Constitution of the Student Government Association

Article I - Name
The name of the authorized representatives of the student body of Dominican College shall be the Student Government of Dominican College.

Article II - Purpose
Section 1.
The Student Government shall coordinate the extra-curricular and extra-campus activities of the general student body to the college administration on matters directly affecting campus-student affairs. It shall likewise present the views of the administration and faculty to the student body and shall strive to foster mutual cooperation and understanding among the students, faculty and administration of the college.

Section 2.
The Student Government shall coordinate the extra-curricular and extra-campus activities of the general student body and of the student organizations under its jurisdiction, and shall direct them when necessary.

Section 3.
Each member of SGA will be required to have one office hour to do SGA duties such as check email, phone and post about upcoming events. If an office hour is missed or a member misses a mandatory event he/she will be required to make up the hour accordingly.

Article III - Power
Section 1.
The Student Government shall have the authority to carry out the provisions and necessary implications in this constitution and the necessary implications in its by-laws, to make the regulations it considers necessary to attain this end, and to apply the sanctions it deems just for violation of its laws and regulations.

Section 2.
This power is derived immediately from the student body: the right of student self-government which it invests in its representatives. Final decisions concerning all matters rest with the President of the College.

Section 3.
Any student or group of students shall have the right to a hearing before the Student Government on any question over which the Student Government has jurisdiction. The request, written or oral, for such a hearing must be made through the class President for an, individual, and through a written request to the email of the Student Government for a group of students, at least one week before the next Student Government meeting.
Article IV - Membership

Section 1: Student Government
The Student Government shall consist of the following members:

a) The President of the Student Government as presiding officer (Executive);
b) The Executive Vice President of the Student Government (Executive);
c) The Vice President of Communications of the Student Government (Executive);
d) The Vice President of Charger Activities (Legislative);
e) The Athletics Officer (Legislative);
f) The Club Assembly Officer (Legislative);
g) The Commuter Affairs Officer (Legislative);
h) The Equity & Inclusion Officer (Legislative);
i) The Public Relations Officer (Legislative);
j) The Service Engagement Officer (Legislative);
k) The Class Officer of each respective class (Representative);

Section 2: The Executive Branch
The Executives of the Student Government shall be elected by the current members of the Student Government Association, prior to the elections held for the Legislative & Representative Branches.

Section 3: The Legislative Branch
The members of the Legislative Branch shall be elected or appointed by the current members of the Student Government Association and its advisors.

Section 4: The Representative Branch
All members of the Representative Branch shall be elected by the voting members of each class for their prospective class.

Article V - Removal from Office

Section 1.
Any member of the Student Government may be removed from office by the other members for serious neglect of duty or for any other cause they consider serious enough to warrant such action. A vote of two-thirds of the Student Government and the consent of the advisor shall be necessary for removal.

Section 2.
Failure to attend two regular meetings, and SGA sponsored events of the Student Government without valid excuse shall be considered just grounds for removal of a member of the Student Government.

Section 3.
In the case of the removal of the President of the Student Government from office by virtue of impeachment, accepted resignation, or for any other reason, the Executive Vice-President automatically succeeds to the Presidency.

In the case of the removal of the Executive Vice-President, or Vice President of Communications of the Student Government from the position by virtue of impeachment, accepted resignation, or
for any other reason, such office shall be filled by appointment of the advisor and the President of the Student Government.

In the case of the removal of any other member of the Student Government by virtue of impeachment, accepted resignation, or for any other reason, a new representative shall be appointed by the President of the Student Government after consultation with the body being represented. The Student Government must approve the appointment by a simple majority vote.

Article VI - Advisor

Section 1.
The advisor to the Student Government shall be a member of the faculty/staff.

Section 2.
Class advisors shall be members of the faculty/staff.

Article VII - Meetings

Section 1.
Meetings shall be held regularly, except when classes are not in session, at a time agreed by a majority of the members of the Student Government.

Section 2.
Special meetings may be called at the discretion of the President of the Student Government. Special meetings may be called by the majority of the voting membership of the Student Government under the following conditions:

a. That the President is unable or unwilling to call it;
b. That notice of the meeting is served upon the advisor and all the members of the Student Government at least two days in advance of its occurrence;
c. That this notice states specifically the business that is to be transacted at this meeting.

Article VIII - Authority of the Student Government

Section 1: Executives of the Student Government
The Executives of the Student Government shall have the authority that is implied by the titles of their offices, provided that it does not infringe on the rights and the responsibilities of the Student Government in general. In addition, the President of the Student Government shall have the authority to veto any action taken by the Student Government.

Section 2: Student Government
The Student Government shall have the authority which is implied in any legislative body. Specifically, the Student Government may reverse its own decisions provided for in its By-Laws.

Article IX - Elections

Section 1.
The election of the Student Government Executive officers shall take place in April or as needed, by a vote of the sitting Student Government Association members.
Section 2.
The election of the Student Government for all other branches shall take place in April or as needed, by a vote of the sitting Student Government Association Members.

a.) The Freshman class officers shall be elected in the fall, or as needed.

Section 3.
Newly elected members of the Student Government shall assume office the first meeting after they have been elected.

Section 4.
The President Emeritus of the Student Government shall be an ex-officio advisor of the Student Government.

Section 5.
The Student Government shall determine the manner and requirements by which the members of the Student Government are elected and continue to serve.

Article X - Amendments

Section 1.
Proposed amendments shall be submitted in writing to the Student Government. If approved by a two-thirds (2/3) vote of the Student Government membership, the proposed amendment will be submitted in writing to the President of the College.

Section 2.
Within two academic weeks for the receipt of the amendments, the recommendations of the President, and Dean of Students shall be submitted to the Student Government.

Section 3.
If approved by the President, the proposed amendments shall be submitted to the members of the student body from voting within four academic weeks.

Section 4.
This Constitution may be amended by a three-fourths (3/4) affirmative vote of the student body.

The By-Laws of the Dominican College Student Government Constitution

Article 1 - Elections

Section 1.
Candidates for Student Government for membership must be in good standing with the College and must be full-time students during the terms they serve possessing a minimum cumulative GPA index of 2.5. Nominees for election or appointments as members of the Student Government also must be in good standing and full-time, i.e., carrying twelve credits; they must maintain such a status throughout their tenure of office.

Section 2.
Nominations and elections shall be conducted in the manner determined by the regulations of the Student Government.
Section 3. Members of the Student Government Representative Branch shall be elected by a plurality of the voting student body population.

Section 4. The Freshman Class Officers shall be elected in the same manner in the Fall Semester by a plurality of the Freshman Class members voting, and the Student Government.

Section 5. The right to vote in the Student Government elections is granted to all Dominican College students.

Section 6. A Commissioner of Elections shall be appointed by the Student Government. The Commissioner may not be a candidate for any office being voted upon in that election.

Section 7. Candidates must submit a Declaration of Candidacy to the Commissioner of Elections. The declaration will contain the student’s name and class and the position for which candidacy is being declared. This will also include any materials being required. No student may declare candidacy for more than one office at a given election.

Section 8. Campaigning may begin one academic week before Election Day. Campaigning is not required.

Section 9. If more than three candidates run for the same office, a primary will be held the academic week before Election Day, and the three candidates with the most votes will run on Election Day. In the case of a primary, the Commissioner of Elections may allow these candidates to begin campaigning an academic week before the primary.

Polling Procedures
Section 10. The Election Commissioner shall have the ballot conducted in such a manner that a voter may vote only once.

a.) It shall be done that the Election Commissioner will send a survey through email

Section 11. Each class level will only be able to vote for their specific class level.

Article II - Duties of Officers
Section 1. The President of the Student Government shall organize and preside at the meetings of the Student Government, direct its activities, and perform all other duties which are implied in this office. The President of the Student Government shall hold no more than one other Executive Board positions in any other clubs, unless given prior permission by the Director of Student Activities.
Section 2.
The Executive Vice-President shall perform the duties of the President in his or her absence and shall succeed to the Presidency in the event of a vacancy. The Executive Vice-President shall be an ex-officio member of all committees established by the Student Government shall supervise each of the class boards in the performance of their duties. The Executive Vice-President shall hold no more than one other Executive Board positions in any other clubs, unless given prior permission by the Director of Student Activities.

Section 3.
The Vice-President of Communications shall keep the minutes of the Student Government, shall act as liaisons between the Student Government and their respective areas, and collect/record all the necessary documents to ensure the maintenance of accurate records. The Vice-President of Communications shall hold no more than one other Executive Board positions in any other clubs, unless given prior permission by the Director of Student Activities.

Section 4.
Charger Activities Board (CAB) is chaired by the SGA Vice President of Charger Activities.
   i. Shall work with the Director of Student Activities to plan and implement diverse and creative events/activities.
   ii. Shall provide consistent and updated information about events and activities through the CAB website and other marketing efforts.
   iii. Shall work diligently and collaboratively on building positive working relationships within the campus and surrounding communities.
   iv. Shall bolster opportunities to get involved at Dominican College.
   v. Shall be an event planning resource for all Dominican College recognized clubs and organizations within the campus community.
   vi. Shall have and maintain an energized and focused team that fosters a strong social network within the campus community.
   vii. Shall assess and evaluate events to ensure that the Programming Board is meeting campus expectations and to improve upon the quality of future events.
   viii. Shall be accountable to the SGA by communicating weekly programs, events and initiatives each week at SGA Meetings.
   ix. Shall work with the Director of Student Activities on managing the programming budget

Section 5.
Athletic Officer
   i. Will represent the Athletic student body
   ii. Will be appointed from SAAC

Section 6.
Club Assembly Officer
   i. Will serve as the link/liaison between Clubs and SGA by filtering all ideas and concerns from clubs to the SGA level.
   ii. Should work primarily with the Director of Student Activities on developing a club calendar/club news that can be shared with the SGA on a weekly basis.
   iii. Must be able to communicate both verbally and in written form with fellow club presidents, SGA officers, and Office of Student Activities personnel
   iv. Will assist the Office of Student Activities with any Club/Organization processes.
Section 7.
Commuter Affairs Officer
i. Serving as the chairperson of the Commuter Council that will work towards addressing the needs of commuter students.
ii. The senator serves as the Chairperson for the council and encourages the on-campus involvement of commuters in college events as well as sponsored activities with other clubs.
iii. Should work primarily with the Director of Student Activities on program planning, implementation, and budget.
iv. Serving on various college committees as requested by college officials.

Section 8.
Equity & Inclusion Officer
i. Shall serve on the Dominican College Diversity Committee.
ii. Shall assist the Dominican College Diversity Committee with promoting and coordinating Dominican College diversity events that entail SGA involvement.
iii. Shall serve as SGA's chief representative for opportunities and events involving diversity, equity, and inclusion.

Section 9.
Public Relations Officer
i. Create marketing materials and promotional items for SGA-related events that maintain consistent SGA branding.
ii. Update and maintain the SGA social media outlets.
iii. Keep all records of all postings, surveys, or fliers displaying the SGA logo.
iv. Coordinate all marketing efforts, communication with on campus publications, and serve as the liaison to college relations to inform the campus community about SGA programs, services and initiatives.

Section 10.
Service Engagement Officer
i. Shall assist the Director of Community Engagement & Leadership Development with promoting and coordinating Dominican College volunteer opportunities that entail SGA involvement.
ii. Shall serve as SGA's chief representative for opportunities and events involving service and volunteering.
iii. Shall serve on the Relay for Life Planning committee and lead SGA's participation in the event.

Section 11.
i. Each Class Officer is responsible for serving as a liaison for their class to represent their opinions and concerns.
ii. Coordinate & lead class-specific forums once a semester.
iii. Shall maintain communication with their Class Representatives
iv. Should work primarily with the Director of Student Activities on program planning, implementation, and maintaining a class budget.
Section 11A
Class Representative
i. Each Class Representative is responsible for maintaining communication & assisting their respective Class Officer to represent the opinions and concerns of their class.
ii. Assist their respective Class Officer with coordinating & leading class-specific forums once a semester.
iii. This position does not hold a seat on SGA and there is no limit for the number of representatives per class

Section 12
All members of the Student Government are responsible for:
   i. Attending weekly SGA meetings
   ii. Attending their weekly office hour
   iii. Attending mandatory SGA events & conferences
   iv. The assistance of developing a capital project each year
   v. Assisting with flyers, social media, email blasts, etc. when needed
   vi. Other duties as assigned.

Section 12A
   i. All members of the Student Government Executive Board are responsible for attending weekly SGA prep meetings.

Section 13
Absences
   i. All members of the Student Government must send an email to sga@dc.edu and the SGA advisors at least 24 hours in advance to notify of an absence.
      a. This includes absences for meetings, office hours, & any SGA-related event.
      b. Excused absences constitute as an academic conflict, family emergency, or as deemed appropriate at the discretion of the SGA advisors.

Article III - Conduct of Student Government Meetings
Section 1.
Two-thirds (2/3) of the voting membership shall constitute a quorum necessary for the transaction of business.

Section 2.
Anyone wishing to tape a Student Government meeting must submit a written request to the Secretary of the Student Government immediately before each individual meeting. Final approval of this request rests with two-thirds (2/3) of the voting membership of the Student Government.

Article IV - Authority of Student Government
Section 1.
The Student Government shall approve or disapprove the constitutions of organizations and all amendments thereof, sanction their social functions, both on and off campus, and determine the regulations which shall govern the conduct of these functions. It shall monitor all class associations, clubs, and other student organizations and shall guide their extracurricular activities however it shall deem necessary.
Section 2.
It shall regulate the use of the student bulletin board. It shall possess the right to circulate notices in classes with the permission of the Academic Dean, and to bring before the student body any notice or information which the Student Government considers necessary for the proper performance of its duties.

Section 3.
It shall make and put into effect regulations governing student organizations to ensure good order in conjunction with the Director of Student Activities.

Section 4.
The Student Government has the authority to establish standing from among the members of the student body. The purpose of these committees will be to aid in fulfilling the purpose of the Student Government more efficiently. Such purpose is in the Student Government Constitution and shall be sufficiently indicated in the titles in the committees.

Article V - Organizations
Section 1.
All proposed clubs or organizations seeking a charter from the Student Government may be awarded a said charter upon registering the following information with the Office of the Student Government, and office of Student Activities and having this information meet with the Student Government’s approval:

a) A completed club charter application and advisor agreement that will include:
   i. A membership list indicative of student support for the proposed club or organization. This should be of sufficient number to actively and efficiently promote the purpose of the club or organization;
   ii. A mission statement & statement of benefit to DC community;
   iii. A list of officers or student coordinators of the proposed club;
   iv. The name of the faculty/staff member who has been chosen as the club’s or organization’s moderator.

Article VI - Amendments
Section 1.
The By-Laws of the Constitution of Student Government may be adopted, amended, or repealed by two-thirds (2/3) vote of the members of the Student Government.

Section 2.
These By-Laws have immediate effect upon passage, but in order to maintain their enforceability, they must be publicized with this Constitution is such a manner that they are made available to the student body at the beginning of each scholastic year.