

ARTICLE IV. SGA STUDENT SENATE

Section I.

The SGA shall be governed by a representative body known as the Student Senate, henceforth referred to in this document as the Senate.

Section II. The duties of the Senate shall be as follows:

- a) To act for and on behalf of the student body in promoting and supporting all activities which enhance the purpose of the SGA.
- b) To be responsible for the administration and allocation of all funds accruing to the SGA.
- c) To represent the student body in relations with the faculty and administrative officers of the College.
- d) To keep a permanent record of its proceedings, copies which shall be made available to all members of the SGA and administrative officers of the College.
- e) To act with the officers of the College in setting policy for and maintaining administrative control over the organized activities of the student body.

ARTICLE V. QUALIFICATIONS, NOMINATIONS, AND ELECTIONS

Section I. Qualifications: Clause I. Executive Officers and Representatives shall be undergraduate students in good standing, as defined by the College.

Clause II. Candidates for Executive Officer and Representative Positions shall:

- a) Be full-time students at the college with a minimum of 12 credit hours.
- b) Hold a cumulative point average of at least 2.50.
- c) Not be on academic or disciplinary probations.
- d) Be a member of that respective class if running for a class representative position.
- e) Be able to attend all weekly meetings.
- f) Be allotted three (3) absences per year from the senate and committee meetings, unless otherwise excused by the President. The President will be allotted three absences per semester unless otherwise approved by the advisor. Anyone having more than three (3) unexcused absences will be considered for dismissal.

Clause III. Candidates shall meet specific requirements as set by the Rules and Regulations Committee. 3

Section II. Nominations:

Clause I. Candidates for all the SGA positions shall present to the Rules and Regulations Committee a petition for Candidacy which has been signed by twenty-five (25) students. No current SGA member may sign this document.

Clause II. The Petition for Candidacy shall be approved by the Director of Student Activities and Director of Judicial Affairs as to the student's scholastic eligibility and the absence of disciplinary or academic probation.

Clause III. Each Candidate must complete a written platform, signed petition, and judicial form. In the written platform, the student will be required to describe any prospective plans, ideas, or goals he or she intends to accomplish by joining the SGA. A copy of this written platform should be given to the SGA.

Clause IV. Each Candidate will be questioned by the SGA in regards to their position. Upon questioning, the candidate will have a chance to enunciate his or her intended plans, ideas, or goals concerning his or her candidacy. **Clause V.** After reviewing an appointed candidate's platform and questioning him or her, if the SGA votes not to appoint the candidate, they must write a concise statement explaining why the candidate was rejected. The candidate must be informed by the SGA Rules and Regulation Committee to the rejected candidate within one week of the vote.

Section III. Elections:

Clause I. The Executive Officers and Representatives of the SGA shall be elected by secret ballot of the members of the student body on dates set by the Rules and Regulations Committee.

Clause II. An election for the following SGA members will take place in the month of Late March/April:

- a) Five Executive Officers
- b) Two Senior Class Representatives
- c) Two Junior Class Representatives
- d) Two Sophomore Class Representatives

An election for the following SGA members will take place in the month of September:

- a) Two Freshmen Class Representatives
- b) Two Commuter Representative 4
- c) One Resident Representative
- d) Two Representatives-at-Large
- e) One Transfer Representative
- f) One Diversity Representative
- g) Any positions vacant at the time of elections

Clause III. Freshmen Representatives and Representatives-at-Large for the current academic year shall be elected no earlier than September 1, and no later than September 30.

Clause IV. All newly elected Executive Board Members shall begin their term of office immediately upon their installation and hold office until their eligibility changes or until new officers are sworn into office. Those elected during the spring semester shall be sworn into office during the Student Awards Banquet.

Clause V. In the event of a vacancy in the Presidency, the Vice President shall assume the office. For any other vacancy, including one caused by the assumption of the Presidency by the Vice President, the remaining SGA Officers and the Senate shall meet as a single body, elect replacements who shall complete the unexpired term of the office. Candidates for such replacement positions shall follow procedures as stated for the nomination of those persons they are replacing and shall meet the same qualifications and requirements as stated for the original elections.

Clause VI. If any of the positions are not filled at the time of elections or become vacant throughout the year, the SGA may appoint any student meeting the qualifications for general elections.

Clause VII. Class Standing: For purposes of election and holding office in any student organization, class status shall be defined by the College.

Clause VIII. Write In Elections: Should a write in candidate in an election win, they may be appointed into the SGA if they have more than eight (8) votes. If the write in candidate has less than eight votes, they must fill out a petition to join the SGA.

Article VI. Student Senate Duties

Section I.

President: It shall be the duty of the President to execute and enforce the provisions of the Constitution. The President shall call and preside over all the meetings of the SGA. He or she shall appoint all necessary committee chairpersons and shall receive verbal reports from all 5 committees on a weekly basis during the SGA meeting if the SGA meets. The President shall serve as the official representative of the SGA to the duly constituted authorities of the College and the community. The President shall also chair the Social Welfare Committee. It is the President's duty to attend all required SGA hosted activities and any other selected activities. The President shall also perform other duties as required.

Section II.

Vice President: The Vice President shall perform all duties of the President in his/her absence. The Vice President shall develop a monthly calendar of club approved fundraisers and supervise the various SGA Clubs. The Vice President shall create the Club Policies and Procedures binders to distribute to all clubs each fall. The Vice President is responsible for reviewing the campus clubs' Activity Report Form on a monthly basis. The Vice President shall present club fundraising requests to the senate and then communicate the status to the respective club. The Vice President is responsible for collecting fundraiser completion forms and presenting them to the Senate. In extenuating circumstances and time sensitive matters, the Vice President may exercise discretion and process fundraiser requests with the approval of the Executive Board. The Vice President shall assign and monitor club boards in Bogel Hall. The Vice President shall also chair the Rules and Regulations Committee. It is the Vice President's duty to attend all required SGA hosted activities and any other selected activities. The Vice President shall also perform other duties as required.

Section III.

Secretary: The Secretary shall record all the minutes of the meetings of the SGA and the Executive Board, and shall be responsible for the official correspondence of both. In addition, the secretary shall be responsible for all correspondence of the Student Government Association to the college and community. In May of each year, the Secretary shall deposit all SGA records with the Dean of Students. The Secretary will also be responsible for publishing a SGA brochure/newsletter annually. The Secretary is also responsible for ensuring minutes are posted online. The Secretary shall also chair the Communications Committee. It is the Secretary's duty to attend all required SGA hosted activities and any other selected activities. The Secretary shall also perform other duties as required.

Section IV.

Treasurer: The Treasurer shall maintain financial records of the SGA and shall receive and disburse funds as directed by the Student Senate. The Treasurer shall submit written and verbal financial reports to the Student Senate on a weekly basis. The Treasurer shall review campus clubs' Financial Report Form on a monthly basis. The Treasurer shall chair the Budget committee which will prepare an 6 annual budget and derive club funding. In extenuating circumstances or time sensitive matters, with the absence of the Vice President, the Treasurer may exercise discretion and process fundraiser requests with the approval of the Executive Board. It is the Treasurer's duty to attend all required activities and any other selected activities. The Treasurer shall also perform other duties as required.

Section V.

Vice President of Programming: The Vice President of Programming shall henceforth be referred to as VP of Programming. As a member of the SGA, the VP of Programming must attend all SGA meetings. The VP of Programming must organize all SGA hosted events. This includes the three Children's Holiday Parties and the Awards Ceremony. It is the VP of Programming's duty to attend all required activities and any other selected activities. The VP of Programming shall perform other duties as required. The VP of Programming shall also chair the Events Committee.

Section VI.

All Representatives: Each representative shall represent the interests of the student body by attending each SGA meeting and present the needs and wants of the Hilbert College student body. If any representative changes their student status during the academic year, he or she will be allowed to hold their respective representative position until the end of the academic year. Further, each representative shall be an active member on one (1) SGA committee. The representative shall be an active member of a committee not sponsored by SGA if volunteered for or appointed by the President for said committee. It is a representative's duty to attend all required activities hosted by the SGA. Additionally, all representatives, excluding the Executive Board, must complete a biweekly report. Bi-weekly reports will be a survey administered by the representatives to the constituents they are representing. It is at the Presidents discretion to initiate the bi-weekly reports no earlier than the fall elections and terminate no later than spring graduation. There shall be a written record of the report that is delivered to the President during the meeting. All representatives shall duly represent their respective constituents and the

student body as their position requires. Additionally, the representatives as a group will be responsible to hold two (2) focus groups per semester.

Class Representatives: Class Representatives shall duly represent their respective class and represent the student body as their position requires.

7 Residential Representative: The Residential Representative must be a student who lives on campus. The Residential Representative will serve as a liaison between the Student residents and the SGA.

Commuter Representative: The Commuter Representatives must be a commuter student. The Commuter Representative must create and update a Commuter bulletin board in Bogel Hall.

Transfer Representative: The Transfer Representative must be a transfer student. The Transfer Representative must create and update a Transfer bulletin board in Bogel Hall.

Representatives at Large: Representatives at Large shall also work with new charter clubs to ensure that they are up-to-date with the logistics of the SGA. The Representatives at Large must be a member of the Communications Committee, and shall also be responsible for all public relations material such as flyers, posters, etc. in collaboration with Communications Committee.

Diversity Representative: The Diversity Representative is a representative of marginalized students, women, LGBTQ+, nontraditional students, those of different ethnicities and races, and represents all inclusion, etc. The representative must be a member of Social Welfare Committee, and shall also be responsible to be a liaison with the office of multi-cultural affairs and student government association. They shall also meet with diversity-related clubs once a semester. The diversity representative will receive bi-weekly report questions specifically related to diversity.

Section VII. SGA members are mandated to attend a minimum of four (4) events per year. These events are as follows: the Children's Halloween Party, the Children's Christmas Party, the Children's Easter Party, and the Student Awards Ceremony. Failure to attend these events will result in an absence. All other events required to attend are at the discretion of the senate. If two (2) of the four (4) events are unattended per year, then removal of office shall be considered. Excused absences must be approved by the President or the VP of Programming.

Section VIII. All members of both the Executive Board and the Student Senate are required to sit on at least one (1) SGA committee as a part of the general requirements of the SGA, pending available positions. **Section IX. Removal from office:** An Executive Officer or Representative of the SGA may be impeached for serious neglect of duty by a majority of the entire Senate. An Executive Officer or Representative shall be tried by the Senate and subjected to a two thirds vote in the affirmative from the senate to be removed from office.