

CONSTITUTION OF THE MARIST COLLEGE STUDENT GOVERNMENT ASSOCIATION (SGA)

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Preamble:

We, the Students of Marist College, in order to provide a representative government and form a more perfect educational institution, foster understanding and involvement among all members of the college community, advocate in the best interests of a diverse student body, partner with the administration in the just management of this institution, and act as a voice for students in academic, institutional, and campus affairs. To this end, we do hereby ordain and establish this Constitution of The Marist College Student Government Association (SGA).

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Article I

The SGA

Section 1 Description

The Marist College SGA shall be the group responsible for advocating on behalf of the student body in decisions that transcend the jurisdiction of the students and have taken on extreme significance, or which involve serious issues with faculty, staff, or administration of the college.

Section 2 Responsibilities

The Marist College SGA shall be responsible for giving guidance to other student groups, clubs, and organizations, and shall further maintain the authority to charter and sanction them.

Section 3 Role in College

The Marist College SGA shall be a bridge between the administration and the student body.

Section 4 Members

The Marist College SGA shall be comprised of:

- I. The Assembly: consisting of the Student Body President, Executive Vice President, the President's Cabinet Members (or their proxies), Class Presidents (or their proxies), and Representatives.
- II. The Justice Board: shall consist of one (1) Chief Justice and four (4) Associate Justices.
- III. Associate members: consisting of the Parliamentarian, the Administrative Coordinators, the Student Body Historian, Class Board members, members of all other SGA boards, and Ad-Hoc committee members.

Section 5 Guidelines

Members of the Marist College SGA shall follow all guidelines and procedures regarding the conduct of business as outlined in the *Bylaws of the Marist College SGA*.

Section 6 Electing

The Marist College SGA shall hold annual elections for all elected positions as outlined in the *Bylaws of the Marist College SGA*.

Article II

The Assembly

Section 1 Purpose and Description

The Assembly is responsible for making decisions and executing initiatives that affect campus issues and SGA operations. All decisions of the Assembly will be in the best interests of the student body and furthermore act as the representation of student opinion.

Section 1.1 Assembly Description

The Assembly is the voting body of the SGA. Each defined Assembly member has one (1) vote, and as ex-officio members, the Student Body President does not vote and the Executive Vice President may only vote in the event of a tie.

Section 1.2 Dual Mandate

- a. The Presidential Cabinet, Class Presidents, Representatives, and Deputies can only hold up to one position on SGA boards.
 - i. Note that Deputies are defined as the second individual in command of an executive board.
- b. Board members may hold positions on a maximum of two SGA executive boards.

Section 2 Legislation

Section 2.1 Creating Legislation

Creating legislation is needed for formal appointments of Assembly members as well as deputies. Appointments and amendments to the *Marist SGA Constitution and Bylaws* are accomplished by submitting a drafted bill.

Section 2.2 Submitting Legislation

Legislation must be submitted to the administrative coordinators no later than 11:59 PM Sunday before the next SGA meeting.

Section 2.3. Proposing Legislation

Any Marist College student may propose legislation to be voted upon by the SGA as long as it is sponsored or co-sponsored by a member of the Assembly.

Section 3 Legislation Outcomes

Section 3.1 Voting

All bills and resolutions voted in favor of by a simple majority of the Assembly shall become the official policy of the SGA once voted on unless otherwise stipulated by the Constitution. The decisions of the Assembly are subject to review by the Judicial Board, but are not subject to change by the Judicial Board.

Section 3.1.1 Voting Requirements

To hold a vote, quorum must be reached. This is defined as two-thirds of voting Assembly members being present.

Section 3.1.2 Simple Majority

A simple majority is defined as one-half of the quorum-met Assembly.

Section 3.1.3 Signing

The Student Body President and Chief Justice must sign the bill unless the President vetoes

Section 4 Student Body President

- a. Shall serve as the chief administrator of the SGA and act in the best interests of the student body at all times.
- b. Shall chair meetings of the President's Cabinet and the Assembly. The President's Cabinet shall consist of the:
 - i Executive Vice President
 - ii Vice President of Student Life
 - iii Vice President of Diversity, Equity, and Inclusion
 - iv Vice President of Club Affairs
 - v Vice President of Safety and Security
 - vi Vice President of Academic Affairs
 - vii Vice President of Athletic Affairs
 - viii Vice President of Sustainability
 - ix Vice President of Student Well-Being
 - x Chief Communication Officer
 - xi Chief Financial Officer
 - xii Chief Information Officer
 - xiii Director of Elections Commission
- c. Shall actively identify, address, and resolve issues that affect the student body.
- d. Shall serve as the student representative on the Board of Trustees, and shall attend the Board of Trustees Student Life Committee meetings.
- e. Shall reserve the right to appoint students to vacant SGA positions with the approval of the Assembly (having reached quorum) through a simple majority vote.
- f. Shall, when necessary form Presidential ad-hoc committees and positions for the purpose of investigating issues concerning the student body.
- g. Shall have exclusive veto power on legislation passed by the Assembly, unless overridden by a two-thirds majority vote from the Assembly.
- h. Shall attend weekly meetings with the Vice President of Student Life and with SGA Advisors.

Section 5 Executive Vice President

- a. Shall serve as the sitting President's second in command and coordinate, organize, and supervise the President's Cabinet members, Class Boards, and all SGA activities.
- b. Shall perform any duties delegated by the Student Body President.
- c. Shall attend weekly meetings with the Student Body President and SGA Advisors.
- d. Shall only vote in the event of a tie in the Assembly.
- e. Should a permanent vacancy in the office of Student Body President arise, the Executive Vice President shall become the Student Body President until the next Spring Election. The President will then appoint a new Executive Vice President to be confirmed by the Assembly.

Section 6 Vice President of Student Life

- a. Shall be elected to the position of Vice President of Student Life via a secret ballot vote which is held after the Fall SGA Election Cycle concludes.
- b. Shall be a sitting member of the Assembly before being elected to the position.
- c. Shall act as a liaison between the Marist College Department of Student Affairs, Marist College Student Programming Council, and the SGA.
- d. When necessary, shall convey the interests of the representatives before the Student Body President, Executive Vice President, and the Assembly.
- e. Shall provide feedback to the Student Body President and Executive Vice President on policy matters pertaining to student life.
- f. Shall be responsible for the coordination, organization, and supervision of all SGA representatives, in conjunction with the Executive Vice President.
- g. Shall cast one (1) vote in the Assembly.
- h. Shall meet with the SGA Representatives weekly, to express interests, concerns, and other related topics brought to their attention by their constituents.
- i. Shall facilitate open discussions and create special projects, initiatives, and events that align with student demands, concerns, and interests pertaining to student life, in conjunction with the Student Programming Council.
- k. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- l. Should a permanent vacancy occur in the position of the Vice President of Student Life, the election of a new Vice President of Student Life shall be held at the next regularly-scheduled Assembly meeting, following the standards set in *sub-sections a and b*.

Section 7 Representatives

Section 7.1 Requirements & Duties

- a. Shall be members of the Assembly who are elected to represent their respective constituency.
- b. Shall meet with the Vice President of Student Life bi-weekly and as necessary, to express interests and other related topics brought to their attention by their geographical constituents.
- c. Shall cast one (1) vote in the Assembly.

Section 7.2 Representative Members

- a. One (1) Distance Student Representative.
- b. One (1) International Student Representative.
- c. One (1) Transfer Student Representative.
- d. Two (2) Commuter Student Representatives.
- e. Two (2) North End Representatives.
- f. Two (2) South End Representatives.
- g. Two (2) East End Representatives.

Section 7.3 Representative Descriptions

Section 7.3.1 Distance Student Representative

- a. A Distance Student is one who is defined as any student of the Marist College Community who resides outside of the tri-state area.
- b. One (1) Distance Representative position shall be granted to any full-time undergraduate distance student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all distance students.
- d. Shall regularly interact with distance students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in the position of the Distance Student Representative, the Vice President of Student Life shall appoint a new Distance Student Representative upon approval by the Assembly.

Section 7.3.2 International Student Representative

- a. An International Student is one who is defined as any student of the Marist College Community who resides in a country other than the United States.
- b. One (1) International Student Representative position shall be granted to any full-time undergraduate international student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all international students.
- d. Shall regularly interact with international students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in the position of the International Student Representative, the Vice President of Student Life shall appoint a new International Representative upon approval by the Assembly.

Section 7.3.3 Transfer Student Representative

- a. A Transfer Student is one who is defined as any student of the Marist College Community who transferred from a separate institution.
- b. One (1) Transfer representative position shall be granted to any full-time undergraduate Transfer student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all transfer students.
- d. Shall regularly interact with transfer students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in the position of the Transfer Student Representative, the Vice President of Student Life shall appoint a new Transfer Student Representative upon approval by the Assembly.

Section 7.3.4 Commuter Student Representative

- a. A Commuter Student is one who is defined as any student of the Marist College Community who resides off campus.
- b. Two (2) Commuter Student representative positions shall be granted to any full-time undergraduate Commuter student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all commuter students.
- d. Shall regularly interact with commuter students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in the position of the Commuter Student Representative, the Vice President of Student Life shall appoint a new Commuter Student Representative upon approval by the Assembly.

Section 7.3.5 North End Representative

- a. A North End Student is one who is defined as any student of the Marist College Community who resides in the North End which includes O'Shea Hall, McCormick Hall, Ward Hall, LaVelle Hall, Foy Townhouses, and New Townhouses.
- b. Two (2) North End representative positions shall be granted to any full-time undergraduate North End student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all North End students.
- d. Shall regularly interact with North End students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in either of the positions of North End Representative, the Vice President of Student Life shall appoint a new North End Representative upon approval by the Assembly.

Section 7.3.6 South End Representatives

- a. A South End Student is one who is defined as any student of the Marist College Community who resides in the South End which includes Champagnat Hall, Leo Hall, Marian Hall, Sheahan Hall, and Midrise Hall.
- b. Two (2) South End representative positions shall be granted to any full-time undergraduate South End Student student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all South End students.
- d. Shall regularly interact with South End students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in either of the positions of South End Representative, the Vice President of Student Life shall appoint a new South End Representative upon approval by the Assembly.

Section 7.3.7 East End Representatives

- a. An East End Student is one who is defined as any student of the Marist College Community who resides in the East End which includes Lower West Cedar, Upper West Cedar, Upper Fulton Townhouses, and Lower Fulton Townhouses.
- b. Two (2) East End representative positions shall be granted to any full-time undergraduate East End student upon qualified campus-wide election.
- c. Shall address the concerns and advocate for the needs of all East End students.
- d. Shall regularly interact with East End students with the intention of bringing their concerns and ideas before the Assembly.
- e. Shall chair or serve in existing or ad-hoc committees which address constituency concerns in key areas, such as Housing, Dining, Accommodations and Accessibility, and Student Activities.
- f. Should a permanent vacancy occur in either of the positions of East End Representative, the Vice President of Student Life shall appoint a new East End Representative upon approval by the Assembly.

Section 8 Vice President of Diversity, Equity, and Inclusion

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as the student representative on the Marist College President's Diversity Council and serve as the liaison between students, administrators, and the SGA.
- c. Shall provide feedback and recommendations to the administration and the Student Body President on policy matters pertaining to diversity, equity, and inclusion, which affect all facets of campus life.
- d. Shall cast one (1) vote in the Assembly.
- e. Shall facilitate open discussions and create special projects, initiatives, and programming which align with student demands and interests pertaining to diversity, equity, and inclusion.
- f. Shall chair the SGA Student Diversity Council.

Section 9 Vice President of Club Affairs

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as a liaison between club officers and the SGA.
- c. Shall report on the progress and operations of all councils, organizations, and club activities.
- d. Shall ensure that all clubs and organizations adhere to the rules and regulations of the SGA.
- e. Shall oversee the chartering and, if necessary, the de-chartering of clubs and organizations with the approval of the Assembly.
- f. Shall procure and maintain club records, including but not limited to attendance, club activities, disciplinary sanctions, etc.
- g. Shall cast one (1) vote in the Assembly.
- h. Shall organize all council of clubs conferences, activity fairs, and leadership conferences.
- i. Shall maintain and update the SGA Club Guide.
- j. Shall chair the SGA Club Affairs Board.

Section 10 Vice President of Safety and Security

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as a liaison between the Marist College Office of Safety and Security and the SGA.
- c. Shall report on progress regarding general safety and security initiatives and other pertinent details at SGA meetings.
- d. Shall be responsible for additional oversight in the areas of Health and Wellness, Buildings and Grounds, and Title IX policy.
- e. Shall cast one (1) vote in the Assembly.
- f. Shall chair the SGA Safety and Security Committee.

Section 11 Vice President of Academic Affairs

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as the student representative on the Marist College Academic Affairs Committee and serve as the liaison between faculty and the SGA.
- c. Shall research and develop solutions to the academic concerns of students from all class levels and majors.
- d. Shall be responsible for assisting with any issues that may arise pertaining to course registration, student-faculty relations, academic integrity, etc.
- e. Shall cast one (1) vote in the Assembly.
- f. Shall serve as the chair of the SGA Student Academic Council.

Section 12 Vice President of Sustainability

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as a liaison between the Marist College Office of Sustainability and the SGA.
- c. Shall report on progress regarding general sustainability initiatives and other pertinent details at SGA meetings.
- d. Shall cast one (1) vote in the Assembly.
- e. Shall facilitate open discussions and create special projects, initiatives, and programming which align with student demands and interests pertaining to sustainability.

Section 13 Vice President of Student Well-Being

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as a liaison between the Marist College Health and Wellness Office and the SGA.
- c. Shall report on progress regarding general well-being initiatives and other pertinent details at SGA meetings.
- d. Shall cast one (1) vote in the Assembly.
- e. Shall facilitate open discussions and create special projects, initiatives, and programming which align with student demands and interests pertaining to student well-being.

Section 14 Vice President of Athletic Affairs

- a. Shall be appointed by the sitting SGA President, upon reviewing the recommendations of the Student-Athlete Captains Council, and shall be confirmed by the Assembly.
- b. Shall be the student representative on the Marist College Standing Committee on Athletics and serve as the liaison between the Marist College Department of Athletics and the SGA.

- c. Shall address the needs of all student-athletes and advocate for their interests both within their respective teams and the greater college community.
- d. Shall work closely with the intramural program and club sports to ensure high levels of student engagement, participation, and success.
- e. Shall cast one (1) vote in the Assembly.
- f. Shall serve as the chair of the SGA Athletic Affairs Committee.

Section 15 Chief Communications Officer

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall act as the liaison for all communication efforts between the SGA and the Marist College community.
- c. Shall inform students about current and upcoming SGA meetings, projects, and programming through the use of campus media.
- d. Shall cast one (1) vote in the Assembly.
- e. Shall be responsible for managing all outlets' published content including press releases, emails, the SGA website, and social media accounts.
- f. Shall meet twice a semester with the Assistant Vice President for College Marketing and Communication.
- g. Shall chair the SGA Public Affairs Committee.

Section 16 Chief Financial Officer

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall, in conjunction with the Vice President of Club Affairs, be responsible for overseeing the fair and equitable allocation of Student Activity Fee funds to chartered clubs, organizations, and the members of the SGA.
- c. Shall provide regular updates on the current balance of the SGA account and cash flow statements.
- d. Shall cast one (1) vote in the Assembly.
- e. Shall assist members of the SGA and other recognized clubs and organizations in properly obtaining funding for events and projects.
- f. Shall chair SGA Financial Board.

Section 17 Chief Information Officer

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall possess the necessary technical skills to act as the liaison between the Marist College Department of Information Technology and the SGA.
- c. Shall be responsible for the maintenance of the SGA website and related applications.
- d. Shall cast one (1) vote in the Assembly.
- e. Shall ensure that all student organizations adhere to the club website rules and regulations and provide assistance when necessary.
- f. Shall chair the SGA Information Technology Council.

Section 18 Director of Elections Commission

- a. Shall be responsible for overseeing two annual SGA elections:
 - i The Fall Semester election for First-Year class officers and all Representatives.
 - ii The Spring Semester election for Student Body President, Executive Vice President, Class Presidents, Class Boards, and all Representatives.
- b. Shall follow the standards set in the *Marist College Student Government Association Bylaws*.
- c. Shall act as the chair of the SGA Elections Commission.
- d. Shall cast one (1) vote in the Assembly.

Article III The Judicial Board

Section 1 Overview

The Judicial Board is responsible for administering all hearings pertaining to the equity and equality of all SGA business and club affairs.

Section 1.1 Duties

- a. The Judicial Board is in charge of interpreting the founding documents of the Marist College SGA and has jurisdiction over the facilitation of student governance issues.
- b. The Judicial Board reserves the right to review the decisions of the Marist College SGA.

Section 1.2 Responsibilities

The Judicial Board shall make recommendations to the SGA on college norms and policies as found in the student handbook.

Section 2 Members

Section 2.1 Chief Justice

- a. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- b. Shall organize, conduct, and chair all Judicial Board meetings.
- c. Shall keep all matters confidential and securely archive all documents, reports, and statements that are used. This includes the electronic recordings of all hearings, including but not limited to, digital documents, audio files, and video files.
- d. Shall cast one (1) vote in the Judicial Board.
- e. Should a conflict of interest arise that prevents the Chief Justice from voting, their vote shall be cast by the Vice President of Student Life or the Deputy Vice President of Student Life.
- f. Shall communicate in writing all decisions and official statements to the appropriate parties involved in an appeal.
- g. In the absence of a Chief Justice, appeals shall be referred to the Vice President of Student Life or the Deputy Vice President of Student Life for the final decision.
- h. Shall preside over all impeachment proceedings, except their own. The Student Body President shall preside over the impeachment proceedings of the Chief Justice.
- i. Shall meet bi-weekly with the Student Body President and Judicial Board Advisor to discuss all pending and current SGA policies, procedures, and legislation, and to update them on Judicial

Board matters.

- j. Shall be appointed to a one-year term, can serve multiple terms, and hold their position until their term is complete or until resignation or impeachment and removal by the Assembly.
- k. Shall swear in the Student Body President and all other members of the SGA.
- l. Shall meet with the Director of Safety and Security, bi-weekly, along with the Vice President of Safety and Security.

Section 2.2 Associate Justices

- a. Four (4) Associate Justice seats shall be granted to four (4) full-time traditionally admitted undergraduate students.
- b. Shall be appointed by the sitting SGA President and confirmed by the Assembly.
- c. Shall attend all meetings of the Judicial Board and keep matters confidential.
- d. Shall cast one (1) vote in the Judicial Board.
- e. Shall abstain from voting in the event of a conflict of interest.
- f. One (1) Associate Justice shall take the official minutes of the Judicial Board.
- g. Shall not be eligible for membership on any SGA committee.

Article IV Associate Members

Section 1 Student Body Historian

- a. Shall serve as the archivist of the Marist College SGA.
- b. Shall undertake creative campaigns to showcase all SGA events and initiatives.
- c. Shall report to the Chief Communications Officer.
- d. Shall be appointed by the sitting SGA President.
- e. Shall chair the Council of Historians, which will be composed of Class Historians from each of the four respective class boards.

Section 2 Administrative Coordinators

- a. Shall serve as the administrative coordinators of SGA.
- b. Shall work closely with the Student Body President and Executive Vice President to ensure that SGA is well-run.
- c. Shall assist the Student Body President in preparing the agenda for all meetings.
- d. Shall notify all members of the upcoming meeting agenda and prior minutes no less than 24 hours before a regularly scheduled meeting.
- e. Shall be responsible for recording accurate minutes at all meetings, whether open or closed, and shall prepare executive summaries so that they may be approved at the next scheduled meeting.
- f. Shall keep accurate attendance records at all meetings.
- g. Shall maintain SGA's online project site of agendas, minutes, forums, rosters, and other items as necessary.

Section 3 Parliamentarian

- a. Shall ensure that the proper procedures are adhered to as enumerated in this Constitution and the Bylaws of the Marist College SGA.
- b. Shall ensure all bills submitted to the Assembly correctly quote relevant SGA legislation.
- c. Shall ensure that all SGA meetings are run according to proper parliamentary procedure as outlined in Robert's Rules of Order, Newly Revised, unless otherwise suspended.
- d. Shall be a member of the Rules & Administration Committee.
- e. Shall not be a member of any standing SGA boards.
- f. When cause arises, shall act as general counsel to the Student Body President.

Article V Administrative and Faculty Advisors

Section 1 Advisors

The Marist College SGA shall have two (2) Advisors who are either members of the college administration or full-time faculty.

Section 2 Selection

All SGA Advisors shall be chosen by The Vice President of Student Affairs and serve in accordance with the procedures outlined in the Faculty Handbook.

Section 3 Expectations for Advisors

The Advisors shall meet weekly with the Student Body President and Executive Vice President to discuss the status of projects and conflicts. At this time, the agenda(s) for the next week's meeting(s) may also be created.

Section 4 Role of Advisors

Advisors may be present at SGA meetings to offer advice and counsel to members, but shall not have final say over meeting structure, order of business, or decisions reached.

Article VI Ratification and Amendment

Section 1 Enactment

The *Constitution of the Marist College SGA* shall become operative upon approval by a two-thirds (2/3) majority of the Assembly.

Section 2 Amendments

Amendments to this Constitution shall be enacted by a two-thirds (2/3) vote of the Assembly, or by a majority of students voting in a referendum.

Section 3 Authority

This Constitution is the highest law for the Marist College SGA and all other student organizations.

Section 4 Expectations of Chartered Clubs and Organizations

All clubs and organizations presently chartered by the SGA, and all clubs and organizations to be chartered in the future, are mandated to revise and update their Bylaws, based on changes made to this document.

Section 5 Internal Review

Every four years, or at the discretion of the current SGA Administration, to ensure the governing documents of the Marist College SGA stay relevant to the student body, the Constitution and Bylaws of the Marist College SGA shall be reviewed and updated as necessary.