Endicott College Student Government
Constitution and By-laws
January 2012

Article I: Preamble
We, the students of Endicott College, in order to develop a spirit of cooperation in the growth of the institution; to encourage student initiative; to facilitate scholastic achievement; to create a unified bond and fellowship to afford development through self-expression, self-control, and leadership, and to serve as an intermediary between the administration and students in matters of general welfare, do hereby establish and adopt the following constitution and bylaws.

Article II: Organization Name
The name of the organization shall be the Student Government Association of Endicott College.

Article III: Organization Mission
The Student Government Association is an advocate for the Endicott College student body, and acts as a liaison for students to the Administration, the Faculty and the Alumni. This organization seeks to accomplish the vision of the college for the total development of the individual within the community, specifically pertaining to extracurricular activities. Student Government develops, strengthens and oversees communication between campus organizations and the student body. The organization offers opportunities for leadership development, involvement and personal growth within the Endicott College Community, all the while aligning with the mission of the college to support undergraduate students in their pursuit of knowledge.

Article IV: Organization Structure
The Student Government Organization shall consist of three main components: The Executive Board, The Senate and the Class Officers.

Section A: The Executive Board
This group is responsible for running all aspects of Student Government. This body makes decisions regarding any internal issue of SGA. The officers of the Executive Board shall consist of the President, the Executive Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of the Senate and the Presidents of each class. The members of this group shall have the following responsibilities:

i. The **President of Student Government** shall:
- a. Oversees all aspects of Student Government.
- b. Be the official spokesperson and report official recommendations of the Student Government Association to the College Community.
- c. Preside over all Executive Board and Senate meetings.
- d. Coordinate all relations (in conjunction with Executive Vice President of External Affairs) externally.
- e. Formally announce all regular Executive Board meetings at least 24-hours in advance and at least a week prior to Senate meetings.
- f. Appoint and remove the chairpersons of all Student Government Boards.
- g. Maintain rapport with the Student Government Association of other academic institutions.
- h. Vote at Student Government meetings in the event of a tie.
- i. Assist the Student Government Advisor in scheduling leadership workshops for the betterment of the association.
- j. Collaborate with the President of the College and the Vice President of Student Affairs concerning any issues of student interest.
- k. Complete any other tasks as required by the Advisor(s).

ii. The **Executive Vice President of External Affairs** shall:
- a. Assist the President in all Student Government aspects.
- b. Presides over meetings in the absence of the President.
- c. Oversee all external aspects of Student Government.
- d. Chair the Student Affairs Committee.
- e. Co-chair the Endicott events committee.
- f. Work with the Senators to address issues and topics surrounding the Endicott community.
- g. Coordinate Student Government-club relations, specifically pertaining to the Senate.
- h. Complete other tasks as requested by the Executive Board President.
- i. Complete any other tasks as required by the Advisor.

iii. The **Vice President of Internal Affairs** shall:
- a. Overseeing all internal aspects of Student Government.
- b. Have full oversight over the Class Officers.
- c. Serve on all committees and monitor efforts.
- d. Co-chair Finance and Appropriations committee.
- e. Co-chair Endicott events committee.
- f. Complete other tasks as requested by the Executive Board President.
- g. Complete any other tasks as required by the Advisor.

iv. The **Vice President of the Senate** shall:
- a. Oversees all aspects of the Senate.
- b. Coordinate all communication within Student Government.

c. Record minutes and compile agendas for all Executive Board and Senate meetings.
d. Keep an accurate record of all the activities of Student Government.
e. Keep attendance and monitor involvement within the organization.
f. Complete other tasks as requested by the Executive Board President.
g. Complete any other tasks as required by the Advisor.

Section B: The Senate

The Senate shall consist of two representative from each class and five Senators-at-Large. Each Senator shall have an equal vote. The purpose of the Senate is to:

i. Act as an intermediary between the Executive Board and campus organizations and to bring clubs and organizations closer together in the hopes of promoting widespread involvement.
ii. Make recommendations regarding the governance of and distributing funds to the campus and campus organizations.
iii. Find and recommend effective solutions to problems concerning the student body.
iv. Assist students in making significant contributions to the total campus community.
v. Represent the needs and interests of the students within the rules and regulations of the College.

It shall be the duties of the Senators to:

i. Attend all Senate meetings.
ii. Plan, participate and take an active role in Student Government functions.
iii. Be an active member in at least one Student Government Committee or Board.
iv. Bring any information and issues that may be of concern or interest to their constituency.
v. Support and introduce proposals to be voted for support by the entire Senate.
vi. Vote regarding support for various proposals introduced into the Senate.
vii. Make regular announcements of upcoming events and communicate issues pertinent to students.
viii. Strive to foster a closer relationship between classmates and faculty.
ix. Strive to provide a means for expression of student's opinion and open discussion.
x. Vote to recommend the fair distribution of funds amongst campus organizations.

Section C: The Class Officers

The officers of each class will be responsible for organizing events and fundraising specific to the class. The classes and the officers of each class and their job description/responsibilities is included below:

i. The Senior Class Officers:

a. Shall coordinate all aspects of the senior class, specifically pertaining to the organization of Senior Week.
b. Shall hold at least one class forum, open to members of the senior class, per semester.
c. Continue to fundraise for the class in preparation for senior week.
d. Shall consist of a President, Vice President, Treasurer, Secretary and a minimum of 2 Representatives.

i. The Senior Class President shall:

1. Coordinate all aspects of Student Government specfic to the senior class
2. Preside over meetings for the senior class.
3. Be the official spokesperson for the senior class.
4. Serve on the Executive Board.
5. Report to the Advisor(s), Executive Board and Senate about the proceedings of the class.
6. Formally announce all regular class officers meetings at least 4 days in advance.
7. Complete all task as needed by the Executive Board.

ii. The Senior Class Vice President shall:

1. Assist the President with his/her duties.
2. Fulfill Presidential responsibilities in his/her absence.
3. Complete all tasks as needed by the class President.

iii. The Senior Class Treasurer shall:

1. Work with the advisor to track the class budget.
2. Set a budget for the year prior to the fall semester.
3. Serve on the Finances and appropriations committee.
4. Set financial goals for the class to reach during the current year and in the following year.
5. Complete all tasks as needed by the class President.

iv. The Senior Class Secretary shall:

1. Take minutes at each class meeting to distribute to the Executive Board, Advisor(s) and members of the class officer team.
2. Track all programs, events, fundraisers for the class throughout the year.
3. Update the members of the senior class about the proceedings of the class officers and Student Government.
4. Complete all tasks as needed by the class President.

v. The Senior Class Representative(s) shall:

1. Provide brainstorming, event planning, and marketing support to the senior class officers, specifically for Senior Week.
2. Fulfill treasurer/secretary responsibilities in his/her absence(s).
3. Complete all tasks as needed by the class President.

ii. The Junior Class Officers shall:

a. Focus on the organization and execution of fundraisers, class forums, and events specific to the junior class.
b. Host at least one class forum, open to all members of the junior class, per academic semester.
c. Continue to develop the previously created fundraising goal for the next year of the class.
d. Create and submit to the advisor a summary of the class's efforts and goals for the next year.
e. Submit an outline/expected plan for senior week to the Advisor and the Officer of Student Affairs.
f. Complete other tasks specific to the junior class as outlined by the Executive Board.
g. Consist of a President, Vice President, Treasurer, Secretary and at least 2 Representatives who shall have the following responsibilities:

i. The Junior Class President shall:

1. Coordinate all aspects of Student Government specific to the junior class.
2. Preside over meetings for the junior class.
3. Be the official spokesperson for the junior class.
4. Serve on the Executive Board.
5. Report to the Advisor(s), Executive Board and Senate about the proceedings of the class.
6. Formally announce all regular class officers meetings at least 4 days in advance.
7. Complete all task as needed by the Executive Board.

ii. The Junior Class Vice President shall:

1. Assist the President with his/her duties.
2. Fulfill Presidential responsibilities in his/her absence.
3. Complete all tasks as needed by the class President.

iii. The Junior Class Treasurer shall:

1. Work with the advisor to track the class budget.
2. Set a budget for the year prior to the fall semester.
3. Serve on the Finances and appropriations committee.
4. Set financial goals for the class to reach during the current year and in the following year.
5. Complete all tasks as needed by the class President.

iv. The Junior Class Secretary shall:

1. Take minutes at each class meeting to distribute to the Executive Board, Advisor(s) and members of the class officer team.
2. Track all programs, events, fundraisers for the class throughout the year.
3. Update the members of the junior class about the proceedings of the class officers and Student Government.
4. Complete all tasks as needed by the class President.

v. The Junior Class Representative(s) shall:

1. Provide brainstorming, event planning, and marketing support to the junior class officers.
2. Fulfill treasurer/secretary responsibilities in his/her absence(s).
3. Complete all tasks as needed by the class President.

iii. The Sophomore Class Officers shall:

a. Focus on the organization and execution of fundraisers, class forums, and events specific to the sophomore class.
b. Host at least one class forum, open to all members of the sophomore class, per academic semester.
c. Continue to develop the previously created fundraising goal for the next three years of the class.
d. Create and submit to the advisor a summary of the class's efforts and goals for the next two years.
e. Complete other tasks specific to the sophomore class as outlined by the Executive Board.
f. Consist of a President, Vice President, Treasurer, Secretary and at least 2 Representatives who shall have the following responsibilities:

i. The Sophomore Class President shall:

1. Coordinate all aspects of Student Government specific to the sophomore class
2. Preside over meetings for the sophomore class.
3. Be the official spokesperson for the sophomore class.
4. Serve on the Executive Board.
5. Report to the Advisor(s), Executive Board and Senate about the proceedings of the class.
6. Formally announce all regular class officers meetings at least 4 days in advance.
7. Complete all task as needed by the Executive Board.

ii. The Sophomore Class Vice President shall:

1. Assist the President with his/her duties.
2. Fulfill Presidential responsibilities in his/her absence.
3. Complete all tasks as needed by the class President.

iii. The Sophomore Class Treasurer shall:

1. Work with the advisor to track the class budget.
2. Set a budget for the year during to the fall semester.
3. Serve on the Finances and appropriations committee.
4. Set financial goals for the class to reach during the current year and in the following years.
5. Complete all tasks as needed by the class President.

iv. The Sophomore Class Secretary shall:

1. Take minutes at each class meeting to distribute to the Executive Board, Advisor(s) and members of the class officer team.
2. Track all programs, events, fundraisers for the class throughout the year.
3. Update the members of the sophomore class about the proceedings of the class officers and Student Government.
4. Complete all tasks as needed by the class President.

v. The Sophomore Class Representative(s) shall:

1. Provide brainstorming, event planning, and marketing support to the sophomore class officers.
2. Fulfill treasurer/secretary responsibilities in his/her absence(s).
3. Complete all tasks as needed by the class President.

iv. The Freshman Class Officers shall:

a. Focus on the organization and execution of fundraisers, class forums, and events specific to the freshman class.
b. Host at least one class forum, open to all members of the freshman class, during the academic year.
c. Set a fundraising goal for the next four years of the class.
d. Create and submit to the advisor a summary of the class's efforts and goals for the next three years.
e. Complete other tasks specific to the freshman class as outlined by the Executive Board.
f. Consist of a President, Vice President, Treasurer, Secretary and at least 2 Representatives who shall have the following responsibilities:

i. The Freshman Class President shall:

1. Coordinate all aspects of Student Government specific to the freshman class
2. Preside over meetings for the freshman class.
3. Be the official spokesperson for the freshman class.
4. Serve on the Executive Board.
5. Report to the Advisor(s), Executive Board and Senate about the proceedings of the class.
6. Formally announce all regular class officers meetings at least 4 days in advance.
7. Complete all task as needed by the Executive Board.

ii. The Freshman Class Vice President shall:

1. Assist the President with his/her duties.
2. Fulfill Presidential responsibilities in his/her absence.
3. Complete all tasks as needed by the class President.

iii. The Freshman Class Treasurer shall:

1. Work with the advisor to track the class budget.
2. Set a budget for the year during to the fall semester.
3. Serve on the Finances and appropriations committee.
4. Set financial goals for the class to reach during the current year and in the following years.
5. Complete all tasks as needed by the class President.

iv. The Freshman Class Secretary shall:

1. Take minutes at each class meeting to distribute to the Executive Board, Advisor(s) and members of the class officer team.
2. Track all programs, events, fundraisers for the class throughout the year.
3. Update the members of the freshman class about the proceedings of the class officers and Student Government.
4. Complete all tasks as needed by the class President.

v. The Freshman Class Representative(s) shall:

1. Provide brainstorming, event planning, and marketing support to the freshman class officers.
2. Fulfill treasurer/secretary responsibilities in his/her absence(s).
3. Complete all tasks as needed by the class President.

Section D: Committees

The committees will be responsible for making recommendations to the Senate about issues specific to each committee. The committees shall be chaired by a member of the Executive Board and shall consist of senators and class officers, as volunteered. The committee shall include but not be limited to the Student Affairs committee, the Endicott Events committee, and the Finances and appropriations committee. The Executive board may create additional committees as needed.

i. The Student Affairs committee shall:

a. Coordinate relations between Student Government and Student Affairs.
b. Focus on issues that pertain to the office of Student Affairs.

ii. The Endicott Events committee shall:

a. Plan and implement Student Government sponsored programs for the Endicott community.
b. Serve as a tool for organizations on campus to accomplish events.

iii. The Finances and appropriations committee shall:

a. Recommend the appropriate allocations within the budget for Student Government to the Senate for approval.
b. Review all proposals for financial assistance from Student Government.

Article V: Membership Eligibility, Requirements and Election

Section A: Eligibility for Organization

The Executive Board and Class Officers positions require that the student:

i. Is enrolled in at least 12 undergraduate credits at Endicott College.
ii. Is elected by the Endicott Community.
iii. Is in good academic and judicial standing as outlined by the college.

The Senator positions require that the student:

i. Is enrolled in at least 12 undergraduate credits at Endicott College.
ii. Is a member of a club and organization on campus.
iii. Is selected by the specific club or organization to serve in this role.
iv. Is in good academic and judicial standing as outlined by the college.

Section B: Election

Elections for Student Government shall take place during the spring semester of the academic year at the discretion of the current Executive Board and shall be conducted by the Advisor(s) to the organization.

i. In the case of the Senate, the members are selected within each club and organization prior to the start of the academic year. The Executive Board President appoints the five At-Large Senators.

Section C: **Removal of Members**

A member may be removed from Student Government:

i. For Violation of Policy's outlined in the Student Handbook at the discretion of the Advisor(s) and the Vice President of Student Affairs.

Section D: **Removal of Membership Procedures**

i. Any member removed may appeal to the Senate with the approval of the Vice President of Student Affairs.
ii. Said member shall be considered reinstated with two-thirds approval of the Senate.

Article VI: Voting

Section A: A Quorum

A quorum shall consist of at least 50 percent of the members of any section of Student Government.

Section B: Voting Majority

Voting will be by a majority of the members present.

Section C: **Requirements to Vote**

Each member in good standing, as defined by Article V, may vote.

Section D: **Proxy Voting**

Proxy voting is allowed by email to the Executive Board President.

Article VII: Policies and Procedures

The policies and procedures of Student Government are outlined by the constitution, however the Executive Board has the responsibility to outline and implement the policies and procedures not outlined in this section.

Section A: Proposals

All proposals in the Endicott College community must begin with the Student Government Association and go through the following process:

i. The proposal is generated by a member of the Endicott Community in the form outlined by Student Government.
ii. A member of the Senate must sponsor the proposal and submit it to the Vice President of the Senate.
iii. The Vice President of the Senate will then review and submit the proposal to the Senate for a vote of support.
iv. The Senate votes regarding support for the proposal.
v. The Executive Board President then submits the supported proposal to the Vice President of Student Affairs.
vi. The Vice President of Student Affairs and the President of the College make the final decision regarding the proposal and notify the Student Government President.
vii. The Student Government President then notifies the Senate and the parties interested in the proposal of the decision.

Section B: Finances and Budget

The budget and expenses for Student Government shall be set by a majority vote of the Senate based on the recommendation from the Finances and Appropriations committee.

i. The Budget for the Student Government shall be compiled prior to the first Senate meeting and approved by a majority vote of the Senate.
ii. Appropriations of funds to clubs and organizations shall be by request submitted during the first month of the academic year.
iii. The Senate shall approve appropriations of funds for proposals at the request of the Finances and Appropriations committee.

Article VIII: Advisors

Section A: The Advisor(s) – The College Faculty/Staff Advisor

The Advisors(s) of Student Government shall:

i. Be a full time faculty or staff member of Endicott College.
ii. Assist the group in the execution of roles and responsibilities.
iii. Provide feedback to the organization regarding its operation and functioning.
iv. Serve as a resource for the members of Student Government.
v. Provide advice upon request, and also should share knowledge and expertise.
vi. Be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.

Section B: Removal of Advisor(s)
The Advisor(s) may only be removed from Student Government by the Vice President of Student Affairs.
Section C: Selection of an Advisor(s)
A special committee of the Senate and the Officers of the Executive Board shall work with Vice President of Student Affairs and any current Advisor(s) in selecting (a) new Advisor(s).

Article IX: Revision Section

Section A: Revision of the Constitution
Constitutional revision may only executed at the request of the Vice President of Student Affairs pending approval from the President of the College.

Article X: Non-discrimination Statement
The Student Government Association admits students without regard to their race, religion, color, sex, age, sexual orientation or nationality or ethnic origin to all the rights, privilege, programs and other activities generally accorded or made available to members of the organization.

Ratification Date: _____
(Signatures Attached)