

## **THE CONSTITUTION OF THE HOOD COLLEGE STUDENT GOVERNMENT ASSOCIATION**

### **PREAMBLE**

This constitution has been written and adopted by representatives of the student body of Hood College in order to provide the vehicle and structure for self-governance. We share the vision, mission, and values of Hood College in building a sense of community, celebrating diversity and inclusiveness, and preserving the College's rich heritage. With the support of the Hood College administration, we, the students of Hood College, declare with this constitution the power of self-governance. We encourage all students, as Hood College Student Government Association members, to actively shape and build upon Hood College's traditions of hope, opportunity, obligation, and democracy.

### **ARTICLE I- Name**

The name of the organization shall be The Hood College Student Government Association, herein after referred to as HCSGA.

### **ARTICLE II- Mission**

The mission of the HCSGA is:

1. To continue to pursue the principles and preserve the traditions upon which Hood College was founded.
2. To empower students through the unique privilege of self-governance.
3. To provide a forum for student concerns and issues for which solutions and proposals may be sought and compiled in order to improve the quality of education and/or life for the members of the Hood Community.
4. To ensure that any student who wishes to be represented to any branch of the College has access to an HCSGA representative who has a) direct contact with persons related to that student's concern, or b) knows the proper channels to seek in order to have her/his voice heard.
5. To oversee and support all active College recognized student organizations.

### **ARTICLE III- Membership and Structure**

#### **Section 1. Membership**

- A. All members shall be undergraduate degree candidates.
- B. Membership will not be denied on the basis of creed, color, age, religion, national or ethnic origin, sex, political affiliation or ideology, gender identity, or sexual orientation.
- C. The recruitment of members shall follow guidelines for non-discriminatory practices in colleges and universities.

#### **Section 2. Structure**

- A. Executive Branch (see Article IV)
- B. Legislative Branch (see Article V)
- C. Committees, Boards, and Councils (see Article VI)

### **ARTICLE IV- Executive Branch**

#### **Section 1. Membership (7 voting, 4 non-voting)**

**A. The President, non-voting**

- 1) Must have served on the HCSGA Executive Board for at least one year prior to being elected to the role of President.
- 2) Convenes and presides over the Executive Branch.
- 3) Attends *all* Senate meetings.
- 4) Appoints members to all-campus committees when necessary, with the approval of the Executive Branch.
- 5) Prepares the agenda for the Executive Branch meetings.
- 6) Serves as Parliamentarian of Executive Board.
- 7) Counts votes in Executive Board meetings.
- 8) Organizes and facilitates the HCSGA training retreat at the beginning of each semester in conjunction with the Vice-President.
- 9) With the Speaker of the Senate, meet with the Dean of Students and College President once monthly at minimum.
- 10) Appoints members to the Constitution Committee.
- 11) Appoint Vice President during the spring preceding their term with the majority vote of the currently sitting Executive Board.
- 12) Meet with CAB Chair as needed.
- 13) Fill any outstanding HCSGA position through the outlined appointment process in Article VII.
- 14) Must maintain a list of all SGA members.
- 15) Must meet with newly elected President to debrief on the nature of the position and offer advice and wisdom.

**B. The Vice President, voting, who shall:**

- 1) Must have served in HCSGA for at least one year prior to being elected to the role of Vice President.
- 2) Be appointed by the President with the majority vote by the Executive Board.
- 3) Assume the duties of the President in her/his absence or in the event of the President's inability to perform her/his duties.
- 4) Provide direction and support to the standing committees.
- 5) Provide developmental training in both Executive Board and Senate.
- 6) Attend all Senate and Executive Board meetings.
- 7) Meet bi-weekly with Senate Speaker and plan and execute training for meeting procedure.
- 8) Assign and direct Ad Hoc Constitution and Election Committee meetings when established.
- 9) Must meet with newly elected Vice-President to debrief on the nature of the position and offer advice and wisdom.

**C. Public Relations Chair, voting, who shall:**

- 1) Keep an accurate record of the happenings of the HCSGA Executive Board by taking and distributing minutes of Executive Board meetings.
- 2) Keep the Hood Community informed by posting up-to-date information on the HCSGA bulletin board, web site, and/or other information systems bi-weekly at

minimum.

- 3) Edit all publications of the HCSGA.
- 4) Create and produce all SGA publicity for the Senate and the Executive Board in collaboration with the Associate Chair.
- 5) Meet with Executive Chairs to discuss publicity for events as needed
- 6) Send out flyers announcing Senate meeting dates and times to the student body.
- 7) Coordinate SGA tabling.
- 8) Must meet with newly elected PR Chair to debrief on the nature of the position and offer advice and wisdom.
- 9) May appoint an Associate Chair if necessary who will:
  - a. Be present, give committee report and keep an accurate record of the happenings of the HCSGA Executive Board by taking and distributing minutes of Executive Board meeting in the absence of the Public Relations Chair.
  - b. Handle half of publicity duties.
- 10) Attend two (2) senate meetings per semester

**D. The Treasurer, voting, who shall:**

- 1) Must have served on the HCSGA finance committee for at least one year or as treasurer of another student organization in the role as President or as Treasurer for at least 1 year prior to being elected to the role of Treasurer.
- 2) Chair the Finance Committee.
- 3) Call to order and preside over all meetings of the Finance Committee.
- 4) Communicate with the Comptroller the allocations of the student organizations as authorized by the Finance Committee.
- 5) Prepare the budget, with the approval of the Executive Branch and the Student Senate, for the HCSGA that includes the total amount allotted for the Finance Committee for student organization allocations and contingency funding.
- 6) Present to the Dean of Students, Executive Board, and Senate the final fiscal report of the HCSGA, per semester.
- 7) Provide support and training for club/organization treasurers at the student leadership conferences each semester.
- 8) Will have, at minimum, one individual training/consultation meeting with the director of student engagement once per semester.
- 9) Work with the Student Activities Office and Comptroller on ensuring student organizations are adhering to Hood College financial policies.
- 10) Contact organization leaders when HCSGA resolutions regarding organization-funding requests are processed.
- 11) Must meet with newly elected Treasurer to debrief on the nature of the position and offer advice and wisdom.
- 12) Plan and implement all SGA fundraisers
  - a. One fundraiser per year for SGA as an organization.

**E. Traditions Chair, Voting, who shall:**

- 1) Must have served at least one year prior in SGA.

- 2) Plan and implement SGA sponsored events and chair the Traditions and Events Committee.
- 3) Call to order and preside over all meetings of the Traditional Events Committee.
- 4) Must meet with newly elected Traditions and Events Chair to debrief on the nature of the position and offer advice and wisdom.

**F. The Chairperson of the Academic Affairs Committee, voting, who shall:**

- 1) Call to order and preside over all meetings of the Academic Affairs Committee.
- 2) Attend, or designate a committee member to attend, meetings of faculty committees as required.
- 3) Serve as a student representative during faculty meetings.
- 4) Serve as representative for Registrar, Library, Career Center, and CAAR and meet with each respective office twice a semester at minimum.
- 5) Must meet with newly elected Academic Affairs Committee to debrief on the nature of the position and offer advice and wisdom.

**G. The Chairperson for Campus Services and Facilities, voting, who shall:**

- 1) Call to order and preside over all meetings of the Committee for Campus Services and Facilities.
- 2) Provide a forum for students to voice questions and concerns about their rights at Hood College pertaining to Campus Safety, the Finance and Financial Aid offices, the Wellness Center, IT services, dining services, environmental sustainability efforts, and other services provided for students at least once per year.
- 3) Meet regularly with the Director of Campus Safety, the Director of the Wellness Center, the Director of Facilities, and/or other appropriate director(s) as needed.
- 4) Ensure that concerns expressed by the student body are addressed through direct action, or channeled to the proper parties, in a timely manner.
- 5) Must meet with newly elected Campus Services and Facilities chair to debrief on the nature of the position and offer advice and wisdom.

**H. The Chairperson for Student Life, voting, who shall:**

- 1) Must have served in HCSGA for at least one year prior to being elected to the role of Student Life Chair.
- 2) Call to order and preside over all meetings of the Committee for Student Life.
- 3) Provide a forum for students to voice questions and concerns about their rights at Hood College pertaining to student organizations, multicultural affairs, and other student life issues at least once a year.
- 4) Organize and preside over a Presidents' Roundtable meeting with student organization presidents at least once a semester.
- 5) Meet regularly with the Director of Student Activities, the Director of Multicultural Affairs, and/or other appropriate director(s) as needed.
- 6) Collaborate with the Dean of the Chapel, Multicultural Organizations and Diversity.
- 7) Ensure that concerns expressed by the student body are addressed through direct action, or channeled to the proper parties, by deadlines specified by the HCSGA President.
- 8) Set date for deadline to submit updated constitutions, and communicate to the

HCSGA Vice-President and Treasurer.

- 9) Contact organization leaders when HCSGA resolutions regarding their organization are passed.
- 10) Advocate for student organizations' needs.
- 11) Assist the Student Activities Office in facilitating the fall and spring student leadership conferences.
- 12) Must meet with newly elected Student Life Chair to debrief on the nature of the position and offer advice and wisdom.

**I. The Chairperson for Student Diversity and Inclusion, non-voting, who shall:**

- 1) Represent the Queer Student Union, the Feminist Student Union, the Black Student Union, and La Cominudad to the HCSGA Executive Board.
- 2) Must be elected from and by the membership of the above-mentioned organizations.
  - a. No one organization shall hold the position for more than one consecutive year.
- 3) Attend all HCSGA Executive Board meetings.
- 4) Attend all general or executive meetings of the above-mentioned organizations within a bi-weekly period.
- 5) Meet with the presidents' coalition of the above mentioned organizations monthly.
- 6) Meet with the Director of Diversity & Inclusion monthly.
- 7) Receive minutes from the general meetings of the above-mentioned organizations.
- 8) Maintain a close relationship with the Student Life Committee.
- 9) Must meet with the newly elected Chairperson for Student Diversity and Inclusion to debrief on the nature of the position.

**J. The Executive Representative Commuter Council, non-voting, who shall:**

- 10) Perform other duties of her/his office as outlined in the Commuter Council constitution.
- 11) Sit on the Executive Board of HCSGA to act as a representative of the Commuter Council and voice commuter student concerns to HCSGA.
- 12) Constitutions will be kept on hand in Student Government Office.

**K. The Chairperson of the House Forum, non-voting, who shall:**

- 1) Call and preside over all meetings of the House Forum.
- 2) Perform other duties of her/his office as outlined in the House Forum constitution.
- 3) Sit on the Executive Board of HCSGA to act as a liaison representative of the House Council and voice resident student concerns to HCSGA.
- 4) Constitutions will be kept on hand in Student Government Office.

**L. The Chairperson of the Campus Activities Board, non-voting, who shall:**

- 1) Perform other duties of her/his office as outlined in the CAB constitution.
- 2) Attend the first Executive Board meeting of each semester and any Executive Board meetings thereafter by invitation of HCSGA President as needed.
- 3) Act as a representative to the Executive Board of HCSGA to report on CAB activities.
- 4) Constitutions will be kept on hand in Student Government Office.

## **M. The Dean of Students, non-voting advisor.**

### **Section 2. Powers and Duties**

- A. To provide for the administration of the constitution of the organization.
- B. To enact the legislation passed by the Student Senate.
- C. To represent the concerns and issues of the student body to the proper administration authorities and work with all parties concerned to obtain a satisfactory solution.
- D. To meet regularly with College officials in order to:
  - a. Inform them of the issues on campus by which they may be affected, and in turn,
  - b. Be informed by the same officials of any actions which may be taken that would affect any individual of the student body – except in cases which may violate the privacy of the student(s) and which would adversely affect the campus-at-large.
- E. To approve the appointments of officers and members of the Student Senate to committees of the HCSGA.
- F. To meet with the Student Life Committee of the Board of Trustees each time the Board of Trustees convenes at Hood College, as appropriate.
- G. To make appointments to fill vacancies in student government after HCSGA elections.
- H. To administer the HCSGA budget, including allocations to recognized student organizations.
- I. To supervise all elections held on campus by any College recognized group of the student body.
- J. To bring to the Student Senate any matters concerning social and academic policy, and if deemed necessary, create the appropriate ad hoc committee.
- K. Upon voluntary attendance at Senate meetings, serve as non-voting members of the Student Senate.
- L. Assume such duties applicable to the officers as prescribed by the parliamentary authority adopted by HCSGA.
- M. To approve organization allocations and contingency funding as recommended by the Finance Committee.

### **Section 3. Meetings**

- A. Meetings shall be called by the President, who shall give one (1) week notice on the time and location of the meeting.
- B. Meetings can also be convened by the advisor.
- C. Meetings must be convened within 24 hours upon the written request of one-third (1/3) of the membership of the Executive Branch to the President.
- D. Quorum for the meetings shall be 4 of the voting members.
- E. Executive Branch shall meet at least three times per month or as needed.
- F. Attendance Policy:
  - a. Only two (2) total absences are allowed per semester from regular meetings. After two (2) absences, a meeting must take place with the Vice President or designee to develop a plan for approved attendance or initiate recall.
  - b. All absences must be approved by the President or Speaker of the Senate with 24 hours advance notice of the meeting.
  - c. After exceeding the allowed number of excused absences, recall procedures can

be initiated at the discretion of the HCSGA President.

- d. The Executive Board shall be present for at least 2 Senate meetings per semester.

## **ARTICLE V- Legislative Branch**

### **Section 1. Membership (At least 15 voting, 4 non-voting)**

The members of the Legislative Branch, who shall be called the Student Senate, shall include:

#### **A. Speaker of the Senate, non-voting**

- 1) Have served in HCSGA for one semester prior to being elected to the role of senate.
- 2) Elected internally post-elections and prior to the fall semester, with the majority vote of the Student Senate.
- 3) Elections of this position will be facilitated by the HCSGA Vice President and held by secret ballot.
- 4) Convene and preside over all meetings of the Senate.
- 5) Provide an agenda for Senate meetings.
- 6) Count votes in Senate meetings.
- 7) Hold bi-weekly meetings with the SGA President.
- 8) In the case of a tie vote within the Student Senate, breaks tie.
- 9) Meet bi-weekly with Senate advisor.
- 10) Attends all senate and executive board meetings.
- 11) With the President of HCSGA, meet with the Dean of Students and College President once monthly at minimum.

#### **B. Senate Whip, non-voting member.**

- 1) Have served in HCSGA for one semester prior to being elected to the role of Senate Whip.
- 2) Meet regularly with Senate Speaker to collaborate and plan Senate duties.
- 3) Elected internally in post-elections and prior to the fall semester with the majority vote of the Student Senate.
- 4) Elections of this position will be facilitated by the Vice President and held by secret ballot.
- 5) Will keep an accurate record of the happenings of the HCSGA Senate meetings, by taking and distributing minutes and agendas of HCSGA Senate meetings.
- 6) Serve as Parliamentarian of Senate
- 7) Will meet regularly with the SGA President.

#### **C. At least fifteen (15) senators elected by the student body, voting.**

#### **D. Four (4) Class Vice Presidents, voting, elected by each of their respective class.**

- 1) Placed on standing committees only when necessary. Not eligible to run for Senate Whip.

#### **E. President, non-voting member**

#### **F. Vice President, non-voting member.**

## **G. Dean of Students, non-voting advisor.**

### **Section 2. Powers and Duties**

- A. To represent the student voice on campus to the Executive Branch of HCSGA and the Hood College administration as outlined in the job descriptions of each office in the HCSGA Constitution.
- B. To draft and enact the legislation within the HCSGA's constitution and ensure that the principles upon which Hood College was founded continue to be of primary concern to the campus-at-large.
- C. To debate and ratify new legislation and resolutions to:
  - a. Inform the Hood College Community of HCSGA's stance on any issue that affects the student body.
  - b. Change or improve policies to better serve the student body.
- D. To decide on appeals of organization allocations and contingency funding.

### **Section 3. Meetings**

- A. Regularly scheduled meetings should be planned by the President prior to the start of the semester and provided at the HCSGA Retreat.
- B. Regular Student Senate meetings shall be on alternating Tuesdays of every month, unless the College is officially closed.
- C. The President or Speaker of the Senate may call an emergency meeting with 24 hours notice.
- D. Meetings must be convened within 24 hours upon the written request of one-third (1/3) of the Student Senate to the President.
- E. Quorum for meetings shall be two-thirds (2/3) of the voting members of the Legislative Branch of the HCSGA.
- F. The Legislative Branch shall meet at least twice per month or as needed, not to exceed four (4) meetings a month.
- G. Attendance Policy:
  - a. Only two (2) total absences are allowed per semester from regular meetings. After two (2) absences, a meeting must take place with the Vice President or designee to develop a plan for approved attendance or initiate recall.
  - b. The President or Speaker of the Senate must approve all absences

## **ARTICLE VI- Committees, Boards, and Councils**

### **Section 1. Purpose**

The purpose of the HCSGA Committees, Boards, and Councils are to:

- A. Provide in depth investigation into issues under their jurisdiction brought forth by constituents and/or the Student Senate.
- B. Gauge the concerns of the student body to bring to the attention of the appropriate administrative authorities and Student Senate.
- C. Plan events, programs, and forums as necessary and related to their powers and duties.
- D. Suggest legislation and resolutions to the Student Senate on issues that would affect the student body.
- E. Formulate and approve changes to policies that will affect the internal functioning of the

committee, board, or council, and to present those changes to the Executive Branch and Student Senate.

## **Section 2. Standing Committees**

### **A. Academic Affairs Committee**

- 1) Membership
  - a. Chairperson, non-voting.
  - b. Student Senate members appointed by the Executive Branch, voting.
- 2) Powers and Duties
  - a. To observe the operation of the established education policies.
  - b. To formulate new policies when change seems desirable.
  - c. To present to the Student Senate new policies.
  - d. To serve as liaison between students and faculty on matters of educational programs and policies.
  - e. Serve as representative for Registrar, Library, Career Center, and CAAR.
  - f. To hold meetings of specific majors, classes, or their interested students to solicit suggestions and opinions about academic affairs, as necessary.
  - g. To present student views to the committee and to faculty members and return all opinions and suggestions to the committee.
  - h. To recommend academic policy to the faculty and the Provost/Dean of Faculty.
  - i. To gather nominations, select, and present an annual Outstanding Faculty Advisor Award at Honors Convocation.
  - j. To select one member of the committee to serve as a representative to the Student Advisory Council of the Maryland Higher Education Commission.
  - k. To select members to serve on other academic committees as needed.
  - l. Draft all official resolutions pertaining to committee projects to be sent to the Senate and Executive Board.

### **B. Committee for Campus Services and Facilities**

- 1) Membership
  - a. Chairperson, non-voting
  - b. Student Senate members appointed by the Executive Branch, voting, with one serving as the Associate Chair.
- 2) Powers and Duties
  - a. To be receptive to student concerns and initiate investigations into those concerns regarding environmental sustainability efforts and any other general campus facilities issues.
  - b. To report findings to the HCSGA on a regular basis.
  - c. To follow up on any referrals made to other committees. To make suggestions to the HCSGA for resolutions on campus facilities issues and draft all official resolutions pertaining to committee projects to be sent to the Senate and Executive Board.
  - d. Appoint students to appropriate campus committees regarding campus facilities as needed.
  - e. Be aware of all state and federal legislation covering student rights pertaining to

campus facilities and services, (e.g. The Family Educational Rights and Privacy Act of 1974).

- f. To be receptive to students' concerns and to inform various College officers of student opinions in regards to campus safety, Finance and Financial Aid offices, the Wellness Center, IT services, and other services provided for students.
- g. Provide a forum for students to voice questions and concerns about their rights at Hood College pertaining to campus safety, Finance and Financial Aid offices, the Wellness Center, IT services, and other services provided for students.
- h. To initiate investigations into the area of student concern regarding campus services.

### **C. Committee for Student Life**

#### 1) Membership

- a. Chairperson, non-voting.
- b. Members of the Student Senate appointed by the Executive Branch, voting, with one serving as the Associate Chair.

#### 2) Powers and Duties

- a. To be receptive to students' concerns and to inform various College officers of student opinions in regards to student organizations, multicultural affairs, and other student life issues.
- b. To initiate investigations into the area of student concern regarding student life.
- c. To report findings to the HCSGA on a regular basis.
- d. To follow up any referrals made to other committees.
- e. To make suggestions to the HCSGA for resolutions on student life and draft all official resolutions pertaining to committee projects to be sent to the Senate and Executive Board.
- f. Be aware of and all state and federal legislation covering student rights pertaining to student life, (e.g. The Family Educational Rights and Privacy Act of 1974).
- g. Appoint students to appropriate campus committees regarding student life as needed.
- h. Review new constitutions of student groups seeking Hood College recognition.
- i. Review all updated constitutions of Hood College recognized groups when they are submitted.

### **D. Ad Hoc Committees**

#### 1) Constitutional Committee

##### a. Membership

- i. Chairperson, senior executive board member, appointed by President with approval of Executive Board, non-voting.
- ii. One senior member of SGA, appointed by President with approval of Executive Board
- iii. Two junior members of SGA, appointed by President with approval of Executive Board
- iv. Two sophomore members of SGA, appointed by President with approval of Executive Board
- v. One freshman member of SGA (non-voting), appointed by President with

- approval of Executive Board
- vi. One member of the campus community not in SGA (non-voting), appointed by President with approval of Executive Board.
- vii. The Committee shall extend consultation privileges to the advisor of the Executive Board
- b. Powers and Duties:
  - i. To maintain the HCSGA Constitution and make updates and changes with the approval of the Executive Branch and Student Senate.
- 2) Other Ad Hoc Committees
  - a. Membership (at least 3 voting, 2 non-voting)
    - i. Other appointments of at least three students by the Chairperson and the advisor, voting.
  - b. Powers and Duties
    - i. To investigate a particular matter needing clarification or research designated by HCSGA President.
    - ii. To review current policies in the area under review and formulate new policies as needed.
    - iii. To serve as a liaison between the student body and the administration.
    - iv. To keep the Hood community informed of the progress made by that committee.
    - v. To carry out other duties that are necessary for meeting the expectations under which the committee was formed.
    - vi. To make motions regarding new policies based on investigations.

#### **E. Traditions Committee**

- 1) Membership
  - a. Chairperson, non-voting.
  - b. Members of the Student Senate, appointed by the Executive Branch, voting.
- 2) Powers and Duties
  - a. Plan and implement events in an effort to preserve Hood Traditions.

#### **F. Finance Committee**

- 1) Membership
  - a. Treasurer of the HCSGA, Chairperson, non-voting.
  - b. Three members of the Student Senate, appointed by the Executive Branch
- 2) Powers and Duties
  - a. To recommend student organizations' budgets based on the total amount allotted for student organizations to the Executive Branch and present to the Student Senate.
  - b. To recommend policies for campus funding subject to final approval by the Student Senate and the College.
  - c. Work with the Student Activities Office and the Comptroller to ensure student organizations are adhering to College financial policies.
  - d. Recommend contingency funding for organizations based on the amount allotted to the Executive Branch.
  - e. Provide monthly finance reports to Senate

- f. Plan and implement fundraisers with the Finance Committee Chair:
  - i. One fundraiser for the HCSGA organization per year.

### **G. Public Relations Committee**

- 1) Membership:
  - a. Public Relations Chairperson
- 2) Powers and Duties
  - a. Keep the Hood Community informed by posting up-to-date information on the HCSGA bulletin board, web site, and/or other information systems
  - b. Edit all publications of the HCSGA.
  - c. Create and produce all SGA publicity in collaboration with the Senate Whip coming from both the Senate and the Executive Board.
  - d. Meet with Executive Chairs to discuss publicity for events as needed
  - e. Coordinate SGA tabling.
  - f. To be present, give committee report and keep an accurate record of the happenings of the HCSGA Executive Board by taking and distributing minutes of Executive Board meeting in the absence of the Public Relations Chair.

## **Section 3. Affiliated Organizations**

### **A. Campus Activities Board**

- 1) See Constitution on file in the Student Life Suite.
- 2) Powers and Duties
  - a. To organize and sponsor a variety of social activities for the Hood College undergraduate student body.
  - b. To promote a communication link with other colleges in the area.
  - c. To promote an approach to social activities that recognizes that students are responsible for the development of a varied program of activities that are presented in a competent and mature manner.

### **B. Commuter Council**

- 1) See Constitution on file in the Student Life Suite.
- 2) Powers and Duties
  - a. To represent the concerns and issues of commuter students to the proper authorities and work with all parties concerned to attain a satisfactory solution.
  - b. To ensure that any student who wishes to be represented to any branch of the College has access to a HCSGA representative who has either direct contact with the person related to that student's concern, or otherwise knows the proper channels to seek in order to have her/his voice heard.
  - c. To advocate for commuter student needs.

### **C. House Forum**

- 1) See Constitution on file in the Student Life Suite.
- 2) Powers and Duties
  - a. To facilitate communication among the residence halls, language houses, and apartment residents.
  - b. To investigate the concerns of resident students in regards to housing policies.

- c. To inform the Office of Residence Life of student concerns and suggest appropriate changes to housing policies.
- d. To oversee Residence Hall House Councils and ensure that they are functioning properly.
- e. To provide spirit and promote unity among residence halls, language houses, and apartment residents by programming in cooperative efforts.

#### **ARTICLE VII- Appointment of Officers**

- 1) The HCSGA president may suggest an individual to fill any position that is eligible to be filled via an appointment process or the HCSGA president may suggest an individual to fill a position that is unable to be filled via regular election procedures.
- 2) The Executive Board must approve any individuals appointed by the President with a majority (4 members) vote.

#### **ARTICLE VIII- Recall of Officers/Senators**

##### **Section 1. Grounds for recall:**

- A. Neglecting duties outlined in the organization constitution.
- B. Acting prejudicially toward a member(s) based on race, gender, sexual orientation, creed, age, religion, color, political affiliation or ideology, national or ethnic origin, etc.
- C. Behaving in a manner that is unbecoming of a Hood College student leader.

##### **Section 2. Recall procedure is as follows:**

- 1) A written statement asking for recall is to be submitted to the President, or Vice-President if the President is being recalled. This letter may be submitted by a general member of HCSGA or a member of the executive board.
- 2) The statement must list specific reason(s) for the recall.
- 3) The President (or, if appropriate, Vice-President) must inform the officer of the request for recall and schedule mediation with the individual within three academic days. The President (Or if appropriate Vice-President), at this mediation, will advise the officer of the allegations against him or her so that he or she may prepare a statement in response if he or she so chooses.
- 4) The President (or if appropriate Vice-President) will notify the HCSGA of the joint recall meeting.
- 5) During the meeting, the President (or if Appropriate Vice-President) will read the recall statement and the grounds for recall.
- 6) The member facing recall can provide written or oral statement to the organization before the vote is conducted.
- 7) Voting will be conducted according to the process described in Clauses I-X under Article VIII Section 2.b Recall Voting Procedure, with the exception that the concept of “revoking membership” is supplanted by “recalling officer” in this application of said process.
- 8) Following the recall meeting, the President (or if appropriate Vice-President) shall inform the individual of the outcome of the recall.

### **Section 2.b Recall Voting Procedure**

The procedure for said vote to recall at this point shall be conducted via the procedure as follows:

- I. All proceedings in this matter are to be done outside the presence of the member in question.
- II. Mitigating circumstances may be considered.
- III. Reading of statement from or live testimony (exit after – see above) by the accused
- IV. Discussion by senate.
- V. Vote by secret ballot by senate.
- VI. If two-thirds or more of the senate votes to revoke membership, then the vote continues to the executive board.
- VII. Discussion, quarantined from senate, by executive board.
- VIII. Vote by show of hands (yea/nea/abstain) by executive board, quarantined from general membership.
- IX. If, at this point, one-half or more of the executive board votes to recall, then the membership in question has officially been revoked.
- X. The Secretary shall inform the senate of the outcome and, within twenty-four hours, the now recalled member as well.

### **ARTICLE IX- Finances**

- 1) The HCSGA Treasurer, with the assistance of the advisor of finances, will prepare a budget and meet with the Dean or her/his designee and the Comptroller to present the budget request.
- 2) Finance policy will follow the guidelines set forth in the Student Organization Handbook.
- 3) At the end of the spring semester, the Executive Branch and the Student Senate will approve an allocation to the Finance Committee for organization allocations and contingency funding for the following academic year.

### **ARTICLE X- Election Procedures**

- 1) A pre-election meeting will be held to provide packets and information to interested HCSGA and Class Council candidates regarding elections.
- 2) A time period of at least 1 week will be designated for candidates to complete packet requirements and turn their packets in to student life.
- 3) Candidates must successfully complete packets in order to be listed on the voting ballot.
- 4) A one week voting period will take place in April
- 5) Election results should be released to the candidates as soon as possible. Results should be released to the general student body within 72 hours of the end of voting.
- 6) Candidates may not engage in campaigning or public communications that amount to libel or slander, or are inconsistent with the "Prevention and Resolution of Bullying, Discrimination, and Harassment at Hood College: Policy 55."
- 7) Campaigning may NOT be conducted through any Hood College email list serve
- 8) If candidates choose to campaign using social media, the following disclaimer shall be placed with their advertisement: "On behalf of Hood College, all election materials are representative of the individual candidates and do not express the views and opinions of the current Student Government Association and its officer team. The Hood College SGA

and Hood College administration should not be held accountable.”

- 9) All undergraduate students are eligible to vote. *Current seniors may only vote for HCSGA Executive Board and HCSGA Senator candidates.*
- 10) All campaign materials must be removed within 24 hours after the last voting day.
- 11) All newly elected Exec, Senate, and class positions shall begin their term after their last respective organization meeting of the year. Officers elected in the fall shall be sworn at the first meeting in their respective organization after results are announced.
- 12) Any other details necessary to carry out the election process that are not outlined within the HCSGA Constitution will be determined by the election committee with a majority vote of approval by the committee.

#### **ARTICLE XI- Other Hood College Recognized Groups**

- 1) Classes
  - a. All undergraduate, matriculated students are members of one (1) of the following classes according to their graduation year:
    - i. Senior
    - ii. Junior
    - iii. Sophomore
    - iv. First Years
  - b. Each class shall have an approved constitution with HCSGA and the Student Activities Office.
- 2) Student Organizations (see Student Organization Recognition Process on file in the Student Life Suite)
  - a. Any student organization that has a constitution approved by and filed with the HCSGA and the Student Activities Office.

#### **ARTICLE XII- Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order shall govern the HCSGA in all cases to which they are applicable and are not inconsistent with this constitution and any special rules of order the HCSGA may adopt.

#### **ARTICLE XIII- Standards and Expectations**

HCSGA will operate under the mission and values established by the Hood College Board of Trustees and will follow the regulations of the administration of Hood College. All local, state, and national laws will be upheld.

#### **ARTICLE XIV- Ratification**

This constitution will be ratified and sent to the Dean of Students after it is either approved by two-thirds vote in the affirmative provided that ten percent of the student body has voted in a special balloting or approved by the Student Senate with a two-thirds vote in the affirmative. The Dean of Students will facilitate final approval by the College and the Board of Trustees.

#### **ARTICLE XV- Amendments to the Constitution**

- A. The constitution will be available for amendment every 2 years following the ratification of a revised Constitution, not to include changes made under an immediacy exception.

- B. A voting member of the Student Senate or any member of the Executive Branch may propose an amendment to the Constitution.
- C. An amendment may also be proposed by any member of the student body with a petition that specifies the reason for the change and is signed by five percent of undergraduate students.
- D. Any amendment must first be passed by two-thirds vote by the HCSGA Constitution Committee. The Executive Branch must then pass the amendment by two-thirds vote. Finally, the Student Senate must pass by two-thirds vote. This vote will take place after sufficient time has been allowed for the amendment to be reviewed by all voting members of the HCSGA, but within two (2) meetings following its initiation into Senate business.
- E. Amendments can be forced to the Senate floor by four-fifths support of the Student Senate.
- F. Amendments can be forced by petition, with sixty percent support of the student body.
- G. The Constitution and all amendments to the Constitution must be approved by the Vice President for Student Life and Dean of Students.
- H. **Immediacy Exception** - In the case of a necessary immediate change to the constitution, it must be moved to call into action the constitution committee to meet and address the issue at hand. The committee shall only be committed to amend that particular issue brought into question and the change must be approved by votes from both the senate and executive board, in accordance with the voting thresholds outlined above (two-thirds vote of both chambers). The remainder of the constitution shall adhere to the two year revision rule.