

## **The Constitution of the Student Government Association**

### **Preamble**

Sewanee: The University of the South's Student Government Association shall be composed of elected students from each graduating class year, and will henceforth be referred to in this document as "the University" and "Student Government Association," respectively.

Aforementioned elected officials will serve as the governing body for the improvement of campus, so that all matriculated students in the College of Arts and Sciences may have the greatest possible chance to succeed in their educational career while enrolled at the University. Members of this Student Government Association shall act according to its main goals, those goals relating to any action involving changing university policies for the better. As the elected representatives of the student body, it will be the foremost purpose of these representatives to relay the voices of the student body to the University administration.

### **Article I - The Student Body**

#### **Section 1 - Makeup of the Student Body**

- I. The makeup of the Student Body of the University consists of the matriculated students of the University's College of Arts and Sciences, as recognized by the University Registrar.

#### **Section 2 - Rights held by the Student Body**

- II. Members of the student body are entitled to rights relating to Student Government Association activities. These rights include:
  - A. Participating in Student Government Association elections according to rules set by the Student Government Association as stated in Article V.
  - B. Campaigning and running for office according to rules set by the Student Government Association members, when an opening becomes available or when an election period begins as stated in Article IV.
  - C. Meeting individually with student representatives for the purpose of making Senators aware of issues they or others are facing and suggesting solutions to such issues.
  - D. Petitioning for removal of Senators from the Student Government Association as stated in Article VII.
  - E. Participating in the procedure to charter a new organization designed to benefit the campus community.
    1. This includes presenting the charter to all members of the Student Government Association and receiving financial funding approval. In order to charter an organization, students must adhere to the guidelines outlined in the Student Handbook.

## **Article II - Student Government Association**

### **Section 1 - Name and Mission**

- I. The name of this organization shall be “Student Government Association”, or “SGA” for short.
- II. The Sewanee Student Government Association is comprised of Sewanee students who strive to be the communicative link between the students, faculty, staff and community members. Our desire is to strengthen the sense of community amongst our peers and work to embody the values of the University of the South

### **Section 2 - Organization**

- I. The organization will have student representatives that are reflective of the student body as a whole.
  - A. The organization will consist of twenty (20) total senators
    1. The twenty (20) senators are a product of five (5) representatives from each graduating class year elected by the Student Body to serve on the Student Government Association cabinet.
    2. The student representatives for every class year will be voted on by the peers of their same class year.

### **Section 3 - Requirements**

- I. All Student Government Association student representatives, hereinafter referred to as “Senators”, must meet the following criteria:
  - A. Upperclass Senators must have a cumulative 2.75 grade point average (GPA) prior to elections. “Upperclass” is defined as a person of Sophomore (no less than 32 credit hours), Junior (no less than 64 credit hours), or Senior (no less than 96 credit hours) year status, as deemed by the University.
  - B. Senators must be in good standing with the Dean of Students.
  - C. Student representatives must not have violations of the EQB Guide and Honor Code.
  - D. Senators must be full time students (no less than 12 credit hours), as deemed by the University.
- II. Senators must not have more than three (3) unexcused absences from any obligation.
  - A. Obligations include, but are not limited to, Student Government Association meetings, committee meetings, and Student Government Association events.
  - B. For an absence to be excused, Senators are responsible for notifying the current standing Secretary twenty-four (24) hours prior to the meeting.
    1. Excused absences may be on the basis of school, mental health, physical health, travel, and sports.

2. Any absences not reported in a timely manner will qualify as unexcused absences and will be treated in accordance with Article VII.

#### **Section 4 - Responsibilities**

- I. Senators must be a part of no less than one (1) of the following committees:
  - A. AFC Funding Committee, Library / Information Technology Services Committee, University Lectures Committee, Admission and Merit Scholarships Committee, Curriculum and Academic Policy Committee, Advisory Committee on Athletics, Title IX Committee, Tigers Entertainment Board Liaison, Public Safety Committee, Constitution Committee.
  - B. Student Representatives should have their assigned committee placement by no later than the end of the second meeting with the Student Government Association.
- II. All elected Senators have the following duties to adhere to:
  - A. Senators must represent the interests of the student body and convey any concerns the student body may have to the Student Government Association.
  - B. Senators must review the minutes of previous meetings.
  - C. Senators must perform all additional duties prescribed by EQB and the University's Values.
  - D. Senators must be informed on all up-to-date University policies and resources.

#### **Section 5 - Limitations**

- I. Senators studying abroad during any academic term coinciding within their one (1) year term must serve until departure from campus. The position will then be filled via special elections, as outlined in Article V.
  - A. Senators participating in course-work that requires in excess of three week days of off-campus study which prohibits their physical presence at Cabinet meetings shall be considered to be studying abroad.
- II. Senators may not serve on the Honor Council, the Student Conduct Board as an officer of the Interfraternity and Intersorority Councils, as a member of the Residential Life Head Staff, as the President of the Order of Gown, or as a Student Trustee.
  - A. Senators may serve as Orientation Leaders, Proctors, Lead Proctors, Co-Directors of theme houses, FYP and PRE mentors, officers of any student organization on the campus that have not been specified above.
  - B. Senators that are involved in an on-campus activity that is either not listed above or could be a potential heavy time commitment, as deemed by the given student representative, should meet with the reigning Student Government Association President during the first four (4) weeks of their term.

**Section 6 - Legislative Powers**

- I. All of the Senators, no matter their title, will be referred to as “the cabinet.”
  - A. The cabinet will vote on all proposals presented before them.
    1. The President of the Student Government Association may only vote in the event of a tie.
    2. All members of the cabinet must have their vote taken into account, present or not.
      - a) If a Senator cannot be present at the meeting where a live vote is taking place, they must submit their vote within twenty-four (24) hours of the proposal being presented.
      - b) If any member of the cabinet has a conflict of interest on or about any given motion, the member may not vote.
- II. Legislation considered by the Student Government Association will hereinafter be referred to as “proposals.”
  - A. Proposals may pertain to any and all areas of student life and shall express any concerns of the student body relating to University policy.
  - B. Each proposal must be sponsored and presented by a Senator, except where otherwise prescribed.
  - C. Any student of the University may co-sponsor a proposal and assist in its presentation, but only Senators are allowed to vote for the approval of said proposal.

**Article III - Executive Branch**

**Section 1 - The President**

- I. The Student Government Association President shall be responsible for conducting weekly cabinet meetings
  - A. If two-thirds of the cabinet requests a meeting outside of the regularly scheduled weekly meeting to the President, the President shall be responsible for conducting the special meeting.
- II. The Student Government Association President shall be responsible for conducting weekly Executive Council meetings consisting of Executive Branch members.
- III. The Student Government Association President shall serve as an *ex officio* member of the cabinet as stated in Article II.
- IV. The Student Government Association President and the Marketing and Communications Chair shall together be responsible for communicating all Student Government Association activity to the student body at large.
- V. The Student Government Association President shall act as the liaison to and attend regular meetings with senior level administrative officials including but not limited to the Vice Chancellor, Dean of Students, and Student Government Association Advisor.

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- VI. The Student Government Association President shall serve as the chair of the Activities Fee Committee (AFC) alongside the Treasurer and attend any ad hoc committee meetings, as defined in Article VIII.
- VII. The Student Government Association President may hold no other office within the Student Government. Additionally, the Student Government Association President may not serve as President of the Order of the Gown, the Order of the Gown Council, Interfraternity/Intersorority Council President, on the Honor Council, as the Chair of the Honor Council, as a Student Trustee, or on the Head Staff of the Residential Life Office.
- VIII. The Student Government Association President shall organize at least one meeting per semester, open to the entire University, at which they shall present the agenda and activities of the Student Government Association.
- IX. The Student Government Association President shall speak at University events at the discretion of administration.
- X. The Student Government Association President shall maintain and pass on records and other materials to assist their successor in the successful execution of the position.

#### **Section 2 - The Vice President**

- I. The Vice President of the Student Government Association shall be responsible for fulfilling the duties and responsibilities of the Student Government Association President in a temporary absence.
- II. The Vice President shall be responsible for monitoring and advising committees and special projects organized by the Student Government Association.
- III. The Vice President shall be responsible for monthly check-ins with representatives of each class.
- IV. The Vice President shall be responsible for organizing monthly senator outreach events with each class.
- V. The Vice President shall maintain and pass on records and other materials to assist their successor in the successful execution of the position.

#### **Section 3 - The Secretary**

- I. The Secretary of the Student Government Association shall be responsible for maintaining minutes of all cabinet and Executive council meetings.
- II. The Secretary shall be responsible for maintaining any available documentation and records of the Student Government Association.
- III. The Secretary shall be responsible for recording attendance during cabinet meetings.
- IV. The Secretary shall be responsible for the creation of the weekly meeting agenda and must distribute it to the cabinet the evening before each meeting.
- V. The Secretary shall serve as the Chair of the Constitution committee.
- VI. The Secretary shall be responsible for presenting amendments to the Student Government Association constitution to the cabinet.

- VII. The Secretary shall maintain and pass on records and other materials to assist their successor in the successful execution of the position.

**Section 4 - The Director of Diversity, Equity and Inclusion (DEI)**

- I. The Director of DEI shall serve as the liaison between the Student Government Association and the Vice Provost for Diversity, Equity and Inclusion.
- II. The Director of DEI shall serve on the University's Committee for Diversity, Equity and Inclusion.
- III. The Director of DEI shall be responsible for ensuring the Student Government Association is in compliance with and in communication with the Office of Diversity, Equity and Inclusion's initiatives.
- IV. The Director of DEI shall be responsible for facilitating a workshop for Diversity, Equity, and Inclusion within the Student Government Association cabinet.
- V. The Director of DEI shall maintain and pass on records and other materials to assist their successor in the successful execution of the position.

**Section 5 - The Treasurer**

- I. The Treasurer of the Student Government Association shall be responsible for determining and presenting the Student Government Association budget at the beginning of the academic year.
- II. The Treasurer shall be responsible for maintaining the Student Government Association budget.
- III. The Treasurer shall coordinate and conduct all financial processes managed by the Student Government Association
  - A. This is including but not limited to the Activities Fee Committee (AFC) allocations and the Mini-Grant processes.
- IV. The Treasurer shall serve as the Chair of the Activities Fee Committee (AFC) alongside the Student Government Association President.
- V. The Treasurer shall be responsible for communicating funding allocations to organizations that have applied for AFC funding and submitted mini grant applications.
- VI. The Treasurer shall maintain and pass on records and other materials to assist their successor in the successful execution of the position.

**Section 6 - Marketing and Communications Chair**

- I. The Marketing and Communications Chair shall be responsible for maintaining official Student Government Association platforms.
- II. The Marketing and Communications Chair shall be responsible for communicating Student Government Association efforts to the Student Body.

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- III. The Marketing and Communications Chair shall be responsible for creating and distributing the weekly newsletter through the Student Government Association email account.
- IV. The Marketing and Communications Chair shall be responsible for retention efforts with the Cabinet
  - A. This is including but not limited to: gear, events, and gifts.
- V. The Marketing and Communications Chair shall maintain and pass on records and other materials to assist their successor in the successful execution of the position.

#### **Article IV - Succession of Officers**

- I. A vacancy in the office of the President shall be filled by the Student Government Association Vice President.
- II. Should the office of Student Government Association Vice President be vacated, interested cabinet members may run for the position of Vice President and the member with the cabinet majority vote may take office as Student Government Association Vice President.
  - A. If only one interested member runs for the position of Vice President, they shall take office upon confirmation by a two-thirds vote of the cabinet.
- III. Should the office of Student Government Association Secretary be vacated, interested cabinet members may run for the position of Secretary and the member with the cabinet majority vote may take office as Student Government Association Secretary.
  - A. If only one interested member runs for the position of Secretary, they shall take office upon confirmation by a two-thirds vote of the cabinet.
- IV. Should the office of Student Government Association Director of DEI be vacated, interested cabinet members may run for the position of Director of DEI and the member with the cabinet majority vote may take office as Student Government Association Director of DEI.
  - A. If only one interested member runs for the position of Director of DEI, they shall take office upon confirmation by a two-thirds vote of the cabinet.
- V. Should the office of Student Government Association Treasurer be vacated, interested cabinet members may run for the position of Treasurer and the member with the cabinet majority vote may take office as Student Government Association Treasurer.
  - A. If only one interested member runs for the position of Treasurer, they shall take office upon confirmation by a two-thirds vote of the cabinet.
- VI. Should the office of Student Government Association Marketing and Communications Chair be vacated, interested cabinet members may run for the position of Marketing and Communications Chair and the member with the cabinet majority vote may take office as Student Government Association Marketing and Communications Chair.

- A. If only one interested member runs for the position of Marketing and Communications Chair, they shall take office upon confirmation by a two-thirds vote of the cabinet.
- VII. The Executive Committee shall fill a vacated office within two weeks of notification of vacancy.

## **Article V - Student Elections**

- I. The Elections Committee, consisting of the Student Government Association President, Order of the Gown President, and the Chair of the Honor Council, will be chaired by the President of the Order of the Gown and shall prescribe the methods of campus-wide elections and oversee all student leadership elections. Furthermore, the Student Government Association shall handle any vacancies that occur within the organization, as described in Article IV
- II. All elections shall take place in the Easter Semester preceding the academic year in which the elected students shall serve with the exception of the first-year senators and first-year honor council representatives.
  - A. The elections for first-year positions shall take place at the beginning of advent semester. Upon the vacancy of a Senator position, any other cabinet members will be elected through special elections at any time during the academic year.
- III. All elections during the Easter Semester shall be completed by no later than the first day of May. After the election, a transition period will begin wherein Student Government Association Senators will transition power via the process outlined in Article VII.
  - A. After this transition period, the Student Government Association shall be composed of only the newly elected representatives.
- IV. All terms for elected representatives shall be one academic year, except where prescribed elsewhere.
- V. All elected members of the Student Government Association shall be sworn into their office following the methods and rituals prescribed by Article VII.
- VI. All elected positions may resign their respective offices or positions by submitting their resignations, in writing, to the Student Government Association email (sga@sewanee.edu). A resignation is immediate and irrevocable once it has been accepted. The President must notify the Student Government Association as such.
- VII. The Student Government Association President may resign their office by submitting a letter of resignation, in writing, to the advisor of the Student Government Association, Dean of Students, and Vice Chancellor of the University. They must also notify, in writing, the Secretary of the Student Government Association of their resignation.
  - A. A resignation is immediate and irrevocable once it has been accepted.



- B. Upon the President's resignation, the Vice President of the cabinet shall fulfill the duties of the President of the Student Government Association, as outlined in Article III.
- VIII. Any elected official may be removed from office according to the method and procedure set down in Article VIII of this Constitution.

#### **Article VI - Installation of New Officers**

- I. The President of the Student Government Association shall administer the following oath to all new officers before they enter office:  
"I do solemnly affirm that I will support and uphold the values of the University of the South and its student Government Association throughout the full duration of my term as Senator."
- II. All new officers shall sign their name in the Student Government Association Register.
- III. After the termination of the regular election period during the Easter Semester, all newly elected officers will attend a meeting with the current Student Government Association cabinet to appoint the executive officers for the following academic year.
- IV. Following the aforementioned meeting, a transition event will be held to transfer power to the newly elected officers.
  - A. Within this event, the oath shall be administered and the signing of the Student Government Association Register will occur.
  - B. First-year Student Government Association senators, once elected, will be installed at the first SGA meeting they attend during the following semester. They will be installed by signing the Student Government Association Register and stating the oath.
- V. All elected Student Government Association officers regularly elected in the Easter Semester shall enter upon their duties immediately following the conclusion of the transition event.
- VI. All student officers elected within the Advent Semester or in a special election shall assume duties upon installation.

#### **Article VII - Removal From Office**

##### **Section 1 - Absences**

- I. Absences regarding school, mental health, physical health, sports, and travel shall be reported to the Student Government Association Secretary 24 hours before cabinet meetings.
  - A. Any absences that are not reported in this manner shall be regarded as unexcused.
- II. It is the responsibility of the officers of the Student Government Association to attend all cabinet meetings.
  - A. Any member who has over three unexcused absences within an academic semester will be subject to removal from office.

- III. After a senator reports two excused absences regarding mental health, the Vice President shall follow up with said senator to check in and provide resources as needed.

### **Section 2 - Conduct**

- I. Any senator who does not abide by the code of conduct, as outlined by the Ecce Quam Bonum Guide, may be reported to the Student Government Association President.
  - A. The President is then responsible for conducting a meeting with the accused party as well as holding an election within the cabinet for removal.
- II. The aforementioned election will proceed as follows: The Executive Committee will be responsible for facilitating the election.
  - A. The election will occur during a meeting wherein the entire cabinet is present. The accused party will be informed of their charges by the Executive Committee. The accused party will be given the opportunity to explain their case to the entire cabinet and the cabinet will have the opportunity to ask questions. The accused party will be excused from the meeting and the cabinet will vote for the removal of the accused party upon confirmation of a two-thirds vote.
- III. The Student Body may request the resignation of any unsatisfactory member of the Student Government Association via a petition sent to the President (sga@sewanee.edu) or to the advisor (sjyoung@sewanee.edu) if the petition directly regards the President.
  - A. Upon receiving this email, the president is then responsible for conducting a meeting with the accused party or the advisor if the accused party consists of the President.
    1. Upon this, an election will proceed following the same procedure.

### **Article VIII - Committees**

#### **Section 1 – Student Government Association Representatives on University Committees**

- I. The Student Government Association shall provide the Student Government Association Advisor with a list of nominated representatives for all committees established by the University that provide a seat to student membership.
- II. All Senators are responsible for membership in at least one committee within SGA, as outlined in Article II.
- III. At the first Student Government Association meeting after the Easter Semester Elections, the incoming Executive Council and the incoming Student Government Association President shall nominate Senators for placement onto the University committees.
- IV. It shall be the responsibility of the Student Government Association Secretary to maintain a list of active committees that provide a seat to student membership.
- V. After each committee's respective meeting, student representatives must prepare a report to be presented at the next meeting of the Student Government Association.

- A. Failure of a student to remain active within a University Committee shall result in a recommendation of their removal from both the Committee and, if applicable, the Cabinet, by the Student Government Association President as per Article VIII.
- VI. In order to dissolve a committee a presentation must be made to the Cabinet wherein a two thirds vote will occur.

**Section 2 - AFC Funding Committee**

- I. Responsible for delegation of funds to all student organizations

**Section 3 - Library / Information Technology Services Committee**

- I. Responsible for attending LITS meetings and communicating with DuPont staff to improve students' experience and education

**Section 4 - University Lectures Committee**

- I. Responsible for reviewing and evaluating professors', students', and faculty's applications to bring speakers on campus to foster community

**Section 5 - Admission and Merit Scholarships Committee**

- I. Responsible for reviewing and ranking applications, to select students to receive the Benedict and VC scholarships Committee

**Section 6 - Curriculum and Academic Policy Committee**

- I. Responsible for attending CAPC meetings to discuss changes in the academic curriculum and works closely with the Registrar as a liaison

**Section 7 - Advisory Committee on Athletics**

- I. Responsible for attending ACA meetings to inform SGA on athletic issues, needs, and news.

**Section 8 - Title IX Committee**

- I. Responsible for attending Title IX (this law prohibits sex discrimination in educational institutions) meetings to inform SGA on how to better educate/equip students

**Section 9 - Diversity, Equity, and Inclusion Committee**

- I. Responsible for attending DEIC meetings to inform SGA on how to better ensure equity among students on campus and host inclusive events

**Section 10 - Tigers Entertainment Board Liaison (TEB)**

- I. Responsible for attending TEB meetings (which delegate funds that come directly from student tuition for campus events) and serving as a liaison

**Section 11 - Public Safety Committee**

- I. Responsible for communicating with Sewanee Police Department to ensure a positive relationship between students and SPD officers

**Section 12 - Constitution Committee**

- I. Responsible for managing any amendments to the constitution as well as facilitating a constitutional review every year in accordance with Article X.

**Section 13 - Ad Hoc Committees**

- I. Ad hoc committees are created based on the needs of the student body or the Student Government Association.
- II. Any Senator who wants to chair an ad hoc committee may present the committee for approval by the Executive Committee by two-thirds vote.
- III. Ad hoc committees can become permanent committees via approval from a two-thirds vote of the cabinet.

**Article IX - Finances**

- I. The purpose of the Activities Fee Committee is the administration of the Student Activities Fee funds. The Activities Fee Committee shall administer these funds in concurrence with the Student Organization Handbook.
- II. The Activities Fee Committee shall be co-chaired by The President and The Treasurer of the Student Government Association. This committee shall be composed of six members. One shall be the advisor for the Student Government Association. The remaining five members shall be selected by the process described in Section 1. Article III.
- III. The terms of the student members of the Activities Fee Committee shall be for their elected period and shall commence at the beginning of the Advent Semester for which they have been elected to serve.
- IV. Prior to the primary hearing in the Easter Semester, the Activities Fee Committee shall adopt and publish standing rules and guidelines by which it may be petitioned for funds and which establish such procedures and policy, as it deems appropriate, by which it shall be governed in the ordinary course of carrying out its purpose.
- V. Notwithstanding the foregoing, there shall be one budget hearing in each academic year. The primary hearing shall be held during the Easter semester for the purpose of allocating funds for the following year. The Mini-Grant funding hearings shall be held regularly in conjunction with the time of the received request.
- VI. The Activities Fee Committee shall prepare a report each academic year to be presented to the Cabinet. This report shall outline the AFC's proposed budget with a detailed description of each money allotment. Additionally, the report shall contain a description of how funds were spent in the previous academic year by those organizations.
- VII. The Activities Fee committee shall be responsible for communicating funding allotment to organizations.

## **Article X - Amendments to the Constitution**

### **Section 1 - Procedure to Amendment**

- I. Amendments to this constitution may be made in one of two ways:
  - A. An amendment may be written and presented as a piece of legislation in the cabinet. After its initial presentation, it must garner a vote of one-half of the cabinet. Upon obtaining this, it is tabled for one week. After one week, the amendment must garner a four-fifths majority vote from the cabinet. After obtaining this vote, the constitution is considered amended.
  - B. An amendment to the Constitution may be made by the student body in a referendum. The amendment shall be made if such a referendum yields a two-thirds majority of voting students in favor of the amendment, with at least one-half of the student body voting or actively abstaining.
    1. In order for a referendum to occur, a member of the student body may send a proposed amendment to the email of the Student Government Association ([sga@sewanee.edu](mailto:sga@sewanee.edu)).
    2. After receiving the aforementioned email, the President must present the proposed amendment to the cabinet and it must be approved by a vote of one-half of the cabinet.
    3. Upon approval by the cabinet, the proposed amendment will be communicated to the student body in order for a vote to occur.

### **Section 2 - Constitutional Review**

- I. The constitution committee shall meet annually for a review of the Student Government Association constitution. This meeting shall occur during the Easter Semester prior to the election period.
  - A. Upon completion of the review process, the Constitution Committee shall submit a record of the meeting to the Secretary of SGA and present proposed changes to the cabinet to be subject for approval by two-thirds vote.