon their individual support of the statement.

*Clause F.* The Communications Coordinator holds the sole responsibility of publishing the statement via social media, within one week of passage.