

**Notre Dame of Maryland University  
Student Government Association  
Constitution**

**Preamble**

The Student Government Association (SGA) of Notre Dame of Maryland University was created to identify, represent, and advocate for the welfare of the student body. SGA shall do this through promoting student engagement and fostering a greater understanding and communication of faculty, students, and administration.

**Article I. Name of the Organization**

The name of the organization shall be Student Government Association (SGA) of Notre Dame of Maryland University **Women's College**.

**Article II. Purpose**

*Section A.* The Preamble to this Constitution should be considered as part of the purpose of this governing body, in addition to the purpose as outlined in Article II., Section B. of this document.

*Section B.* The purpose of the governing body is to:

1. Express student concerns to the larger campus community
2. Safeguard student interests in cooperation with the faculty, administration, and the Board of Trustees of Notre Dame of Maryland University
3. Promote involvement in all phases of campus life
4. Maintain and allocate funds on behalf of the student body
5. Charter and maintain student-run clubs and organizations
6. Enhance the quality and scope of education

**Article III. Meetings and Quorum**

**Section A. Floor Rules**

All meetings of the SGA shall run according to the latest edition of Robert's Rules of Order.

Members of the student body, faculty, and administration shall have open access to all meetings of the Student Government Association. However, they shall only have a say in the meeting when the topic is relevant to what is being discussed and the chair grants permission for she/he/they to speak. Meeting dates, times and locations will be made public in a timely manner. If unable to meet in person, SGA meetings will be held virtually via teleconference (Zoom, Teams, etc).

The Parliamentarian shall be responsible for maintaining a proper level of decorum at all Student Senate meetings as well as correct those who do not follow Roberts Rules of Order.

#### Section B. Frequency of Meetings

- (a) The Executive Board shall convene weekly.
- (b) The Student Senate shall convene bi-weekly.
- (c) Special meetings of the Student Senate shall be counted as an official meeting provided there has been notification 24 hours in advance. The Executive Vice President has the right to call for a Special meeting of the Student Senate.

### **Article IV. The Legislative Body**

#### *Section A. Powers*

The legislative powers of this governing body shall be vested in the Senate and Executive Board.

#### *Section B. Duties*

- 1. Shall be collectively responsible for all legislative matters of the SGA
- 2. Shall be responsible for oversight of all SGA boards and committees
- 3. Reserves the right to issue articles of impeachment for consideration through the process outlined in Article IX of the Constitution
- 4. Shall represent the needs, ideas and concerns of their constituents
- 5. Shall hold at least one membership on any of the boards, committees, and shall thus be appointed by the President
- 6. Shall report regularly to the Senate on their constituencies and any boards or committees on which they serve
- 7. Shall conduct regular meetings with their constituents. For class Presidents, this means at least twice a semester. For Senators, this means at least once a month.
- 8. Shall be responsible for communicating with their constituents either through some form of mass communication (to include, but not limited to: meetings, bulletin boards, e-mail, newsletters, Web pages etc) at least twice a month
- 9. Shall not miss more than 3 meetings of all meetings of the Senate in one Semester
  - a. If a Senator or Class President should miss more than 3 unexcused meetings of the Senate in any given semester, the Vice President shall issue a final warning to the member and upon the third unexcused absence the member will have automatically resigned their position in the Senate.
- 10. In the event that a member takes a leave of absence, decides to study abroad, or enters into a national exchange program the Vice President may vote in

their stead with written consent from the Voting Senator and the organization will not be charged with unexcused absences for the time they are away from the Senate.

#### *Section C. Voting Members*

1. The voting members of the Senate shall include:
  - a. Senators
  - b. Class Presidents
2. The non-voting members of the SGA who are given all other rights and privileges of a Senator, with the exception of the right to vote in Senate meetings shall include:
  - a. The executive officers as well as any Women's college students attending open Senate meetings.
3. The President of each organization and club acts as a voting senator unless the organization specifies a Senator. Should the organization choose a Senator other than their President, they must notify the SGA Executive Board via SGA email.

#### *Section D. Districting*

One senator shall be elected for each residence area including commuter students. No senator may represent more than one residence area, except when a vacancy occurs. Senators must be residents of the residence area, which they are representing throughout their term of office.

### **Article V. Executive Body**

Elections: See Article I. Election Code, of the Bylaws

#### *Section A. Officers*

1. The executive powers of this governing body shall be vested in the Executive Board officers. Duties, responsibilities, and qualifications for executive officers shall be specified below.
2. The Executive Board shall consist of the following officers
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
3. Any executive board member will not be permitted to hold an executive board position on any other organization excluding non SGA affiliated groups, honor societies, and sororities.

#### *Section B. The President*

1. Selection and Qualifications
  - a. The President shall be elected by eligible voting members of the student body
  - b. The President must be a full-time Women's College student, and have achieved junior or senior status by the semester she assumes office. She must have served as a voting member of the Senate for at least one year prior to the semester she assumes office and have a cumulative grade point average of at least 2.5 as well as be in academic good standing.
2. Duties of the President
  - a. To serve as the chief executive officer of the SGA
  - b. To serve as chair of the Executive Board
  - c. To be responsible for investigating problems and issues affecting students
  - d. To attend all meetings of the Executive Board and the Senate
  - e. To act as a liaison between the SGA and the administration of Notre Dame of Maryland University
  - f. To report to the Senate on the progress of passed legislation
  - g. To consult with the advisor and remaining executive board in the formulation of Senate agendas
  - h. To have the power to introduce legislation into the Senate
  - i. Reserves full speaking rights within the Senate but will hold no vote within the Senate
  - j. Reserves the authority to carry out all actions, which shall be necessary and proper for carrying into execution and foregoing powers.
  - k. Reserves the power to make appointments to all committees and executive board offices
  - l. Responsible for holding at least 2 office hours a week

*Section C. The Vice-President*

1. Selection and Qualifications
  - a. The Vice President shall be elected by eligible voting members of the student body
  - b. The Vice President must be a full-time Women's College student, and have achieved junior or senior status by the semester she assumes office. She must have served as a voting member of the Senate for at least one year prior to the semester she assumes office and have a cumulative grade point average of at least 2.5 as well as be in academic good standing.
2. Duties of the Vice President
  - a. Assumes the office of the President in the absence of the President
  - b. Shall serve as chair of the Senate

- c. Is responsible, in consultation with the President and Advisor, for formulating all Senate agendas
- d. Shall attend all meetings of the Executive Board and Senate
- e. Shall have the power to introduce legislation into the Senate
- f. Shall have authority over any power designated by the President
- g. Is responsible for ensuring that all boards and committees report monthly to the Senate
- h. Is responsible for holding at least 2 office hours a week
- i. Represents the SGA during Alumnae Association Executive Board meeting

#### *Section D. The Treasurer*

1. Selection and Qualifications
  - a. The treasurer shall be elected by eligible voting members of the student body
  - b. The treasurer must be a full-time Women's College student, and have achieved sophomore, junior, or senior status by the semester she assumes office.
  - c. She must have served as a voting member of the Senate for at least one year prior to the semester she assumes office and have a cumulative grade point average of at least 2.5 as well as be in academic good standing.
2. Duties of the Treasurer
  - a. Is responsible for the routine financial business of the SGA
  - b. Is responsible for preparing the SGA budget in coordination with the executive board
  - c. Is responsible for advising the President on financial suggestions
  - d. Must report monthly to the Senate on the financial status of the SGA
  - e. Is responsible for keeping SGA clubs and organizations updated on their respective allocations at the beginning of each semester
  - f. Shall keep a permanent record of SGA and SGA club and organization transactions
  - g. Shall attend all meetings of the Executive Board and the Senate
  - h. Shall have the power to introduce legislation into the Senate
  - i. Shall have full speaking rights within the Senate but shall hold no vote
  - j. Shall respond to all inquiries via SGA email associated with funds\
  - k. Is responsible for holding at least 2 office hours a week
  - l. Is responsible for obtaining money and making deposits for all SGA organizations

#### *Section E. The Secretary*

1. Selection
  - a. The secretary shall be appointed by the President and confirmed by 2/3 of the Senate
  - b. The secretary must be a full-time Women's College student, and have achieved sophomore, junior, or senior status by the semester she assumes office. She must have served as a voting member of the Senate for at least one year prior to the semester she assumes office and have a cumulative grade point average of at least 2.5 as well as be in academic good standing
2. Duties of the Secretary
  - a. Responsible for recording and filing the minutes of the Executive Board and Senate meetings
  - b. Responsible for posting all previous approved minutes and upcoming Senate agendas to the SGA website prior to the scheduled meeting
  - c. Shall be responsible for clerical duties as assigned by the Executive Board members
  - d. Responsible for publicizing all Senate meetings and related events
  - e. Shall have full speaking rights within the Senate, but shall hold no vote
  - f. Is responsible for all organization publicity including but not limited to board, email fliers, paper fliers, submission of events to the monthly calendar
  - g. Shall attend all meetings of the Executive Board and Senate
  - h. Responsible for holding at least 2 office hours a week
  - i. Responsible for reviewing minutes for required information and keeping records of minutes for all organizations
  - j. Shall respond to all inquiries via SGA email associated with secretarial duties

#### *Section F. Confirming Qualifications*

The Director of Student Leadership and Involvement will have the responsibility of confirming qualifications for each prospective member of the Student Government Association Board. Good standing is defined as academic or personal conduct that is congruent with the Notre Dame of Maryland University's Honor Code.

The Director of Student Leadership and Involvement will not be permitted to advise any other student organization group while advising SGA.

### **Article VI. Meetings**

#### *Section A. Open and Closed Meetings*

- a. The President reserves the right to declare a Senate meeting closed for any other purpose only when a two-thirds (2/3) majority of the Senate votes to close the meeting as well. In the instances that the President wishes to declare a Senate meeting closed for an as yet undefined reason, the Senate must meet the quorum requirement. All SGA Executive Board meetings are considered closed unless a group or individual has been officially invited via SGA email.
- b. Meetings and decisions therein are deemed official with at least 75% of the Executive Board present.
- c. All Senate meetings are open to the student body
- d. All Senate agendas are to be posted on the SGA website prior to the date of the scheduled meeting
- e. All Senate minutes are to be posted on the SGA website after being accepted during the Senate meeting

#### *Section B. Cancellation and Rescheduling of Meetings*

The President reserves the right to cancel or reschedule any Senate meeting for emergency circumstances. Under normal circumstances, if the President wishes to cancel or reschedule a Senate meeting, the President must first consult the Executive Board. The Senate will be notified immediately after the SGA Secretary makes any change. Each cancelled meeting must be rescheduled within one week's time. Should the university close due to inclement weather all meetings will be cancelled and rescheduled within one week's time.

### **Article VII. Term of Office**

The term of office will be for one year beginning with induction at the annual Honors Convocation. Should an officer be appointed after the initial elections anytime during the year, their role is terminated at the end of the academic year.

### **Article VIII. Swearing In Officers**

The outgoing Student Government Association Board at the annual Student Association Banquet will swear in the incoming Student Government Association Board members. The swearing in shall be as follows: "I, \_\_\_\_\_, *pledge to faithfully execute my responsibilities as \_\_\_\_\_ of the Student Government Association. In doing so, I will faithfully uphold the ideals of the Honor code and the tradition and values of Notre Dame of Maryland University.*"

### **Article IX. Removal of Office**

*Section A.* An executive officer of the SGA board may be removed when fellow executive board members, or the student body interpret malfeasance, misfeasance,

or nonfeasance on the part of the accused officer or by the executive officers personal resignation

#### *Section B. Resignation*

Any executive board member has the right to resign from their position. The board member must inform the SGA advisor within 1 week of their proposed resignation and at least 1 week prior to any scheduled Senate meeting. Once a member has resigned they may not assume any role on the Executive Board until the following academic year should they be voted into an executive role by the student body.

#### *Section C. Impeachment of an officer will occur following the procedures below:*

1. Formal notice of intent to remove an executive officer that outlines the reasons for impeachment, must be given to the advisor of the SGA executive board including any documentation of malfeasance, misfeasance, or nonfeasance by any member of the student body as well as the remaining Executive Board at least 1 week prior to the next scheduled Senate meeting
2. The advisor is responsible for the review of the intent to remove and any supplied reasons and documentation. Should the advisor determine sufficient evidence for impeachment of the Board member the accused will be informed of the removal of office intent.
3. The removal intent will appear on the following Senate agenda for discussion and vote. The advisor will present all evidence provided. The accused will then have time to dispute any information and present their own evidence.
4. The Senate will have the opportunity to ask questions and make any needed statements.
5. The accused will be removed from office by a majority two-thirds (2/3) vote of the Senate.
6. Once the member is voted out of office, they may not assume any role on the Executive Board until the following academic year should they be voted back in by the student body.

#### *Section D. Vacancies*

1. In the event that a vacancy occurs due to resignation or impeachment within the office of the President, the Vice-President shall assume the position of President. The President may then appoint a Vice President, to be approved by a majority vote of the Senate.
2. Any other vacancy of the Executive Board shall be filled through Presidential appointment, to be approved by a majority vote of the Senate.

#### *Section E. Recalls*



1. All SGA elected officials are subject to a recall vote.
2. To trigger a recall vote 25% of an elected official's constituency must sign a petition demanding a recall vote of the officer in question and submit this petition to the advisor of the executive board.
3. The advisor shall notify the officer in question in writing of the pending recall vote.
4. The constituency shall then vote to decide whether the official in question will remain in office. For the vote to be considered binding 30% of the officer's constituency must vote.

\*Note: An example formal notice of intent to remove an executive officer is available under forms of the SGA website.

## **Article X. Clubs**

1. Dissolution of Clubs
  - a. Should you acquire three strikes prior to completing your semester re-quirements, SGA executive board reserves the right to dissolve your organization without the vote of the Senate. Should this happen the organization president and advisor will receive a formal email from the SGA.
  - b. An organization has the right to dissolve themselves by sending SGA an email describing why the club feels the need to dissolve. Once an Executive Board Member of SGA responds to the email and approves the dissolution, the organization will be officially dissolved.

Upon dissolution, the club will be inactive and will no longer be considered a part of the SGA. The dissolved club will then lose SGA funding as well as any fundraising accounts will be absorbed into the SGA.

- c. In order to reactivate the club, either the former members or new students who express interest in reinstating the former student club or organization must re-propose the following semester and be voted in by the Senate, supplying an updated constitution along with other requirements outlined in Article IV for student organizations.

## **Article XI. Amendments**

This constitution may be amended or added to at any time deemed necessary by The Student Government Association. Amendments or additions to the Constitution must meet with the consensus of the Executive Board with the guidance of the advisor. If passed, all amendments and additions to this Constitution will be come effective

immediately although penalties may not incur until the start of the following semester or at the discretion of the executive board.

## **Article XII. Enactment Clause**

This confirmation shall supersede all previous Constitutions of the Student Government Association of Notre Dame of Maryland University.

*March 12, 2014*

Amended Constitution Date