

**Constitution and Bylaws**  
*of the*  
**Le Moyne College**  
**Student Government Association**



Latest Revision | February 2019

# CONSTITUTION

## PREAMBLE

We, the students of Le Moyne College, in recognition of the responsibility shared by the administration, faculty, and the student body, hereby constitute the Le Moyne College Student Government Association. The Student Government Association is the formally recognized “voice of the students.” Under the leadership of an Executive Board (President, Director of Student Affairs, Director of Finance, Director of Administration, and Director of Club Development), elected at large by the student body, the Student Government Association assures formal student input into the college’s policy-making process.

Committees responsible to the Student Government Association include the Le Moyne Student Programming Board (LSPB), Organizational Finance and Review Committee (OFRC), the Commuter Student Organization (CSO), the Residence Hall Association (RHA), the Council on Diversity and Inclusion (CDI), the Student Affairs Committee, the Academic Affairs Committee, the Diversity Affairs Committee and the Public Relations Committee.

The Student Government Association assumes responsibility for student-life policy legislation. It is responsible for initiating or being consulted on general student-life legislation, judicial procedures, residence hall policy, and the selection of candidates for many administrative offices.

The Student Government Association is also responsible for naming members of the student body to serve on any college committee where student representation has been specified.

Most importantly, students are encouraged to become active in, or at the very least become familiar with, the operations of the Student Government Association.

## Article I – NAME

**Section 1** The name of the organization shall be the *Le Moyne College Student Government Association* herein referred to as the *Student Government Association* (SGA).

## Article II – STATEMENT OF PURPOSE

**Section 1** The Le Moyne College Student Government Association exists to represent and serve in the presentation of students interests affecting student life and affairs. Holding the values expressed in the Le Moyne College Mission Statement, the Student Government Association shall maintain and protect the rights of students, provide means of representation, promote rational debate, and support legislation of appropriate changes in college policy for the benefit of all Le Moyne students. In summary, the Student Government Association serves to facilitate the successful relationship between the student body, college administration, and the surrounding community.

## Article III – ANTI-DISCRIMINATION CLAUSE

**Section 1** The Le Moyne College Student Government Association is an equal opportunity organization; it does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, disability, age, or any other trait or characteristic.

#### **Article IV – MEMBERSHIP**

**Section 1** All students who have paid the student activity fee or are registered as full-time, or part-time special circumstance as determined by the Le Moyne College Registrar, are eligible for membership in the Student Government Association as specified by the Student Government Association Constitution and its by-laws. All sworn in members of the Student Government Association shall share in the activities and presentation, and no rights shall be abridged.

**Section 2** Students who hold office on the Organizational Finance and Review Committee are ineligible to hold office on the Student Government Association at the same time. This exclusion will not apply if there is lack of interest in a position. This exclusion does not apply to the Director of Finance.

#### **Article V - STUDENT GOVERNMENT ASSOCIATION CONSTITUENTS**

**Section 1** All registered, undergraduate students who pay the student activities fee are considered constituents of the Student Government Association..

**Section 2** Students in graduate programs may be considered constituents of the Student Government Association, and may voice their concerns to the Director of Student Affairs or any other representative.

#### **Article VI – STUDENT GOVERNMENT ASSOCIATION REPRESENTATION**

**Section 1** Eligibility—The following requirements must be met in order to serve on the Student Government Association:

- a. Must be a member of the class year for which a representative has been elected to serve when applicable;
- b. Must possess a 2.50 cumulative GPA or better;
- c. Must not be on disciplinary probation or prohibited in any other way from serving on the Student Government Association because of disciplinary sanctions issued by the College.
- d. Commuter Student Representative must be a commuter student recognized by the Director of Campus Life and Leadership.
- e. Student Athletics Representative must be a NCAA athlete as recognized by the College Athletic Director and NCAA standards.
- f. Visual and Performing Arts Representative must be involved, majoring, or minoring in a field in which is recognized in the VPA by the Dean of Arts and Sciences.

**Section 2** Internal Structure of the Student Government Association—The structure of the Student Government Association consists of:

- a. Executive Board—President, Director of Student Affairs, Director of Finance, Director of Administration, and Director of Club Development. Executive Board members shall not vote or motion for a vote; they may only call for a motion.
- b. Standing Committee Chairs—Academic Affairs, Student Affairs, Diversity Affairs and Public Relations. Each has one vote;
- c. Student Government Association Cabinet—Le Moyne Student Programming Board Representative, Residence Hall Association Representative, Commuter Student Organization Representative, Student Athletics Representative, and Visual and Performing Arts Representative. Each position carries one vote;

- d. Class Year Representatives—Two (2) representatives from each class year. Each representative has one vote;
- e. Moderator—A representative of the college faculty or administration who shall be a non-voting participant. This person shall be chosen by the executive board in consultation with the full Student Government Association and confirmed by a two-thirds (2/3) vote;
- f. Chaplain—A member of the college Campus Ministry staff or Le Moyne's Jesuit Community who will serve as an additional resource and guide to the Student Government Association. This position has no vote, and is voted on by a two-thirds (2/3) vote of the Student Government Association.

### **Terms of Office**

**Section 3** All members of the Student Government Association serve their one (1) year term of office from May 15 to May 14. The exception will be for freshmen, who will take office immediately after their respective elections in the Fall Semester.

### **Article VII – AUTHORITY OF THE STUDENT GOVERNMENT ASSOCIATION**

**Section 1** The Student Government Association may submit proposals to the Vice President for Student Development of the College for consideration of additions, modifications, or deletions to the policies concerning Student Development. The process of submitting this proposal shall be followed according to the procedures outlined in Article VIII of the Constitution. Upon submitting this proposal, the Director of Administration shall file the proposal and all resulting correspondence in a drive folder for record keeping.

**Section 2** The Student Government Association may be consulted on:

- a. Any procedure regarding students involved in violation of established college policy, subject to the limitations of federal, state, or local law;
- b. Policies concerning residence life;
- c. Any decision by the Academic Vice President and the Faculty Senate concerning major change in the college's academic policies. In reviewing any of the above policies, the Student Government Association may recommend additions, deletions, or modifications to such policies to the appropriate college authority responsible for their implementation.

**Section 3** The Student Government Association shall be consulted on those parts of the student handbook concerning policies that affect the student body. In reviewing such policies, the Student Government Association may recommend additions, deletions, or modifications.

**Section 4** The Student Government Association shall provide input (i.e. written recommendation), to the appropriate administrator's office prior to any major change in the college's contractually hired student services. The Student Government Association will be able to appoint the student component to any committee set up by the college to discuss and review the issue.

**Section 5** The Student Government Association may be requested to appoint a representative on search committees for the following positions:

- President of the College
- Vice President(s) of the College
- Dean of Arts and Sciences
- Dean of the Madden School of Business

- Purcell School of Professional Studies
- Positions of great interest to the Student Government Association
- Other positions as appropriate

**Section 6** The Student Government Association is responsible for appointing or being consulted on the appointment of students to serve on any College or Board of Trustees committees where student representation has been specified.

**Section 7** The Student Government Association shall be the final arbiter between all clubs and organizations funded by the Student Government Association and shall have final authority over the allocation of funds to any club or organization. All clubs are funded through the Student Activities fee.

**Section 8** Subject to the final approval by the Vice President for Student Development, the Student Government Association has the responsibility for recognizing and approving all student clubs and organizations. A club or organization that is disapproved may apply through the club appeals process, and if disapproved after the appeals process may reapply for approval the following semester.

**Section 9** The Student Government Association is responsible for reviewing Student Government Association committee actions along constitutional, procedural, and fiscal lines.

#### **Article VIII - PROCEDURES FOR STUDENT GOVERNMENT CORRESPONDENCE**

**Section 1** If the need arises for a statement or proposal to be submitted to or from the Student Government Association, the executive board shall first convene to determine the necessity of the statement. Any student or faculty member may propose a statement to the Student Government Association. In the case of a statement, the executive board shall also determine whether the statement is time-sensitive or not. Upon majority approval, the Director of Administration shall immediately begin drafting the statement or proposal. This shall be completed within three (3) days of receiving the notice from the executive board.

**Section 2** Throughout the process of drafting a statement, the Student Government Association should work collaboratively with the Director of Student Development. This process ensures a statement that carries the authority of both the Student Government Association and Campus Life and Leadership, providing a more effective statement to the student body.

**Section 3** In the case of a proposal to the Administration of Le Moyne College, the completed draft shall be voted on by the Student Government Association. Upon majority approval, the proposal shall be delivered by the President of the Student Government Association to the respective administrator. The draft shall be filed in accordance to the outlines in Article VII of the Constitution.

**Section 4** In the case of a statement that is not time sensitive, the completed draft shall be voted on by the Student Government Association. Upon majority approval, the statement shall be delivered by the President of the Student Government Association to the campus community, including staff, faculty, administration, and the student body. The draft shall be filed in accordance to the outlines in Article VII of the Constitution.

**Section 5** In the case of a statement that is time sensitive, the completed draft shall be reviewed by the President of the Student Government Association, and, upon approval, shall be delivered by the

President of the Student Government Association to the campus community, including staff, faculty, administration, and the student body. The draft shall be filed in accordance to the outlines in Article VII of the Constitution.

**Section 6** In the case of any other written correspondence to the student body or administration, the process shall follow the outlines provided in Section 3 of the procedures for Student Government Correspondence.

## **Article IX – PROCEDURES FOR STUDENT DEVELOPMENT POLICY FORMATION**

**Section 1** The following members of the Le Moyne College community can submit proposals to the Student Government Association:

- All members of the Student Government Association
- The College President
- The Vice President for Student Development
- The Academic Vice President
- The Director of Campus Ministry
- The President of the Faculty Senate
- Members of the Board of Trustees

**Section 2** All students should approach the appropriate representative(s) with individual ideas. These ideas can include suggestions for statements, policy reformation, student activities, or any other concern that they may have. They may approach the representative through in-person meetings, email, or any other form of correspondence. This is the formal process for sharing any ideas or suggestions regarding any aspect of the college. Issues or concerns of other members of the college community must first be presented to the Executive Board of the Student Government Association for consideration before being placed on the Student Government Association agenda.

**Section 3** The following procedures shall be followed regarding student development initiated by the Student Government Association:

- a. All proposals shall be received by the Vice President of Administration to be placed on the Student Government Association agenda 24 hours prior to the meeting at which they are to be introduced;
- b. All proposals must be passed by a two-thirds (2/3) vote of all present voting members of the Student Government Association;
- c. All proposals passed by the Student Government Association shall be submitted in writing by the President of the Student Government Association to the Vice President for Student Development no later than five (5) class days after passage;
- d. Upon receipt of proposals from the Student Government Association, the Vice President for Student Development has ten (10) class days within which to execute one of the following:
  1. Approve the proposal. Upon approval, the proposal, as necessary, shall be presented by the Vice President for Student Development to the Board of Trustees of the college or its designee, shall consider such resolutions within thirty (30) days or at its next regularly scheduled meeting.
  2. Return the proposal to the Student Government Association with written recommendations for its improvement;
  3. Reject the proposal. In such an event, the Vice President for Student Development shall submit his/her rejection and reasons for that rejection in writing to the President of the Student Government Association;
- e. The Student Government Association shall:

1. In the case of 2 above, act on some or all of the recommendations of the Vice President for Student Development and then re-submit the proposal to the Vice President with written explanation for this action;
2. In case of 3 above, the Student Government Association has the option to either withdraw the proposal by a two-thirds (2/3) vote of the Student Government Association, or send the proposal back to the Vice President for Student Development with written explanation for this request for reconsideration. At this time the Vice President can reconsider the proposal.

## **Article X – DUTIES OF THE STUDENT GOVERNMENT ASSOCIATION**

### **Executive Board**

**Section 1** The Executive Board is the leadership team of the Student Government Association. Executive Board members serve not only to represent their fellow students, but to oversee and ensure that the Student Government Association is running efficiently and effectively.

**Section 2** Duties of the President:

- a. Preside at all meetings of the Student Government Association and the Student Government Association Executive Board;
- b. Be responsible for upholding, defending and preserving the constitution of the Student Government Association;
- c. Serve as the official representative of the Student Government Association on committees or at functions requiring the presence of the Student Government Association or shall send a designee;
- d. Execute all legislation passed by the Student Government Association;
- e. Have the authority to call a general student meeting and/or a special meeting of the Student Government Association;
- f. Submit to the Student Government Association and make public at the end of each semester a written statement detailing the accomplishments and work of the Student Government Association;
- g. Attend and participate in Student Government Association meetings/events;
- h. Has the right to motion for a vote;
- j. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 3** Duties of the Director of Student Affairs:

- a. Fill in for and act on behalf of the President when necessary and appropriate;
- b. Assure that all meetings are conducted according to parliamentary procedure;
- c. Make appointments to the Student Government Association ad-hoc and standing committees and keep members accountable on progress concerning them;
- d. Oversee Student Government Association's external affairs with campus-wide events;
- e. To provide a direct line of communication between students and the Student Government Association to address student policy issues by resolving problems, grievances, and concerns through means such as polling student's opinions—and to keep the Student Government Association informed of student issues and concerns that may arise;
- f. Be the student representative on any committee addressing policies outlined in the Le Moyne College Student Handbook;
- g. To assist the Vice President of Mission and Integration and subsequent staff and faculty with the related events, such as Ignatian Heritage Week;
- h. To serve on committees related to student concerns as they arise;
- i. Vote only in the case of a tie of the General Board of the Student Government Association;
- j. Attend and participate in Student Government Association meetings/events;

- k. Has the right to motion for a vote;
- l. To prepare and submit reports for the approval of the Student Government Association on various administrative and student services 24 hours prior to every bi-weekly meeting.

**Section 4** Duties of the Director of Finance:

- a. Be responsible for keeping a detailed record of the expenditures of Student Government Association funds;
- b. Submit to the moderator all financial transactions for his/her approval and signature;
- c. Assume temporarily the duties of the President if the Director of Student Affairs is unable to fulfill the duties of the office;
- d. Manage all expenditures of the Student Government Association in consultation with the moderator;
- e. Serve as ex-officio chair of Organizational Finance and Review Committee;
- f. Will work collaboratively with Campus Life and Leadership on the management of the Student Activities Fee, and will sit on any committee regarding the allocation of this fund;
- g. Attend and participate in Student Government Association meetings/events;
- h. Has the right to motion for a vote;
- i. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 5** Duties of the Director of Administration:

- a. Act as a liaison between all Student Government Association members and the Executive Board;
- b. Oversee member responsibilities and discipline, and make sure that each adheres to the duties of their office, per the constitution;
- c. Be responsible for communicating with each member of the Student Government Association individually a minimum, once per month in a 1:1 meeting via in-person or email correspondence to ensuring constitutional requirements are followed as outlined;
- d. Take attendance at all Student Government Association meetings and functions;
- e. Distribute an agenda for each meeting per by-laws;
- f. Act as liaison between all subsidiary organizations (Le Moyne Student Programming Board, Residence Hall Association, Commuter Student Organization, Organizational Finance and Review Committee, and the Council on Diversity and Inclusion) and the Student Government Association;
- g. Chair and oversee the Constitution Committee;
- h. Assume temporarily the duties of the president if for any reason the President, Director of Student Affairs, and Director of Finance are unable to fulfill the duties of the office;
- i. Be responsible for recording and distributing the minutes of each meeting of the Student Government Association within one day (24 hours) after each meeting;
- j. Attend and participate in Student Government Association meetings/events;
- k. Has the right to motion for a vote;
- l. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 6** Duties of the Director of Club Development:

- a. Collect regular data on club activities for submission to the Student Government Association and the Director of Campus Life and Leadership;
- b. Oversee club creation procedure in accordance with the policies outlined in the Constitution and Bylaws;
- c. Facilitate all club creation, appeal, approval, and withdrawal procedures within the Student Government Association;



- d. Assume temporarily the duties of the President if the Executive Vice President, Vice President of Finance and the Vice President of Administration are unable to fulfill the duties of the office;
- e. Act as liaison between all subsidiary organizations and the Student Government Association;
- f. Attend and participate in Student Government Association meetings/events;
- g. Motion for a vote to occur;
- h. Submit a report 24 hours prior to every bi-weekly meeting.

### **Chairpersons**

#### **Section 7** Duties of the Academic Affairs Chair:

- a. Consider issues and prepare reports for the consideration of the Student Government Association on items directly related to academic affairs, including curriculum, grading, teaching, faculty evaluation, academic policy, registration procedures, tenure decisions, etc.;
- b. To coordinate and ensure appropriate student involvement in departmental matters and provide student representation on academic-related committees;
- c. Serve as a member of the Curriculum Committee;
- d. Coordinate a meeting with the Provost two times per semester;
- e. Attend and participate in Student Government Association meetings/events;
- f. Be a voting member of the Student Government Association;
- g. Submit a report 24 hours prior to every bi-weekly meeting.

#### **Section 8** Duties of the Diversity Affairs Chair:

- a. To provide a direct line of representation for the various groups that promote diversity and inclusion on the Le Moyne College campus;
- b. To keep the Student Government Association aware of any issues regarding diversity;
- c. To meet with the Director of the Office of Inclusive Excellence and Global Education as needed and participate in developing circumstances/groups that come up with them;
- d. Serve as ex-officio member of the Council on Diversity and Inclusion;
- e. Consider issues and prepare reports for the consideration of the Student Government Association on items pertaining to student diversity;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report 24 hours prior to every bi-weekly meeting.

#### **Section 9** Duties of the Public Engagement Chair:

- a. Shall be in charge of publicizing Student Government Association activities and accomplishments across the Le Moyne College community;
- b. Shall coordinate the logistics of Student Government Association events by completing room requests, catering requests, activity requirements, etc.;
- c. Shall work as a liaison between the Student Government Association and the communication groups on campus to keep the campus informed of Student Government Association affairs, such as The Dolphin newspaper, Le Moyne College Television, and WLMU Radio;
- d. Manage an ad-hoc public relations committee to help with publicity;
- f. Chair and oversee the Communications Committee;
- g. Attend and participate in Student Government Association meetings/events;
- h. Be a voting member of the Student Government Association;
- i. Submit a report 24 hours prior to every bi-weekly meeting.

### **Cabinet**

**Section 10** Duties of the Le Moyne Student Programming Board (LSPB) Representative:

- a. Should be nominated by the Le Moyne Student Programming Board to the Student Government Association to then be voted on by the student body in the general election of the Student Government Association;
- b. To aid in the planning of plan and implement student activities of an educational, social, recreational, and cultural nature to meet the needs of Le Moyne students;
- b. To assure a proper relationship of extra-curricular activities to the educational aims and objectives of the College;
- c. To consider issues and prepare reports for the consideration of the Student Government Association on items relating to student activities;
- d. Organize a monthly meeting between the chair(s) of LSPB and the President of the Student Government Association;
- e. Serve as a non-voting member of LSPB and attend their regular meetings and e-board meetings;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 11** Duties of the Commuter Student Organization (CSO) Representative:

- a. Should be nominated by the Commuter Student Organization to the Student Government Association to then be voted on by the student body in the general election of the Student Government Association;
- b. To provide a direct line of representation for the commuter students on the Le Moyne College campus;
- c. To keep the Student Government Association aware of any issues pertaining to commuters;
- d. Organize a monthly meeting between the chair(s) of the Commuter Student Organization and the President of the Student Government Association;
- e. Consider issues and prepare reports for the consideration of the Student Government Association on items pertaining to commuter student life;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 12** Duties of the Residence Hall Association (RHA) Representative:

- a. Should be nominated by the Residence Hall Association to the Student Government Association to then be voted on by the student body in the general election of the Student Government Association;
- b. To communicate with students through surveys or other means to allow students to have an influence on planning events;
- c. Consider issues and prepare reports for the consideration of the Student Government Association on items pertaining to residence halls;
- d. Organize a monthly meeting between the chair(s) of RHA and the President of the Student Government Association;
- e. Attend and participate in Student Government Association meetings/events;
- f. Be a voting member of the Student Government Association;
- g. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 13** Duties of the Student Athletics Representative:

- a. Should be nominated by the Student Athletics Committee to the Student Government Association to then be voted on by the student body in the general election of the Student Government Association;
- b. To provide a direct line of communication between student athletes and the entire student body;
- c. To keep the Student Government Association aware of any issues related to student athletes or athletic facilities;
- d. To promote increased student involvement and attendance at athletic events;
- e. Consider issues and prepare reports for the consideration of the Student Government Association on items pertaining to student athlete life;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report 24 hours prior to every bi-weekly meeting.

**Section 14** Duties of the Visual and Performing Arts (VPA) Representative:

- a. Should be nominated by Arts Assembly to the Student Government Association to then be voted on by the student body in the general election of the Student Government Association;
- b. To provide a direct line of communication between student artists and the entire student body;
- c. To keep the Student Government Association aware of any issues related to student artists or artistic facilities;
- d. To promote increased student involvement at theatre, music, and art events;
- e. Attend Arts Assembly meetings every Friday;
- f. Consider issues and prepare reports for the consideration of the Student Government Association on items pertaining to student artist life;
- g. Attend and participate in Student Government Association meetings/events;
- h. Be a voting member of the Student Government Association;
- i. Submit a report twenty-four (24) hours prior to every bi-weekly meeting.

**Class Representatives**

**Section 15** Duties of the First-Year Class Representatives:

- a. Represent the students of the class year for which they were elected to serve;
- b. Be on ad-hoc committees as assigned;
- c. Meet with fellow class representatives monthly to discuss class issues;
- d. Plan and organize at least two forums/events per semester;
- e. Manage a class e-mail to send out information as a class, and to serve as a means for the class to get in touch with representatives;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report twenty-four (24) hours prior to every bi-weekly meeting.

**Section 16** Duties of the Sophomore Class Representatives:

- a. Represent the students of the class year for which they were elected to serve;
- b. Be on ad-hoc committees as assigned;
- c. Meet with fellow class representatives monthly to discuss class issues;
- d. Plan and organize at least two forums/events per semester;
- e. Manage a class e-mail to send out information as a class, and to serve as a means for the class to get in touch with representatives;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report twenty-four (24) hours prior to every bi-weekly meeting.

**Section 17** Duties of the Junior Class Representatives:

- a. Represent the students of the class year for which they were elected to serve;
- b. Be on ad-hoc committees as assigned;
- c. Meet with fellow class representatives monthly to discuss class issues;
- d. Plan and organize at least two forums/events per semester;
- e. Manage a class e-mail to send out information as a class, and to serve as a means for the class to get in touch with representatives;
- f. Attend and participate in Student Government Association meetings/events;
- g. Be a voting member of the Student Government Association;
- h. Submit a report twenty-four (24) hours prior to every bi-weekly meeting.

**Section 18** Duties of the Senior Class Representatives:

- a. Represent the students of the class year for which they were elected to serve;
- b. Be on ad-hoc committees as assigned;
- c. Meet with fellow class representatives monthly to discuss class issues;
- d. Plan and organize at least two forums/events per semester;
- e. Manage a class e-mail to send out information as a class, and to serve as a means for the class to get in touch with representatives;
- f. Will become members of the Student Alumni Leadership Training (SALT) Committee upon induction;
- g. Attend and participate in Student Government Association meetings/events;
- h. Be a voting member of the Student Government Association;
- i. Submit a report twenty-four (24) hours prior to every bi-weekly meeting;
- j. One Senior Class Representative will serve as either the Head Representative and one as the Elections Committee Chair.

## 1. Head Representative

- a. To oversee the class representatives in all their duties;
- b. Shall be elected among the Class Representatives after the results of the Spring Election process;
- c. Call a meeting of the class representatives monthly to discuss the problems their individual classes;
- d. Face and aid them in the correct paths to follow to correct these problems as well as delegate duties among the class representatives;

## 2. Elections Committee Chair

- a. Oversee the elections committee;
- b. Work to organize accommodations for a polling station on the Campus-Wide Election Day;
- c. Shall be the senior rep that is not elected as Head Representative;
- d. Work closely with the Office of Advancement and Student Alumni Leadership Training (SALT) Committee to promote philanthropic initiatives;
- e. Attend a meeting of the class representatives monthly to discuss the problems their individual classes.

**Article XI – STUDENT GOVERNMENT ASSOCIATION CABINET MEMBERS****Standing Committees**

**Section 1** The standing committees of the Student Government Association shall afford all representatives the opportunity to discuss issues and provide input into the college's decision making

process. Each Student Government Association standing committee shall operate under its own written guidelines which shall be approved by a two-thirds (2/3) vote. Committee constitutions shall be consistent with the duties enlisted for each particular committee by the Student Government Association constitution. Standing committees will be called together only as needed to discuss and look at matters that fall under their jurisdiction. Standing committees include:

- a. the Academic Affairs Committee;
- b. the Student Affairs Committee;
- c. the Diversity Affairs Committee;
- d. the Public Relations Committee;
- e. the Club Development Committee.

**Section 2** The chairpersons of the Student Government Association standing committees shall attend each meeting of the Student Government Association and report the business and issues being dealt with by their committees. Each chair will attend regardless of whether his or her respective committee is currently meeting. All chairpersons are voting members of the Student Government Association.

### **Permanent Committees**

**Section 3** Permanent Student Government Association committees will always be active and hold regular meetings. Regular meetings are considered one meeting at least every two weeks. Although they fall under the jurisdiction of the Student Government Association, each will run according to its own constitution and bylaws. Each permanent committee will also be required to submit in writing to the Director of Student Affairs a monthly summary and evaluation of the committee's activities. The reports will be due by the fifth day of the months of October, November, December, March, April, and May. Permanent Student Government Association committees include:

- a. Organizational Finance and Review Committee (OFRC);
- b. Le Moyne Student Programming Board (LSPB);
- c. Commuter Student Organization (CSO);
- d. Resident Hall Association (RHA);
- e. Council on Diversity and Inclusion

### **Student Government Association Ad-Hoc Committees**

**Section 4** Ad-hoc committee(s) may be proposed by the Director of Student Affairs, with majority approval of the Student Government Association, to fully investigate an issue and to report back to the Student Government Association with its findings and recommendations. Chairs of ad-hoc committees will run and oversee the actions of their respective committees. Committee chairs will be responsible for:

- a. Organizing committee meeting times, and arranging the requirements for holding meetings;
- b. Taking attendance at each of their regular committee meetings, and report to the Director of Student Affairs any members who are lacking in attendance or active participation;
- c. Continually updating the Director of Student Affairs on committee affairs, and submitting a monthly report in writing.

## **Article XII – STUDENT GOVERNMENT ASSOCIATION MEETINGS**

### **Executive Board Meetings**

**Section 1** a. The Executive Board must meet prior to each meeting of the Student Government Association and prepares an agenda, including the hour, place, and order of business for that meeting. These meetings are closed but visitors may attend upon invitation.

- b. The Executive Board shall meet at least once in the beginning of each semester outside of their regular meeting time for an organizational and planning meeting (may be as a retreat).
- c. Any decision requiring approval of the Executive Board needs majority approval of all executive officers.
- d. The Executive Board shall keep and distribute meeting minutes to the General Board of the Student Government Association.
- e. The Executive Board shall attend the Board of Trustees meetings and Orientation in June annually with additional opportunities for retreat planning time.
- f. The Executive Board shall meet with the Vice President for Student Development twice per semester.

### **Regular Meetings**

**Section 2** Regular meetings shall be held bi-weekly during the academic year, with the exception of college-wide breaks. The Executive Board sets the meeting time and place.

**Section 3** All general meetings of the Student Government Association shall be open to anyone of the Le Moyne College community. The community members in attendance shall be required to leave the room for any vote impacting club status or operation, or any other vote deemed appropriate by the President of the Student Government Association.

### **Quorum**

**Section 4** A quorum requiring two-thirds (2/3) of currently elected voting Student Government Association members shall constitute a quorum for general meetings. In the absence of this quorum, the meeting shall be rescheduled a week later.

### **Procedure**

**Section 5** a. The rules contained in the latest edition of Robert's Rules of Order, Newly Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these and other rules adopted by this organization.

b. All meetings must include a designated time for all chairs and representatives to speak about relevant issues.

### **Voting**

**Section 6** A majority vote of present voting members (eligible to vote and non-abstaining) is required to pass any motion or resolution, unless another requirement is specified elsewhere in the constitution or bylaws. Article VI of the Le Moyne Student Government Association Constitution specifies voting and non-voting positions.

### **Abstentions**

**Section 7** Members may abstain from voting for various reasons. Abstentions do not count as votes.

### **Special Meetings**

**Section 8** Special meetings for the Student Government Association may be called by the President or the Executive Board and also may be scheduled at the written request of one-quarter (1/4) of the voting members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days written notice shall be given.

### **Article XIII – CONSTITUTIONAL AMENDMENTS**

**Section 1** Any amendments to the Student Government Association Constitution or Bylaws must first be presented to the ad-hoc constitution committee. The committee will decide by majority vote if changes to the constitution or bylaws will be forwarded onto the entire Student Government Association for approval. Constitutional changes that are voted on by the entire Student Government Association require two-thirds (2/3) approval for passage. All constitutional amendments must be approved by a majority vote of the entire student body before final implementation.

### **Article XIV - JESUIT STUDENT GOVERNMENT ALLIANCE**

**Section 1** The Le Moyne College Student Government Association, as a founding member of the Jesuit Student Government Alliance, seeks to assist the Jesuit Student Government Alliance (JSGA) in policy making and in its' mission for advocacy.

**Section 2** The Student Government Association shall send at least one representative each year to this conference per the Jesuit Student Government Alliance Constitution. This duty shall fall to the President, and, if he cannot attend, shall fall in accordance to the succession order of the President's duties as laid out in Article X of the Constitution. If a member of the executive board must attend as a result of the President's lack of attendance, the President shall provide a copy of the Constitution of the Jesuit Student Government Alliance. The President shall also, per the Jesuit Student Government Alliance Constitution, meet with the representative about the policies that will be discussed, and shall advise the representative on issues to bring forth to the general body of the Jesuit Student Government Alliance.

**Section 3** The representative from the Student Government Association, whether it be the President or another executive board member, shall have the authority to represent the Student Government Association. However, in the case of supporting an initiative or a statement, the representative will not vote. Instead, the representative will return to the Student Government Association at the next general meeting to report on the initiative. With the majority approval of the general board, the President or another executive board member shall submit the approval of the Student Government Association to the chair of the Jesuit Student Government Alliance.

**Section 4** If the Student Government Association wants to address a certain issue to the Jesuit Student Government Alliance, the Student Government Association shall approach the President of Student Government, who shall address the issue to either the regional chair of the Northeast division, or shall address it to the general body of the Jesuit Student Government Alliance.

**Section 5** If the Jesuit Student Government Alliance signs a letter to the student bodies of their colleges, it is the responsibility of the President of the Student Government Association to distribute the letter to the student body within twenty-four (24) hours of the closing ceremony of the conference.

**Section 6** At the closing of the conference, the representative shall draft a conference summary to the executive board of the Student Government Association. At the first meeting of the Student Government Association after the meeting of the Jesuit Student Government Alliance, the representative shall inform the Student Government Association of the main ideas from the conference, as well as any suggestions for members going forward.

# BYLAWS

## Article I – ELECTION PROCEDURE

### Nominations

- Section 1**
- a. Candidates generally nominate themselves for the position that they wish to run for, and can only sign up to run for one position on the Student Government Association, or LSPB, RHA, and CSO Executive Boards.
  - b. Candidates must meet all of the requirements of the organization in which they are seeking office.
  - c. The positions of President, Director of Student Affairs, Director of Finance, Director of Administration, Director of Student Affairs, and the Director of Club Development require a minimum of one-year experience serving on the Student Government Association. Candidates running for Director of Student Affairs, Director of Finance, Director of Administration and Director of Club Development are excluded from this requirement if they have served at least one year on the Executive Boards of LSPB, RHA, CSO, or the OFRC.
  - d. Candidates will sign up to run at the time and place specified by the Elections Committee.
  - e. Candidates must sign an election contract in order to be placed on the ballot. This form outlines the responsibilities and expectations of the Student Government Association, to which the candidate must agree to commit to if elected. The contract includes a waiver allowing the Office of Student Development to determine if the candidate meets the minimum academic standard. All students running for positions must be in good academic standing and have a cumulative GPA of 2.5. This must be signed and returned to the ad-hoc elections committee before the close of nominations for the office being sought. The elections committee shall have no direct access to the candidate's GPA.
  - f. The nominations period shall be determined and enforced by the ad-hoc elections committee.
  - g. Only those candidates who meet the above requirements and have been nominated according to the above procedure shall be recognized as official candidates and shall be notified by the Director of Administration.
  - h. The period between elections, held in March, and the end of the term in May will be a shadowing period, where newly inducted members will shadow current members to train for their upcoming terms. This period will be used to ask questions and learn all the necessary information for each position. The newly inducted board will be required to attend all meetings for their corresponding position from the time they are elected to their own term ends.
  - i. The final meeting of the academic year will be the first meeting that will be run by the newly elected Student Government Association Board under the oversight of the outgoing Student Government Association Board.

### Insufficient Candidates

- Section 2**
- a. If at the end of nominations, an Executive Board position remains open due to a lack of eligible candidates for that position, the position will become open to any student who meets the basic requirements for election to the Student Government Association, with approval of the Elections Committee.
  - b. If a standing committee chair, cabinet, or class representative position is not filled, the new Student Government Association Constitutional Committee may recruit and appoint a person to the vacant position with the approval of the Executive Board and majority approval of the entire Student Government Association. This decision should be made before the end of the spring semester by the new Student Government Association.

### Campaigning



- Section 3**
- a. The official campaign shall begin once a candidate has submitted their campaign contract to the Campus Life and Leadership Office and shall end before midnight on the day before the election. There shall be no open tabling or formal campaigning on Election Day. All campaign posters and publicity must be removed by 4 p.m. on the day following the election.
  - b. A copy of the Student Government Association Constitution and Bylaws will be made available to all candidates running for a Student Government Association office.
  - c. All election regulations and procedures must be strictly adhered to by all candidates. Violations of the above may result in nullification of the violator's candidacy by the Elections Committee.
  - d. All candidates will receive a campaign fund allotment of \$10.00. The candidate must submit any campaign-related receipts to the Campus Life and Leadership Office for reimbursement. No candidate can spend over \$100.00 of their own funds.
  - e. No candidate may slander any other candidate during the campaign season for any reason. Any instance of this act will result in immediate disqualification of the candidate by the Elections Committee.

### **Polling**

- Section 4**
- a. All voting shall be done electronically, however, Student Government Association voting stations may be set-up for use during elections. Balloting times and locations on Election Day shall be determined and publicized by the Elections Committee. Although voting shall be done electronically, paper ballots may be used at the discretion of the entire Student Government Association.
  - b. The polling area shall be staffed by members of the ad-hoc Elections Committee, chaired by the Senior Representative that is appointed internally by the Class Representatives. Election workers cannot express their personal opinions on candidates while working the polls.
  - c. Candidates and their designees may not work at the polling area, nor campaign or loiter on Election Day whatsoever at the polling area (*See Campaigning, Section 3*). Those who are themselves candidates for office may not work at the polling station. Polling staff must remove any campaign advertisements within 25 feet of the polling stations.
  - d. Due to the constant evolution of technology, any device which can be used for voting purposes is considered a polling station. The discussion of candidates should not be discussed intentionally around a student as they have their ballot open. The discussion of one's own views while another is voting can be deemed coercion by the Elections Committee with proper evidence and/or witnesses. Hearsay cannot be submitted as evidence. If a candidate is found guilty of the above, they may be disqualified as a result of the Elections Committee's decision.
  - e. The Executive Board and standing committee chairs shall be elected by the entire student body of freshman, sophomores, and juniors that are enrolled. Seniors do not vote, with the exception of an election being held during the current term; seniors may vote in such elections. Class representatives will be elected only by the class year that they represent, and the student body can vote for as many candidates as there are class representatives. Cabinet members shall be elected according to their specific group bylaws. Cabinet members should be the head of the organization that they represent, although they may delegate their seat and voting authority to another member of their organization if needed.
  - f. Any violation of the above or an otherwise act of collusion, harassment, or coercion of votes will result in immediate disqualification of the candidate(s) by the Elections Committee with a formal statement issuing the reason to the candidate.

### **Election Results**

- Section 5**
- a. The results for each election shall be announced to each candidate within 24 hours after the close of the polls. The results will then be made publicly available within 24 hours after the candidates have been informed.

- b. In the event of a tie, another election between the tied candidates will be held within a week after the initial election to determine a winner.
- c. All elected candidates must participate in the Student Government Association's annual inauguration.
- d. If a candidate is unable to participate in the annual inauguration, the candidate may be sworn in at the next general meeting of the Student Government Association.

### **Grievances**

- Section 6** a. Any undergraduate student who pays the Student Activities Fee may initiate a grievance with the Chair of the Elections Committee concerning the election and/or elections procedure. Said grievances must be submitted in writing to the Chair of the Elections Committee within three (3) calendar days after the close of the election. The grievance shall be deliberated on and a verdict rendered by the Elections Committee within three (3) calendar days of the Elections Committee receiving it, and the complainant shall be notified in writing of the decision.
- b. If the complainant so wishes, they may remain anonymous to the Student Government Association. This must be directly stated within the grievance submitted to the chair of the Elections Committee. The complainant will not remain anonymous to the Elections Committee.
- c. The Elections Committee shall inform the President of the Student Government Association of their decision, and the president shall then present the grievance to the Student Government Association at its next regularly scheduled meeting; by a two-thirds (2/3) vote the Student Government Association shall decide the grievance. The complainant shall be notified in writing of the decision of the Student Government Association.
- d. If the decision on a grievance favors the complainant, the election process must be re-held within ten (10) days of the decision. If the elections under review are at the end of the spring semester, the re-elections must be held before co-curricular activities cease.

### **Article II - TRANSITIONS**

**Section 1** All outgoing class representatives, standing committee chairs, cabinet members, and executive board members are mandated to provide transitioning documents to their respective successors. These documents are to be provided by Club Transition Day in the Spring Semester. The exception will be for the First-Year Class Representatives, who will receive their transitioning documents upon their election. All outgoing class representatives will create one joint document for their successors.

- Section 2** These transitioning documents must include:
- a. Duties of the position;
  - b. Updated timeline of responsibilities;
  - c. Summary of the year's activities;
  - d. A list of topics of focus and suggested topics;
  - e. The Constitution of the Student Government Association;
  - f. A sample meeting agenda;
  - g. Any other transition notes as seen fit by the outgoing representative.

### **Article III – PARTICIPATION POLICY**

**Section 1** All class representatives, standing committee chairs, cabinet members, and Executive Board members are expected to attend and participate in each Student Government Association meeting and function. Participation constitutes sufficient acknowledgement of Student Government Association's

presence at an event. When a member knows they will not be in attendance, notice should be given to the Director of Administration at least 24 hours in advance of the event or meeting.

**Section 2** All members are expected to attend and participate in at least two-thirds (2/3) of the recommended activities held by Student Government Association (not including regular meetings). Participation constitutes sufficient acknowledgement of Student Government Association's presence at an event. The Director of Administration must inform all members of the Student Government Association of events that are considered recommended activities, and has the right to require proof of attendance when relevant if the Director chooses. When a member is not actively participating, constituted by missing one-third or more of these recommended events (on a rolling basis, at the discretion of the Director of Administration), the representative will be given a formal warning. If unsatisfactory attendance continues, formal recall proceedings may commence.

**Section 3** All members will be required to individually attend one event from each of the following groups every semester: the PAC, IEGE, Athletics, LSPB, CSO, and RHA. The events will be chosen by each Student Government Association member themselves to ensure availability. Attendance must be proven (with a ticket, a photo, or direct contact at the event) at the discretion of the Director of Administration within seven (7) calendar days. Individual events the Executive Board deems mandatory will not count in this tally. Recommended events will not count toward this tally.

**Section 4** A total of one (1) unexcused absence will be allowed for each Student Government Association member per calendar year for regular meetings and one (1) unexcused absence for committee meetings. The Director of Administration will determine whether or not an absence can be considered as an excused absence, and this decision is under their discretion. After one absence, the representative will be given a formal warning. A second absence will be considered neglect of duty, and formal recall proceedings may commence.

#### **Article IV – STUDENT GOVERNMENT ASSOCIATION VACANCIES**

**Section 1** Any Student Government Association member who is taking a leave of absence greater than three (3) weeks in length is required to step down from their position. This includes study abroad, medical leave, or personal time away from campus. Exceptions to this rule may be granted by majority approval of the Student Government Association general board.

#### **Change in Status**

**Section 2** No Student Government Association member shall lose their seat due to a change in status stemming from a movement from one class year to another during the middle of an academic year.

#### **Vacancies**

**Section 3** a. In the case of the vacancy of the office of the President, the Director of Student Affairs shall assume office of President for the remainder of the term. In this case an election shall be held to elect a Director of Student Affairs; the office of Director of Student Affairs shall remain vacant until that time.

b. In the case of the vacancy of the office of the Director of Student Affairs, Director of Finance, Director of Administration, Director of Club Development, committee chairs, or a member of the Student Government Association who meets all the requirements of the particular office shall nominate themselves be elected to the position by a majority of the Student Government Association to temporarily

fill the position until a permanent replacement is elected under the elections procedures listed in Article I of the bylaws. They shall hold the position for the remainder of the original term.

c. In the case of a vacancy in any class representative positions, the Constitution Committee ad-hoc election committee shall appoint, by majority approval, any student to the position who meets the requirements of office. Once obtaining majority approval of the Constitution Committee, the candidate must receive Executive Board approval, followed by majority approval of the General Board of the Student Government Association. They shall hold the position for the remainder of the original term.

d. In the case of the vacancy of the entire executive board, the Student Government Association shall convene at its next regularly scheduled meeting time and follow the procedure outlined in Robert's Rules of Order, Revised (latest edition) for convening such a leaderless body. Upon the election by the Student Government Association members present a chairperson from among their ranks, and interim executive board shall be elected among the Student Government Association members who meet the requirements of the office as outlined for each position in the Student Government Association Constitution. This interim executive board shall serve until a permanent replacement Executive Board is elected under the election procedures listed in Article I of the bylaws. The newly elected executive board shall assume office immediately upon the tally of the votes.

e. If there are insufficient persons to fill the positions of LSPB Representative, CSO Representative, RHA Representative, Student Athletics Representative, or VPA Representative, the Constitution Committee may suggest students affiliated or unaffiliated with these organizations or other students interested in the position who are judged to be have the ability to properly represent these positions by submitting their resume to the Chair of the Constitution Committee. Following the suggestion of the Constitution Committee, the candidate must receive Executive Board approval, followed by majority approval of the General Board of the Student Government Association.

## **Article V – RECALL OF MEMBERS Procedures**

**Section 1** a. A formal written warning describing his/her unsatisfactory performance will be issued to a member of the Student Government Association prior to a request for a recall. If the Student Government Association member's conduct continues to be unsatisfactory then implementation for impeachment proceedings may be pursued.

b. The voting members of the Student Government Association may recall their elected executive board members, moderator, chaplain, standing committee chairs, and representatives through the following procedures:

1. Presentation of a petition bearing the signature of twenty five (25) percent of the voting members of the Student Government Association to the moderator of the Student Government Association; the specific reasons for the recall must be presented along with the petition.
2. For constitutional related offenses including, but not limited to, neglect of duty, contempt of Student Government Association and failure to discharge the duties of office, an impeachment trial shall be held before the full Student Government Association, with a Student Government Association member elected by a majority of the Student Government Association serving as presiding officer. All charges shall be entered, and the accused and/or counsel may present his/her case. Cross-examination of the two parties shall ensue by the Student Government Association. If guilt is found by two-thirds (2/3) vote of Student Government Association members present, the guilty party shall be removed from his/her position and an election shall be held according to Article I of the bylaws to fill the vacancy.
3. For more serious offenses including but not limited to misappropriation of Student Government Association funds, endangering the welfare of others, and other potential civil offenses, the case

and all evidence shall be turned over to the College judicial system for action. The Student Government Association and all persons involved in the case shall be bound by the Family Educational Rights and Privacy Act of 1974.

## **Article VI – RESIGNATIONS**

### **Executive Board Members**

**Section 1** In case of resignation, members of the executive board shall submit their resignation in writing to the President and to the Moderator of the Student Government Association. The resignation shall be then be presented to the Student Government Association at its next meeting for acceptance.

### **Standing Committee Chairpersons and General Student Government Association Board Members**

**Section 2** In case of resignation, representatives and standing committee chairpersons and general Student Government Association board members shall submit their resignation in writing to the President of the Student Government Association. The resignation shall then be presented to the Student Government Association at its next meeting for acceptance.

## **Article VII – STUDENT ORGANIZATION GOVERNANCE**

### **Supervision of Campus Clubs**

**Section 1** The Student Government Association is responsible for supervision, enforcement, and approval of all student clubs and organizations on campus.

**Section 2** The Director of Club Development is the Student Government Association's official liaison with all college clubs and organizations. The Director of Club Development will work closely with those groups to help them achieve their goals, as well as serve as the liaison between to any students wishing to form a newly recognized club or organization under and the Student Government Association.

**Section 3** The Organizational Finance and Review Committee is chaired by the Director of Finance of the Student Government Association. The Director of Finance is the Student Government Association's official liaison with all college club and organization budgets, and any matters regarding the student activities fee. The Organizational Finance and Review Committee is responsible for all funding matters using the student activities fee.related to campus clubs. The Organizational Finance and Review Committee (OFRC) will review all campus clubs for compliance with Student Government Association and Organizational Finance and Review Committee (OFRC) rules and guidelines, and allocate an appropriate budget.

**Section 4** Should a club fail to comply with Student Government Association (SGA) club governance rules, the Student Government Association reserves the right to recommend a financial fine be placed on the respective club by the Organizational Finance and Review Committee (OFRC).

**Section 5** If a club or organization fails to comply with the Student Government Association club governance rules, the Student Government Association reserves the right to vote by 2/3 majority to make the club inactive via motion or recommendation by the Director of Club Development or the Director of Finance.

**Section 6** The most updated version of club responsibilities, regulations, and club governance named the *Club Presidents Manual* is held by the Director of Club Development and handed out to each Club President at the beginning of their presidency. This document demonstrates more in detail the club governance of the Student Government Association and serves as an official document recognized by the Student Government Association. All changes to this document must be voted on by the majority of the Club Development Committee, then must receive Executive Board approval, followed by majority approval of the General Board of the Student Government Association.

### **Article VIII – CLUB OPEN ENROLLMENT PERIODS**

**Section 1** There will be two Club Enrollment Periods per academic year. The first should be held at the beginning of the fall semester and the second at beginning of the spring semester. These periods should be approximately two weeks in length, though period length is at the discretion of the Director of Club Development. Once the enrollment period has expired, all students who did not turn in documents for approval during the period must wait until the next enrollment period for the club to be reviewed by the Student Government Association.

**Section 2** These periods should be used to seek out students who wish to create a club on campus or reactivate an inactive club or organization. The Director of Club Development must hold a Club Creation Informational Meeting in which students will learn of the official process for starting a club, the required documents, requirements and responsibilities of a club president, and deadlines for materials to be submitted for Student Government Association review.

**Section 3** Once clubs are screened by the Director of Club Development, they will have the chance to present their club in front of the Student Government Association where they will have designated time to present their club, at the discretion of the Director of Club Development. Any club who is not present at this designated Student Government Association meeting will forfeit their right to appeal the Student Government Association's decision if denied. Following each potential club's presentation, the Student Government Association will have the chance to ask the presenter questions about the proposed club with designated time given by the Director of Club Development. Following the presentation of the clubs for that Open Enrollment Period, the Student Government Association will have a closed door discussion and ask the Director of Club Development any remaining questions the Student Government Association may still have. After all questions are answered and discussion has ceased, the Student Government Association will proceed to a full vote on each club individually. All clubs for the current enrollment period should be voted on during the same Student Government Association meeting. That meeting should be the first full Student Government Association meeting following the conclusion of the open enrollment period.

**Section 4** Clubs that are approved during the open enrollment period are allowed to request up to \$500 for their first semester. These policies will be enforced by the Director of Finance through the Organizational Finance and Review Committee (OFRC).

**Section 5** A potential new club that is denied official club approval by the Student Government Association will be notified in writing of the reason(s) for disapproval by the Director of Club Development. Any club that is denied official club approval may submit a formal appeal to the Director of Club Development within 7 class days of receiving the notification of disapproval of the date on which the disapproval written notification is sent by the Director of Club Development. The Executive Board of the Student Government Association will review any submitted appeals, if approved by majority vote of

the Executive Board the appeal will go to a re-vote process by the Student Government Association. Potential new clubs will receive written notification from the Director of Club Development of the Student Government Association regarding the outcome of their appeal. Results of the appeal vote are final. Any potential new club that is still denied official club approval through the appeals process may apply for official club status during the next Open Enrollment Period.

## **Article IX - THE FORMATION OF NEW AND REACTIVATED CLUBS AND ORGANIZATIONS**

**Section 1** All students are encouraged to create a new club or organization which specializes in a particular student interest. Le Moyne's policy is to encourage free discussion of issues as part of the educational process. Organized advocacy of a position violating the college's Catholic tradition is not endorsed or funded by the college. Registration of a student club or organization by the Student Government Association is an acknowledgement that the organization has complied with registration procedures. The College will grant all rights and privileges accorded to every registered club or organization.

**Section 2** In order for a club to be reactivated or a new club to be created, the student seeking to start the club must attend a mandatory meeting with the Director of Club Development. At this meeting, students will learn of the official process for starting a club, the required documents, requirements and responsibilities of a club president, and deadlines for materials to be submitted for Student Government Association review, see Article VII of the Student Government Association Bylaws.

**Section 3** The first step in forming an officially recognized group is the petition of at least fifteen (15) students saying they would support the group if formed, as well as a personal statement from the leading student advocate for club formation. The personal statement should detail why the student wants to see the creation of the proposed club, and his or her plan if the club becomes official. The personal statement should also include any necessary requirements needed to get the club up and running.

**Section 4** The New Club Application, provided by the Director of Club Development must be filled out completely and handed in with all other materials before the deadline set by the Director of Club Development.

**Section 5** A list of the proposed club's first officers, along with the name of the faculty member or administrator who will serve as the moderator, should be submitted to the Director of Club Development for initial review. Following the initial review, those documents should be submitted to the Student Government Association for approval. Each club should have at least a president and treasurer. While all offices may be held by more than one person, only one student may serve as the official contact person to the Student Government Association and Organizational Finance and Review Committee (OFRC).

**Section 6** With the petition, a constitution (delineating the club's purpose, membership, elections procedure, etc.) should be submitted to the Director of Club Development for review, then forwarded to the Student Government Association for approval. The Student Government Association will examine it to assure that the club's purpose is congruent with the goals and ideals of the college, is economically feasible, and does not overlap with the interests of other clubs or organizations on campus. The Director of Club Development will work with any students who are having difficulty drafting a constitution.

**Section 7** Officers of prospective clubs or organizations are encouraged to make a brief presentation to the Student Government Association, in order for the Student Government Association to ask questions. Subject to the final approval by the Vice President for Student Development, the Student Government Association has the responsibility for recognizing and approving all student clubs and organizations. Upon approval by the Vice President for Student Development, the Organizational Finance and Review Committee (OFRC) will then work with the new club's leadership to develop and approve a budget for the remainder of the semester. Any club who opts out of making a presentation to the Student Government Association forfeits the right to appeal the Student Government Association's decision.

**Section 8** If a club is rejected by the Student Government Association during the Appeals Process, then the club may appeal to the Dean of Students. If the appeal is denied, a final appeal may be made to the Vice President for Student Development, whose decision shall be final. The Directors of Finance and Club Development shall always be the liaisons between the club or organization and Organizational Finance and Review Committee (OFRC) & Student Government Association. However, if the organization appeals to the Vice President for Student Development both the Directors of Finance and Club Development and a single representative from the club shall meet with him/her to present their case.

**Section 9** In order to reactivate a club, students must submit a petition of at least 15 interested students, a list of club officers, Reactivating Club Application, and a personal statement from the student interested in reactivation, detailing their interest in restarting the club. The students must also have a moderator that is a faculty member or administrator at Le Moyne College. Requests for reactivation must be first submitted to the Director of Club Development and then will be reviewed by the Student Government Association, which will vote on the reactivation through the same process as New Club Applications.

#### **Article IX – CLUB PRESIDENT'S MANUAL**

**Section 1** The Student Government Association recognizes the Club President's Manual as an official document of the organization. This document is reviewed and updated, if needed, each year by the Director of Club Development in collaboration with the Director of Finance and the Club Development Committee.

**Section 2** The Club President's Manual is prepared and distributed to each New Club President at Club Transition Day in April of each academic year. Each Club President should use this manual to assist them in making their club successful during their club presidency.

**Section 3** The Club President's Manual shall address all matters that have to do with club requirements and funding, among other important topics so that it serves as a clear and sustainable document for Club Presidents to be able to refer to with any questions or curiosities that have to do with their club presidency.

Last revised: *February 2019*