By-Laws of the Student Government Association of Barnard College

BY-LAWS OF THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF BARNARD COLLEGE

Article I: DUTIES OF OFFICERS

Section 1. The SGA President
Clause 1. The President shall preside at all meetings of the Student Government Association’s Executive Board.
Clause 2. The President shall be a voting member of all committees so stated in the Statutes of the College and the Trustees Committee on Student Life and in the By-Laws of the Tripartite Committee Structure.
Clause 3. The President shall act as the chief liaison between the student body and the Faculty and Administration.
Clause 4. The President shall be responsible for the Student Government Association’s external relations with other colleges and institutional organizations.
Clause 5. The President shall assist in the activities relating to convocation and commencement.
Clause 6. The President shall act as chief liaison with the student divisions of the University.
Clause 7. The President shall attend all Representative Council meetings.
Clause 8. The President shall:
   Subclause 1. Be responsible for student appointments to Trustee and Alumnae Advisory Committees, in consultation with the Executive Board.
Clause 9. The President shall be the chairperson of the Elections Commission in charge of all College Elections.
Clause 10. The President shall assist the VP Finance in all matters pertaining to College and University budgetary concerns, including attending the F@CU meeting at the end of the academic year at both the beginning of their term and at the end.
Clause 11. The President shall organize and plan an annual retreat for the Representative Council to happen over the summer with the assistance of the Executive Board.
Clause 12. In the beginning of the fall semester, the President shall determine how to move forward with the SGA Endowment in conjunction with members of the Representative Council.
Clause 13. The President shall meet regularly with the Presidents of the other three student councils at Columbia University.
Clause 13. The President shall serve as a primary point person for concerns of Representatives as well as facilitate their progress and problems.

Section 2. The Vice President of Policy for Student Government (VP Policy SGA)
Clause 1. The VPSG serves as the primary point person for SGA policy, the committees, parliamentary procedures, appointment of students to SGA, and disciplinary measures for the members of the Representative Council.
Clause 2. The VPSG shall be a voting member of those committees stated in the Statutes of the College and a nonvoting member of all Representative Council Committees.
Clause 3. The VPSG shall act as point person for policy related issues on campus and shall co-chair the Committee on Policy.
Subclause 1. The committee shall explore policy issues on campus and revisit the Constitution and any other governing articles of the SGA every three years as a part of Constitutional Review and propose revisions to the Representative Council as deemed necessary.

Clause 4. The VPSG shall chair the Appointments Committee, when making appointments to the committees and to fill vacancies on the Representative Council. The VPSG shall assist in transitioning along with the person vacating the position being filled through Appointments.

Clause 5. The VPSG shall advise all SGA committee chairs and organize a full committee chair meeting at the beginning of each semester to discuss goals, outreach, and planning. The VPSG shall also compile a comprehensive list of all students on committees, be they Tripartite, Internal, or Advisory.

Clause 6. The VPSG is in charge of documenting all amendments and referenda passed by the Representative Council.

Clause 7. The VPSG is in charge of parliamentary procedures during Representative Council meetings including operational obligations such as taking attendance and keeping a Speakers List.

Clause 8. The VPSG shall co-chair the Committee on Sexual Assault and Gender-Based Misconduct with the Representative for Inclusion and Equity

Subclause 1. The committee shall explore issues of gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct; as well as education initiatives, working as a liaison between the student body and the Title IX Office.

Section 3. The Vice President for Campus Life (VPCL)

Clause 1. The VPCL shall be the point person for all Barnard College programming and Student Life.

Clause 2. The VPCL shall be a voting member of all committees so stated in the Statutes of the College.

Clause 3. The VPCL shall chair the Committee for Campus Life with an appointed co-chair.

Subclause 1. The Campus Life Committee shall work towards the development of community on campus through planning events including, but not limited to Breakfast in Bed, an SGA Day, three to four Town Hall Meetings, and two Fireside Chats per academic year.

Subclause 2. The VP Communications shall assist the VPCL in these endeavors.

Clause 4. The VPCL shall chair the Leadership Awards Dinner Committee, composed of the Class Secretaries.

Clause 5. The VPCL shall meet regularly with the Student Life program advisors. She shall facilitate proposals for potential changes to programs, such as the New Student Orientation Program (NSOP).

Clause 6. The VPCL shall meet with the McIntosh Activities Council when necessary and work with Class Councils to improve campus life programming.

Clause 7. The VPCL shall be the primary liaison to the Alumnae Affairs office.

Clause 8. The VPCL shall act as a secondary liaison for intercouncil programming and support the Representative for College Relations who is the primary liaison for intercouncil programming.

Clause 9. The VPCL shall serve as a member of the Representative Council
Clause 1. The VP Finance shall be the Financial Advisor to the Student Government Association: she shall be responsible for efficient allocation of student activities fees, as well as appropriate use of these funds. The VP Finance will establish a four council ratio based on the number of students attending each undergraduate institution at the beginning of the year for inter-council events. The VP Finance shall also be responsible for guiding the Class Council Treasurers on their Class Council budgets, as well as the committee co-chairs who will serve as committee treasurer for their committee budget. The Class Council Treasurers and Committee co-chair Treasurers will submit a monthly reconciliation form to the VP Finance.

Clause 2. The VP Finance shall be a voting member of all committees so stated in the Statutes of the College.

Clause 3. The VP Finance shall serve as the SGA representative to the Joint Council Co-Sponsorship Committee, the Capital Investment Fund, and Presidents and Provost Fund as well as any other undergraduate finance funds initiated by the undergraduate councils with the four class council treasurers along with any other members of SGA who wish to participate. These members will serve as a Financial Review Committee for all SGA activities and will meet as necessary but at least once a month.

Clause 4. The VP Finance shall co-chair the Financial Advisory Council with the Chief Operating Officer of Barnard College and an appointed student co-chair who will be chosen through the SGA committee applications process.

Subclause 1. The Financial Advisory Council will also run the SGA Endowment every academic year with Barnard’s COO, VP Finance, and VP of Campus Services.

Clause 5. The incoming and outgoing VP Finance shall attend the F@CU meeting at the beginning of their term and again at the end of their term, with the incoming and outgoing President. The VP Finance will work with the other councils to appropriately allocate the funds from F@CU at the beginning of each academic year to each governing board and will coordinate and participate with REFUEL to allow for proper financial information to be distributed to clubs, and SGA organizations (ex. Committees).

Clause 6. The VP Finance shall meet regularly with the SGA Bookkeeper and process all payments to clubs from the funds that SGA participates at a minimum on a monthly basis.

Clause 7. The VP Finance shall maintain the upkeep of the office and supervise the overall organization of the SGA office. No student or student organization will be paid for services rendered for the function and procedures of SGA without the approval of the Representative Council.

Subclause 1. The VP Finance has the power to appoint a recording secretary to take minutes at Representative Council meetings.

Subclause 2. Tidiness is the responsibility of everyone (SGA, McAc, and GBB) who utilizes the office and shared spaces of SGA.

Clause 8. The VP Finance shall serve as a member of the Representative Council.

Section 5. The Vice President for Communications (VPC)

Clause 1. The VPC shall act as the chief publicity and communications officer of the SGA. The VPC shall be responsible for publicizing SGA meetings and special events.

Clause 2. The VPC shall chair the Committee on Public Relations with an appointed student co-chair.

Clause 3. The VPC is responsible for maintenance and upkeep of the SGA webpage.

Clause 4. The VPC shall act as recording secretary for the Executive Board and for the Representative Council.
Clause 5. The VPC shall assist in the public correspondence of the SGA to the student body and administrators, including writing the weekly e-mail.

Clause 6. The VPC shall keep a complete and updated file of SGA's media coverage.

Clause 7. The VPC shall monitor all content on student government social media platforms.
   Subclause 1. The VPC shall grant access to and train members of the Representative Council to maximize social media potential.

Clause 8. The VPC shall work closely with the Communications Office to maintain student oversight on announcements to the student body.

Clause 9. The VPC shall work closely with the Class Vice Presidents and committee chairs to publicize their events.

Clause 10. The VPC shall compile the agenda before every Representative Council as well as reach out to administrative guests.

Clause 11. The VPC shall serve as a member of the Representative Council.

Section 6. The Barnard College Senator to the University Senate

Clause 1. The University Senator shall represent Barnard College in the Columbia University Senate by developing initiatives that have University-wide benefits.

Clause 2. The University Senator shall attend all plenary and appropriate committee meetings.

Clause 3. The University Senator shall serve on the Student Affairs Committee and at least one other Senate committee.

Clause 4. The University Senator shall serve as an Election Commissioner for SGA elections.

Clause 5. The University Senator shall meet with the VP Student Government at least once a semester to discuss University-wide policy measures.

Clause 6. The University Senator shall make a presentation to the Representative Council at least once a semester about the Senate.

Clause 7. The University Senator shall serve as a member of the Representative Council.

Section 7. The Senior Representative to the Board of Trustees

Clause 1. The Senior Representative to the Board of Trustees shall serve to represent the Barnard student community before the Board of Trustees. The Senior Representative to the Board of Trustees shall work with the Junior Representative to the Board of Trustees on all matters pertaining to the Board.

Clause 2. The Senior Representative to the Board of Trustees shall transition the Junior Representative to the Board and facilitate an introduction as needed to Board members.

Clause 3. The Representatives to the Board of Trustees shall meet together with the Secretary of the Board of Trustees at the beginning of each academic year to make introductions.

Clause 4. The Senior Representative to the Board of Trustees shall attend Board of Trustees meetings during the semester and any special Board of Trustees committee meetings (including a two day retreat in the spring semester).

Subclause 1. The Representative shall conduct a presentation about campus life and issues at all Board of Trustees meetings on a topic of importance to Barnard students to the Student Life Committee.

Clause 5. The Senior Representative to the Board of Trustees shall coordinate with the Board of Trustees Secretary on the Trustees Dinners, which bring students and Trustees together.
Clause 6. The Senior Representative to the Board of Trustees shall serve as an Election Commissioner for SGA elections.

Clause 7. The Senior Representative to the Board of Trustees shall meet with the Junior Representative for the Board of Trustees, the Executive Board, and the SGA Advisor once a semester to discuss campus life issues as they pertain to the health of the College.

Clause 8. The Junior and Senior Representatives to the Board of Trustees shall work with committee chairs and co-chairs to learn about different projects and problems as they arise to seek appropriate support from the Board of Trustees.

Clause 9. The Senior Representative to the Board of Trustees shall serve as a member of the Representative Council.

Section 8. The Junior Representative to the Board of Trustees

Clause 1. The Junior Representative to the Board of Trustees shall serve to represent the Barnard student community before the Board of Trustees. The Junior Representative to the Board of Trustees shall work with the Senior Representative to the Board of Trustees on all matters pertaining to the Board.

Clause 2. The Representatives to the Board of Trustees shall meet together with the Secretary of the Board of Trustees at the beginning of each academic year to make introductions.

Clause 3. The Junior Representative to the Board of Trustees shall attend Board of Trustees meetings during the semester and any special Board of Trustees committee meetings (including a two day retreat in the spring semester).

Subclause 1. The Representative shall conduct a presentation about campus life and issues at all Board of Trustees meetings on a topic of importance to Barnard students to the Student Life Committee.

Clause 4. The Junior Representative to the Board of Trustees shall meet with the Senior Representative for the Board of Trustees, the Executive Board, and the SGA advisor before these meetings to discuss campus life issues as they pertain to the health of the College. They shall also convene for follow up after these meetings.

Clause 5. The Junior Representative to the Board of Trustees shall coordinate with the Board of Trustees Secretary on the Trustees Dinners, which bring students and Trustees together.

Subclause 1. The Representatives shall provide the Secretary with a list of Barnard students to invite.

Clause 6. The Representatives shall work with students who are interested in interacting with the Board of Trustees.

Clause 7. The Junior Representative to the Board of Trustees shall serve on the Elections Committee with the President and the Senior Representative to the Board of Trustees.

Clause 8. The Junior and Senior Representatives to the Board of Trustees shall work with committee chairs and co-chairs to learn about different projects and problems as they arise to seek appropriate support from the Board of Trustees.

Clause 9. The Junior Representative to the Board of Trustees shall serve as a member of the Representative Council.

Clause 10. The Junior Representative to the Board of Trustees shall serve as the Senior Representative to the Board of Trustees the following year.

Subclause 1: The position is a two year commitment.

Section 9. The Representative for Sustainable Initiatives

Clause 1. The Representative for Sustainable Initiatives shall serve as the primary point

person on sustainability at Barnard.
Clause 2. The Representative for Sustainable Initiatives shall co-chair the Sustainability Initiatives Consulting Board and shall serve on the Barnard Sustainability Tripartite Committee with their co-chair.
Clause 3. The Representative for Campus Sustainable initiatives shall work with the SGA VP of Finance and the Financial Advisory Council on the SGA Green Fund every academic year.
Clause 4. The Representative for Campus Sustainable initiatives shall serve as a member of the Representative Council.

Section 10. The Representative for Academic Affairs
Clause 1. The Representative for Academic Affairs shall serve as a point person for academic related concerns on campus.
Clause 2. The Representative for Academic Affairs shall sit on the Committee on Instruction, which meets every other week.
Clause 3. The Representative for Academic Affairs shall serve as the point person for all academic-related policy issues for students, faculty, the Deans, the Provost, and the Registrar.
Clause 4. The Representative for Academic Affairs shall chair the Student Academic Advisory Committee with an appointed student co-chair, which shall address student needs as they pertain to academic policy.
Clause 5. The Representative for Academic Affairs shall serve as a member of the Representative Council.

Section 11. Representative for Inclusion and Equity
Clause 1. The Representative for Inclusion and Equity shall work to promote open discussion, foster community dialogues, support and develop policies, programs, and practices that engage the community in building an inclusive campus climate.
Clause 2. The Representative for Inclusion and Equity shall serve as a liaison between students and administrators on issues related to inclusion and equity.
Clause 3. The Representative for Inclusion and Equity shall co-chair the Committee on Inclusion and Equity.
Clause 4. The Representative for Inclusion and Equity shall co-chair the Committee on Sexual Assault and Gender-Based Misconduct with the VPSG
Clause 5. The Representative for Inclusion and Equity shall serve as a member of the Representative Council.

Section 12. The Representative for Campus Affairs
Clause 1. The Representative for Campus Affairs shall serve as a point person between Residential Life, Constellation leaders, and the SGA.
Clause 2. The Representative for Campus Affairs shall chair the Housing Advisory Board with an appointed co-chair.
Clause 3. The Representative for Campus Affairs shall communicate student government matters with Resident Assistants (RAs) by coordinating with the office of Residential Life and visiting RA meetings.
Clause 4. The Representative for Campus Affairs shall communicate student government matters with Constellation Leaders by coordinating with the office of Student Life and visiting Constellation Leaders meetings.
Clause 5. The Representative for Campus Affairs shall serve as a member of the Representative Council.

Section 13. The Representative for Student Services

Clause 1. The Representative for Student Services shall serve as a point person for all health and wellness related issues for students, faculty, Health Services, Furman Counseling, the Office of Disability Services, and other student development offices.

Clause 2. The Representative for Student Services shall chair the following committees with an appointed co-chair:
   Subclause 1. The Food Advisory Board
   Subclause 2. Student Health Advisory Committee

Clause 3. The Representative for Student Services shall serve as a member of the Representative Council.

Section 14. The Representative for Information & Technology

Clause 1. The Representative for Information & Technology shall serve as a point person for technology on campus.

Clause 2. The Representative for Information & Technology shall communicate regularly with members of the School of Engineering and Applied Sciences.

Clause 3. The Representative for Information & Technology shall sit on the Barnard Library and Academic Information Services (BLAIS) Committee.

Clause 4. The Representative for Information & Technology shall meet regularly with Barnard College Information Technology (BCIT)

Clause 5. The Representative for Information & Technology shall meet regularly with the Manager of Student Computing Services to address student-computing concerns.

Clause 6. The Representative for Information & Technology shall meet regularly with Instructional Media and Technology Services (IMATS)

Clause 7. The Representative for Information & Technology shall meet with student members on the Barnard Library and Academic Information Services (BLAIS) outside of tripartite BLAIS meetings, as needed.

Clause 8. The Representative for Information & Technology shall work closely with the VPC in matters pertaining to technology outreach for the Representative Council, including but not limited to archiving the records, resolutions, and official statements of the Representative Council in the given academic year.

Clause 9. The Representative for Information & Technology shall meet regularly with Barnard Events Management.

Clause 10. The Representative for Information & Technology shall serve as a member of the Representative Council.

Section 15. The Representative for Arts and Culture

Clause 1. The Representative for Arts and Culture shall serve as a point person for arts on campus.

Clause 2. The Representative for Arts and Culture shall co-chair the Committee on Arts with an appointed co-chair.
   Subclause 1. The Representative for Arts and Culture shall coordinate at least one student art showcase with the Committee on Arts.
Subclause 2. The Representative for Art and Culture shall maintain a physical arts space for the Committee on Arts.

Clause 3. The Representative for Arts and Culture shall guarantee the interests of students in the Manhattan School of Music double degree program, the Juilliard program, and all other similar programs by meeting with them regularly. The Representative shall also work with the film, theater, dance, art, architecture, music majors and their departments.

Clause 4. The Representative for Arts and Culture shall work with the Representative for Diversity to maintain the Faces of Barnard project.

Subclause 1. The Representative for Arts and Culture shall appoint and work closely with a project coordinator.

Subclause 2. The Representative for Arts and Culture shall ensure that the project is following the project By-Laws.

Clause 5. The Representative for Arts and Culture shall also work with CU Arts.

Clause 6. The Representative for Arts and Culture shall also contact departments, offices, and students for art projects and opportunities and make those opportunities known to their constituency.

Clause 7. The Representative for Arts and Culture shall serve as a member of the Representative Council.

Section 16. The Representative for Transfer, International and Commuter Interests

Clause 1. The Representative for Transfer, International and Commuter Interests should guarantee that the interests of various student groups, such as transfer students, commuters, international students, and Double Degree students are attended to by making herself accessible to these communities’ organizations and representatives.

Clause 2. The Representative for Transfer, International and Commuter Interests shall work with the New Student Orientation Program to represent these student groups.

Clause 3. The Representative for Transfer, International and Commuter Interests shall work with Residential Life and the Transfer Time Program.

Clause 4. The Representative for Transfer, International and Commuter Interests shall work with the Dean for International and Intercultural Student Programs as a liaison between those students and the administration.

Clause 5. The Representative for Transfer, International and Commuter Interests shall chair the Committee for Transfer, International and Commuter Interests.

Clause 6. The Representative for Transfer, International and Commuter Interests shall serve as a member of the Representative Council.

Section 17. The Representative for College Relations

Clause 1. The Representative for College Relations shall work to maintain a functional relationship with the Seven Sisters Coalition, the GSSC Executive Board, ESC Executive Board and the CCSC Executive Board.

Clause 2. The Representative for College Relations shall serve as a representative to Seven Sisters Coalition Coordinating Board and the coordinator of the Barnard delegation.

Subclause 1. The coordinator should be responsible for the events, activities and cooperation of the Barnard delegation including: selection of student representatives to the Seven Sisters Fall Leadership Conference; participation or a proxy agreement to be the automatic nomination as conference head when Barnard hosts the conference.
Subclause 2. The coordinator of the Barnard delegation should ensure all representatives are added to the Coordinating Board Google group list and shared on all Coalition documents.
Subclause 3. The coordinator of the Barnard delegation should be present at all meetings of the Coordinating Board unless other representatives agree to proxy. The coordinator or proxy shall take notes for the delegation or volunteer to take minutes for the Coordinating Board.
Subclause 4. The coordinator of the Barnard delegation shall organize representatives of the delegation for all Coordinating Board meetings, specifically the transition meeting during April or May following SGA elections.
Subclause 5. The coordinator of the Barnard delegation collaborates with the Exec Board representative to the delegation on spring appointments of representatives before the successor is elected to ensure transitioning during the final Coordinating Board meeting.
Subclause 6. The secretary of the Barnard delegation shall conduct communication from the summer following her election until her successor is elected.

Clause 3. The Representative for College Relations shall be in charge of the regular meetings with the Committee on Inter-collegiate Relations
Clause 4. The Representative for College Relations shall meet regularly with the GSSC Executive Board, ESC Executive Board and the CCSC Executive Board and act as primary liaison for intercouncil programming.
Subclause 1. The Vice President of Campus Life will act as secondary liaison for intercouncil programming and support the Representative for College Relations.
Clause 5. The Representative for College Relations shall be involved with the planning team for the inter-collegiate events such as Basketball Mania, Homecoming, Barnard Night, Treelighting and Glass House Rocks, maintaining necessary collaborations with the Executive Board of SGA
Clause 6. The Representative for College Relations shall sit on the Student Advisory Committee to Athletics and act as a liaison between Barnard and Columbia athletics for athletes and dancers. She shall communicate general student concerns about the Barnard-Columbia Athletic Consortium and athletic facilities.
Clause 7. The Representative for College Relations shall be the primary liaison to Career Development
Clause 8. The Representative for College Relations shall meet regularly with the Alumnae Affairs office
Clause 9. The Representative for College Relations shall serve as a member of the Representative Council.

Section 18. The Senior Class President
Clause 1. The Senior Class President shall represent the Senior Class.
Clause 2. The Senior Class President shall lead the Senior Class Council in:
Subclause 1. Meeting with the Senior Class Council weekly.
Subclause 2. Organizing Senior Class events (study breaks and other activities) to raise class spirit and participation.
Subclause 3. Planning the Senior Class Dinner with Alumnae Affairs.
Subclause 4. Planning the Senior Class Toast.

Subclause 5. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.
Subclause 6. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.
Subclause 8. Assisting in the organizing of Lerner Pub.
Subclause 9. Assisting in the selection of a Barnard Chair for Winter Gala, a formal for seniors, and aiding the Chair in the planning of the event.
Subclause 10. Assisting in the selection of a Barnard Chair for Senior Week, along with the Student Life Office, and supporting the Chair as deemed necessary.
Subclause 11. Collaborating with Career Development on various events.
Subclause 12. Collaborating with the Dean of Studies Office on disseminating information to seniors.
Subclause 13. Collaborating with the Student Life Office for Senior Announcements and Class Rings, for which the class receives a portion of the sales.
Subclause 15. Planning and organizing the Senior Section Tailgate at the Columbia Homecoming game with the other Senior class council presidents and the athletics department.
Subclause 16. Working with the other Senior class councils to design and sell the official Senior class T-shirt.

Clause 3. The Senior Class President shall e-mail updates to the Senior Class, on behalf of the Senior Class Council.
Clause 4. The Senior Class President shall sit on the Barnard Fund Committee to promote Senior Class donations.
Clause 5. The Senior Class President shall work with the Senior Class Dean and Barnard Commencement Committee.
Clause 6. The Senior Class President shall sit on the Barnard College Medal of Distinction Committee, to cast one of the two student votes for medal nominees.
Clause 7. During the second semester, the Senior Class President shall attend bi-weekly meetings with the Alumnae Affairs office for the preparation of the Senior Dinner.
Clause 8. The Senior Class President shall meet regularly with the Student Life Advisor.
Clause 9. The Senior Class President shall meet regularly with her SGA Executive Board Advisor.
Clause 10. The Senior Class President shall support the Junior Class Council in its endeavors by providing volunteers and other assistance as needed.
Clause 11. The Senior Class President shall organize a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.
Clause 12. The Senior Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.
Clause 13. The Senior Class President shall speak at the Barnard College Commencement.
Clause 14. The Senior Class President shall serve as a member of the Representative Council.

Section 19. The Senior Class Vice President
Clause 1. The Senior Class Vice President shall represent the Senior Class.
Clause 2. The Senior Class Vice President shall serve as a member of the Senior Class Council.
Clause 3. The Senior Class Vice President shall serve as a liaison between the Senior Class Council and the VP Communications.

Clause 4. The Senior Class Vice President shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.

Clause 5. The Senior Class Vice President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration. This meeting should also be a platform for the Junior class to provide updates on the Career Dinner.

Clause 6. The Senior Class Vice President shall meet regularly with the Student Life Advisor.

Clause 7. The Senior Class Vice President shall serve as a member of the Representative Council.

Section 20. The Senior Class Treasurer

Clause 1. The Senior Class Treasurer shall represent the Senior Class.

Clause 2. The Senior Class Treasurer shall serve as a member of the Senior Class Council.

Clause 3. The Senior Class Treasurer shall be responsible for organizing class fundraising events.

Clause 4. The Senior Class Treasurer shall be responsible for processing all monetary forms on behalf of the Senior Class Council.

Clause 5. The Senior Class Treasurer shall be responsible for submitting monthly reconciliation forms.

Clause 6. The Senior Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. She shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

Subclause 1: The Senior Class Treasurer shall serve as a SGA representative to the Joint Council Co-Sponsorship Committee, the Capital Investment Fund, and Presidents and Provost Fund as well as any other undergraduate finance funds initiated by the undergraduate councils. The Senior Class Treasurer will work with the VP Finance and the other class treasurers on all matters pertaining to allocations and co-sponsorships and shall serve on the Financial Review Committee.

Clause 7. The Senior Class Treasurer shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.

Clause 8. The Senior Class Treasurer shall meet regularly with the Student Life Advisor.

Clause 9. The Senior Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the Senior Class budget.

Clause 10. The Senior Class Treasurer shall allot funds to contribute to the Student Career Dinner.

Section 21. The Senior Class Secretary

Clause 1. The Senior Class Secretary shall represent the Senior Class.

Clause 2. The Senior Class Secretary shall serve as a member of the Senior Class Council.

Clause 3. The Senior Class Secretary shall be responsible for taking minutes at Senior class council meetings, and then distributing them. She shall keep a record of these minutes for the Student Life Advisor, and the SGA Executive Board.

Clause 4. The Senior Class Secretary shall keep records of all Senior Class activities.

Clause 5. The Senior Class Secretary shall be responsible for coordinating the publicity of Senior Class events.

Clause 6. The Senior Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

Clause 7. The Senior Class Secretary shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.

Clause 8. The Senior Class Secretary shall meet regularly with the Student Life Advisor.

Clause 9. The Senior Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 22. The Senior Class Representative

Clause 1. The Senior Class Representative shall represent the Senior Class.

Clause 2. The Senior Class Representative shall serve as a member of the Senior Class Council.

Clause 3. The Senior Class Representative shall assist the Senior Class Council in all duties as outlined in Section 18, Clause 2.

Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Section 23. The Junior Class President

Clause 1. The Junior Class President shall represent the Junior Class.

Clause 2. The Junior Class President shall lead the Junior Council in:

Subclause 1. Meeting with the Junior Class Council weekly.

Subclause 2. Organizing Junior Class events (study breaks and other activities) to raise class spirit and participation.

Subclause 3. Planning the Junior Class Dinner.

Subclause 4. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.

Subclause 5. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.

Subclause 6. Reaching out to Juniors studying abroad.

Subclause 7. Organizing one blood drive with the Office of Disability Services.

Subclause 8. Planning a Student Career/Networking Dinner.

Clause 3. The Junior Class President shall e-mail updates to the Junior Class, on behalf the Junior Class Council.

Clause 4. The Junior Class President shall meet regularly with the Student Life Advisor.

Clause 5. The Junior Class President shall meet regularly with her SGA Executive Board Advisor.

Clause 6. The Junior Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.

Clause 7. The Junior Class President shall serve as a member of the Representative Council.

Clause 8. The Junior Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 9. The Junior Class President shall support the Senior Class Council in its endeavors by providing volunteers and other assistance as needed.

Clause 10. The Junior Class President shall chair, support, and oversee the happenings of all designated Class Giving Representatives.

Section 24. The Junior Class Vice President
Clause 1. The Junior Class Vice President shall represent the Junior Class.
Clause 2. The Junior Class Vice President shall serve as a member of the Junior Class Council.
Clause 3. The Junior Class Vice President shall serve as a liaison between the Class Council and VP Communications.
Clause 4. The Junior Class Vice President shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.
Clause 5. The Junior Class Vice President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.
Clause 6. The Junior Class Vice President shall meet regularly with the Student Life Advisor.
Clause 7. The Junior Class Vice President shall serve as a member of the Representative Council.
Clause 8. The Junior Class Vice President shall support the Senior Class Council in its endeavors by providing volunteers and other assistance as needed.

Section 25. The Junior Class Treasurer
Clause 1. The Junior Class Treasurer shall represent the Junior Class.
Clause 2. The Junior Class Treasurer shall serve as a member of the Junior Class Council.
Clause 3. The Junior Class Treasurer shall be responsible for organizing class fundraising events.
Clause 4. The Junior Class Treasurer shall be responsible for processing all monetary forms on behalf of the Junior Class Council.
Clause 5. The Junior Class Treasurer shall be responsible for submitting monthly reconciliation forms.
Clause 6. The Junior Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. She shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.
   Subclause 1: The Junior Class Treasurer shall serve as a SGA representative to the Joint Council Co-Sponsorship Committee, the Capital Investment Fund, and Presidents and Provost Fund as well as any other undergraduate finance funds initiated by the undergraduate councils. The Junior Class Treasurer will work with the VP Finance and the other class treasurers on all matters pertaining to allocations and co-sponsorships and shall serve on the Financial Review Committee.
Clause 7. The Junior Class Treasurer shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.
Clause 8. The Junior Class Treasurer shall meet regularly with the Student Life Advisor.
Clause 9. The Junior Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the Junior Class budget.
Clause 10. The Junior Class Treasurer should allot funds to the Student Career/Networking Dinner and coordinate the contributions from the other class council treasurers.

Section 26. The Junior Class Secretary
Clause 1. The Junior Class Secretary shall represent the Junior Class.
Clause 2. The Junior Class Secretary shall serve as a member of the Junior Class Council.
Clause 3. The Junior Class Secretary shall be responsible for taking minutes at Junior Class Council meetings, and then distributing them. She shall keep a record of these minutes for the Student Life Advisor, and the SGA Executive Board.

Clause 4. The Junior Class Secretary shall keep records of all Junior Class activities.

Clause 5. The Junior Class Secretary shall be responsible for coordinating the publicity of Junior Class events.

Clause 6. The Junior Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

Clause 7. The Junior Class Secretary shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.

Clause 8. The Junior Class Secretary shall meet regularly with the Student Life Advisor.

Clause 9. The Junior Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 27. The Junior Class Representative

Clause 1. The Junior Class Representative shall represent the Junior Class.

Clause 2. The Junior Class Representative shall serve as a member of the Junior Class Council.

Clause 3. The Junior Class Representative shall assist the Junior Class Council in all duties as outlined in Section 23, Clause 2.

Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Section 28. The Sophomore Class President

Clause 1. The Sophomore Class President shall represent the Sophomore Class.

Clause 2. The Sophomore Class President shall lead the Sophomore Council in:
- Subclause 1. Meeting with the Sophomore Class Council weekly.
- Subclause 2. Organizing Sophomore Class events (study breaks and other activities) to raise class spirit and participation.
- Subclause 3. Planning the Sophomore Class Dinner.
- Subclause 4. Planning the Sophomore Class Major Toast.
- Subclause 5. Planning the Study Abroad High Tea Send Off during the spring semester.
- Subclause 6. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.
- Subclause 7. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.
- Subclause 8. Organizing one blood drive with the Office of Disability Services.
- Subclause 9. Organizing a welcome event for the first year class in September upon the availability of funds in the fall semester.

Clause 3. The Sophomore Class President shall e-mail updates to the Sophomore Class, on behalf the Sophomore Class Council.

Clause 4. The Sophomore Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration. This meeting should also be a platform for the Junior class to provide updates on the Student Career/Networking Dinner.

Clause 5. The Sophomore Class President shall meet regularly with the Student Life Advisor.
Clause 6. The Sophomore Class President shall meet regularly with her SGA Executive Board Advisor.

Clause 7. The Sophomore Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.

Clause 8. The Sophomore Class President shall serve as a member of the Representative Council.

Section 29. The Sophomore Class Vice President

Clause 1. The Sophomore Class Vice President shall represent the Sophomore Class.

Clause 2. The Sophomore Class Vice President shall serve as a member of the Sophomore Class Council.

Clause 3. The Sophomore Class Vice President shall serve as a liaison between the Class Council and the VP Communications.

Clause 4. The Sophomore Class Vice President shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.

Clause 5. The Sophomore Class Vice President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.

Clause 6. The Sophomore Class Vice President shall meet regularly with the Student Life Advisor.

Clause 7. The Sophomore Class Vice President shall serve as a member of the Representative Council.

Section 30. The Sophomore Class Treasurer

Clause 1. The Sophomore Class Treasurer shall represent the Sophomore Class.

Clause 2. The Sophomore Class Treasurer shall serve as a member of the Sophomore Class Council.

Clause 3. The Sophomore Class Treasurer shall be responsible for organizing class fundraising events.

Clause 4. The Sophomore Class Treasurer shall be responsible for processing all monetary forms on behalf of the Sophomore Class Council.

Clause 5. The Sophomore Class Treasurer shall be responsible for submitting monthly reconciliation forms.

Clause 6. The Sophomore Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. She shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

Subclause 1: The Sophomore Class Treasurer shall serve as a SGA representative to the Joint Council Co-Sponsorship Committee, the Capital Investment Fund, and Presidents and Provost Fund as well as any other undergraduate finance funds initiated by the undergraduate councils. The Sophomore Class Treasurer will work with the VP Finance and the other class treasurers on all matters pertaining to allocations co-sponsorships and shall serve on the Financial Review Committee.

Clause 7. The Sophomore Class Treasurer shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.

Clause 8. The Sophomore Class Treasurer shall meet regularly with the Student Life Advisor.

Clause 9. The Sophomore Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the Sophomore Class budget.

Clause 10. The Sophomore Class Treasurer shall allot funds to contribute to the Student Career/Networking Dinner.

Section 31. The Sophomore Class Secretary
Clause 1. The Sophomore Class Secretary shall represent the Sophomore Class.
Clause 2. The Sophomore Class Secretary shall serve as a member of the Sophomore Class Council.
Clause 3. The Sophomore Class Secretary shall be responsible for taking minutes at Sophomore Class Council meetings, and then distributing them. She shall keep a record of these minutes for the Student Life Advisor, and the SGA Executive Board.
Clause 4. The Sophomore Class Secretary shall be responsible for coordinating the publicity of Sophomore Class events.
Clause 5. The Sophomore Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.
Clause 6. The Sophomore Class Secretary shall assist the Sophomore Class Council in all duties as outlined in Section 28, Clause 2.
Clause 7. The Sophomore Class Secretary shall meet regularly with the Student Life Advisor.
Clause 8. The Sophomore Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Clause 32. The Sophomore Class Representative
Clause 1. The Sophomore Class Representative shall represent the Sophomore Class.
Clause 2. The Sophomore Class Representative shall serve as a member of the Sophomore Class Council.
Clause 3. The Sophomore Class Representative shall assist the Sophomore Class Council all duties as outlined in Section 28, Clause 2.
Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Section 33. The First-Year Class President
Clause 1. The First-Year Class President shall represent the First-Year Class.
Clause 2. The First-Year Class President shall lead the First-Year Class Council in:
Subclause 1. Meeting with the First-Year Class Council weekly.
Subclause 2. Planning the First-Year Class Dinner.
Subclause 3. Organizing First-Year Class events (study breaks and other activities) to raise class spirit and participation.
Subclause 4. Fundraising activities to raise money and class spirit, such as bake sales and candy grams.
Subclause 5. Organizing events in collaboration with Columbia College, the School of Engineering and Applied Sciences, and the School of General Studies.
Subclause 7. Organizing one blood drive with the Office of Disability Services.
Clause 3. The First-Year Class President shall e-mail updates to the First-Year Class, on behalf the First-Year Class Council.

Clause 4. The First-Year Class President shall meet regularly with the Student Life Advisor.
Clause 5. The First-Year Class President shall meet regularly with her SGA Executive Board Advisor.
Clause 6. The First-Year Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.
Clause 7. The First-Year Class President is a member of the Student Life Committee of Trustees, which meets twice a semester.
Clause 8. The First-Year Class President shall serve as a member of the Representative Council.

Section 34. The First-Year Class Vice President
Clause 1. The First-Year Class Vice President shall represent the First-Year Class.
Clause 2. The First-Year Class Vice President shall serve as a member of the First-Year Class Council.
Clause 3. The First-Year Class Vice President shall serve as a liaison between the Class Council and the VP Communications.
Clause 4. The First-Year Class Vice President shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.
Clause 5. The First-Year Class Vice President shall meet regularly with the Student Life Advisor.
Clause 6. The First-Year Class President shall attend a semesterly meeting between the SGA class council presidents and vice presidents in order to foster the exchange of ideas and to encourage collaboration.
Clause 7. The First-Year Class Vice President shall serve as a member of the Representative Council.

Section 35. The First-Year Class Treasurer
Clause 1. The First-Year Class Treasurer shall represent the First-Year Class.
Clause 2. The First-Year Class Treasurer shall serve as a member of the First-Year Class Council.
Clause 3. The First-Year Class Treasurer shall be responsible for organizing class fundraising events.
Clause 4. The First-Year Class Treasurer shall be responsible for processing all monetary forms on behalf of the First-Year Class Council.
Clause 5. The First-Year Class Treasurer shall be responsible for submitting monthly reconciliation forms.
Clause 6. The First-Year Class Treasurer shall meet with the treasurers of the other undergraduate class councils when planning events. She shall collaborate with the other treasurers to ensure the appropriate distribution of expenses and revenues between accounts.

Subclause 1: The First-Year Class Treasurer shall serve as a SGA representative to the Joint Council Co-Sponsorship Committee, the Capital Investment Fund, and Presidents and Provost Fund as well as any other undergraduate finance funds initiated by the undergraduate councils. The First-Year Class Treasurer will work with the VP Finance and the other class treasurers on all matters pertaining to allocations co-sponsored and shall serve on the Financial Review Committee.
Clause 7. The First-Year Class Treasurer shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.

Clause 8. The First-Year Class Treasurer shall meet regularly with the Student Life Advisor.

Clause 9. The First-Year Class Treasurer shall meet regularly with the Student Life bookkeeper and the VP Finance, to keep up to date records of the First-Year Class budget.

Section 36. The First-Year Class Secretary

Clause 1. The First-Year Class Secretary shall represent the First-Year Class.

Clause 2. The First-Year Class Secretary shall serve as a member of the First-Year Class Council.

Clause 3. The First-Year Class Secretary shall be responsible for taking minutes at First-Year Class Council meetings, and then distributing them. She shall keep a record of these minutes for the Student Life Advisor, and the SGA Executive Board.

Clause 4. The First-Year Class Secretary shall be responsible for coordinating the publicity of First-Year Class events.

Clause 5. The First-Year Class Secretary shall be responsible for reserving event space, tabling space, and/or banner space as deemed necessary for class events.

Clause 6. The First-Year Class Secretary shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.

Clause 7. The First-Year Class Secretary shall meet regularly with the Student Life Advisor.

Clause 8. The First-Year Class Secretary shall serve as a member of the Leadership Awards Dinner Committee.

Section 37. The First-Year Class Representative

Clause 1. The First-Year Class Representative shall represent the First-Year Class.

Clause 2. The First-Year Class Representative shall serve as a member of the First-Year Class Council.

Clause 3. The First-Year Class Representative shall assist the First-Year Class Council in all duties as outlined in Section 33, Clause 2.

Clause 4. One Class Representative shall serve as the designated Class Giving Representative and will work with the other Class Giving Representatives from each class year in addition to the Senior Fund, if needed.

Article II: THE EXECUTIVE BOARD

Section 1. Duties of the Executive Board

Clause 1. The Executive Board shall be comprised of the President, VPSG, VPCL, VPF, and VPC.

Clause 2. The Executive Board shall meet once a week, with the President presiding. At the meeting, each officer will report on their current and planned activities.

Clause 3. Each Executive Board officer is expected to spend at least five hours per week working productively on their SGA related duties, including residing in the office.

Clause 4. Each year, every Executive Officer shall:

Subclause 1. Meet biweekly with the Dean of the College.
Subclause 2. Meet weekly with the entire Exec Board and the SGA Advisor.
Subclause 3. Meet biweekly individually with the SGA Advisor.
Subclause 4. Meet once a semester with the President of the College.
Clause 5. The Executive Board shall meet with the GSSC Executive Board, ESC Executive Board and the CCSC Executive Board at least once a year.

Clause 6. One member of the Executive Board should be nominated to serve as a representative of the delegation to the Seven Sisters Coalition Coordinating Board.

Clause 7. After elections, each outgoing and incoming Executive Board officer shall share at least two office hours per week. If the incoming Executive Board officer is studying abroad, she shall spend two hours per week communicating with the appropriate outgoing Executive Board officer through audiovisual means.

Clause 8. The outgoing and incoming Executive Board shall meet at the end of the spring semester with the SGA advisor, the Dean of the College, and the President of the College.

Clause 9. The incoming and outgoing Executive Boards shall meet together as a whole to discuss concerns about the previous year and goals for the coming year as well as to share notes.

Article III: THE REPRESENTATIVE COUNCIL

Section 1. Membership

Clause 1. All Representative Council members are elected by the student body, unless appointed to their position by the Appointments Committee.

Clause 2. Representative Council shall be comprised of the following:

- The President of Student Government
- The Vice President for Student Government
- The Vice President for Campus Life
- The Vice President of Finance
- The Vice President for Communications
- The Barnard College Senator to the University Senate
- The Senior Representative to the Board of Trustees
- The Junior Representative to the Board of Trustees
- The Representative for Campus Policy
- The Representative for Academic Affairs
- The Representative for Diversity
- The Representative for Campus Affairs
- The Representative for Student Services
- The Representative for Information and Technology
- The Representative for Arts and Culture
- The Representative for Student Interests
- The Representative for College Relations
- The President of each Class Council
- The Vice President of each Class Council

Clause 3. Outside Representatives to the Representative Council shall be: Liaisons from Columbia College, The School of Engineering and Applied Sciences, General Studies.

Clause 4. The Representative Council shall internally designate Representatives to attend meetings of Columbia College Student Council, the General Student Council and the Activities Board at Columbia.

Section 2. Duties of Representative Council Members

Clause 1. All Representative Council members are required to fulfill the duties of their specific offices and committees as stated in Article I and in the Constitution.

Clause 2. All members are required to attend Representative Council meetings as stated in Article V.

Clause 3. Any member of the Representative Council may invite an outside representative or another member of the SGA to appear and report on his or her activities.

Clause 4. All members of the Representative Council are required to keep one office hour per week in the Student Government Association Office.

Clause 5. All members of the Representative Council are expected to assist in Executive Board and general SGA initiatives.

Section 3. Representative Council Meeting Procedure

Clause 1. All meetings shall be open to all members of the SGA as well as outside representatives from Columbia University.

Clause 2. Two thirds of the Representative Council must be present to constitute a quorum for voting procedures.

Clause 3. The President shall preside over all Representative Council meetings. In the event that she will not be able to attend a meeting, she shall designate an executive board member as chair.

Clause 4. All motions shall be passed by a majority vote of the Representative Council.

Clause 5. In appropriate situations, the Representative Council may retire to closed session upon a majority vote.

Clause 6. There shall be at least one meeting every week during the academic year on Mondays from 8-10pm.

Clause 7. At the beginning of every meeting, the agenda for said meeting must be ratified by a majority vote of the Representative Council.

Clause 8. At every Representative Council meeting, time may be allotted for student organizations to make general presentations concerning student life.

Clause 9. Any member of the SGA or outside representative of the University may have an item placed on the agenda by contacting the VPC at least twenty-four hours prior to the next meeting.

Clause 10. During the meeting, any attendee may move to place an item on the agenda.

Clause 11. Once all items on the agenda have been discussed, a representative may move to adjourn the meeting.

Section 4. Order of Business

Clause 1. Call to order by the chairperson.

Clause 2. Roll call by VPSG.

Clause 3. Approval of the Agenda.

Clause 4. The rest of the meeting shall consist of any of the following:

Subclause 1. An administrative guest.

Subclause 2. Any necessary updates from the Executive Board as needed.

Subclause 3. General presentations on initiatives from guests such as students, staff members, faculty or from SGA Representatives.

Clause 5. Adjournment.

Section 5. Disruptive Behavior and Absences
Clause 1. Anyone present at the Representative council meeting who commits repeatedly disruptive behavior shall be asked to leave the Representative Council meeting.

Clause 2. In the event that an officer has a conflict with a Representative Council meeting, she must submit a written excuse to the VPSG at least 24 hours prior to that meeting.

Clause 3. Every Representative Council officer is to miss no more than two meetings a semester.

Clause 4. If an officer misses between ten to thirty minutes of a Representative Council meeting she must schedule an extra office hour for that week.

Clause 5. If an officer misses more than thirty minutes of a Representative Council meeting an absence will be added to her attendance record.

Clause 6. Late arrivals to, early departures from, and overall disruptive behavior at Representative Council meetings are considered offensive. Any conflicts due to religious holidays must be reported to the VPSG prior to that date. Such absences shall not count towards the allotted absences for that member of Representative Council.

Section 6. SGA Retreat

Clause 1. The SGA retreat is mandatory for all SGA Officers.

Clause 2. The dates of this retreat shall be determined no later than June 1.

Clause 3. If an officer foresees a conflict with the retreat she must notify the VPSG no later than August 1.

Article IV: IMPEACHMENT OF EXECUTIVE OFFICERS AND COUNCIL MEMBERS

Section 1. Disciplinary Procedures

Clause 1. Possible reasons for impeachment can be found in Article IX of the Constitution.

Clause 2. Any member of the SGA who is concerned that an officer or committee member is not fulfilling her respective duties as outlined in the By-Laws or the Committee Handbook may bring her concerns to the VPSG.

Subclause 1. If the VPSG is the officer in question, the President will assume responsibility for the proceedings.

Subclause 2. All meetings that result from the Disciplinary Procedures require the VPSG to notify the officer in question 48 hours prior to the meeting time.

Clause 3. If the VPSG determines that a representative officer’s performance is a matter of concern, she will approach at least one member of the Executive Board to hold a meeting between the representative officer in question, the VPSG and one Executive Board member.

Subclause 1. The meeting will be held within four academic days of the notification of the officer in question.

Subclause 2. The VPSG should prepare a written statement of infractions for review at the meeting.

Clause 4. The officer in question will enter a reconciliation period of seven days upon the meeting with the Executive Board members. On the seventh day, the VPSG should notify the officer in question of the necessity of further disciplinary proceedings.

Subclause 1. The officer in question must resolve each issue outlined in the written statement and discussed at the meeting during reconciliation.

Subclause 2. During the reconciliation period, the officer in question must copy the Executive Board on all SGA related communications.
Clause 5. If the VPSG determines that the officer has not taken the necessary steps to reconcile the concern, the VPSG will send the officer in question at least three possible meeting times within the following seven days with the Appointments Committee. The officer in question is responsible for their availability.

Clause 6. The meeting with the Appointments Committee should consist of the officer in question refuting the concerns about her responsibilities and the VPSG presenting the case of neglect.

Subclause 1. The Appointments Committee will evaluate if the officer in question was in fact in questionable standing and whether she has made progress during the reconciliation period.

Subclause 2. At the end of the meeting, when the officer in question has left, the Appointments Committee should determine if the officer in question must meet with the SGA Adviser and the VPSG.

Subclause 3. If they affirm it is necessary, this meeting must be scheduled within four academic days of the Appointments Committee’s notification of their determination.

Clause 7. At the meeting with the SGA Adviser, the officer in question should explain her perspective and the VPSG will contribute a rebuttal. The SGA adviser will determine at the end of the discussion if the officer in question will enter into an official probationary period of seven days.

Subclause 1. If the probationary period is necessary, the officer in question must copy the SGA adviser on all SGA related emails.

Clause 8. At the close of the probationary period, the VPSG will notify all participators in this procedure of her decision. The VPSG decides whether she will submit a written letter to the Dean of the College in order to call a Jury of Peers to participate in the procedure.

Subclause 1. The end of the probationary period may or may not be the first day of impeachment proceedings, for which one should refer to Section 2 of this article.

Section 2. General Proceedings for non-attendance related impeachment proceedings

Clause 1. The VPSG brings up charges in a written letter to the Jury of Peers as selected by the Dean of the College as well as to the officer charged.

Subclause 1. The Jury of Peers must be comprised of six to ten students, half non-officers and half SGA council or committee members, with an attention paid to the senior class.

Clause 2. Any officer or committee member brought up on impeachment charges will have the chance to refute the charges, by means of a written letter, within seven academic days of written notification from the VPSG.

Clause 3. If the officer or committee member does not appeal within the specified time limit, her resignation shall be read at the next Representative Council meeting.

Clause 4. If the officer decides to refute the charges brought against her, a hearing of the Jury of Peers shall be organized within ten academic days of the receipt of the refutation.

Clause 5. Once the Jury of Peers schedules the hearing, the officer or committee member shall be notified of the date of the hearing no less than three days prior to that scheduled date.

Clause 6. Attendance at this meeting is mandatory. In the event of the officer’s or committee member’s absence, the Jury of Peers will decide the case based on the written appeal alone.

Clause 7. At the hearing, the officer or committee member in question shall be given the opportunity to respond to the charges made against her.
Clause 8. If deemed necessary, the Jury of Peers may summon any individual(s) who may have relevant testimony to the case.

Clause 9. Within five days of the hearing, a notice of the decision of the Jury of Peers shall be sent to the VPSG and the officer in question.

Clause 10. Any officer shall be given the opportunity to resign from her position before the decision of the Jury of Peers is reached.

Clause 11. The decision of the Jury of Peers decision shall be read at the next scheduled Representative Council meeting.

Clause 12. The accused officer or committee member has the right to appeal the Jury of Peers’ decision to the SGA Adviser within ten academic days of the decision’s public release.

Section 3. Proceedings for Attendance-related Impeachment

Clause 1. Two absences from Rep Council meetings are allotted a semester. The VPSG should be notified about any absence before the meeting. More than two absences will result in an immediate meeting with the SGA President. At that meeting, the nature of the absences should be discussed. The Appointments Committee will be consulted, and if it determines that the reason for the absences were reasonable, no penalty will be incurred. If the Appointments Committee determines that the absence was due to a disregard for the officer’s or committee member’s position or responsibilities, the member will be asked to step down from her position.

Section 4. Determination of Penalties

Clause 1. The Jury of Peers or the Appointments Committee may find that an offense merits removal of the officer or committee member in question from their duties. The officer or committee member will be asked to leave her position and will be deemed ineligible to run for an elected position during a period decided upon by the Jury of Peers or the Appointments Committee.