

**CLARKSON COLLEGE
STUDENT GOVERNMENT ASSOCIATION
BYLAWS**

ARTICLE I – NAME

Section 1. This organization shall be known as the Student Government Association (SGA) of Clarkson College. Within these Bylaws, it will be referred to as SGA.

ARTICLE II – OBJECTIVES

Section 1. The purpose of SGA is to provide organization of the student body at Clarkson College so that students, both online and on-campus, may participate in the activities and vision of the College. SGA seeks to foster the spirit of cooperation and unity among the students, faculty, staff, and administration, and to enable students to prepare for worthy citizenship through leadership. SGA is a non-profit organization that shall operate in accordance with the Bylaws stipulated on these pages.

Section 2. The objectives of this organization shall be:

- A. To represent the student body as the “official” student voice at Clarkson College functions.
- B. To foster a spirit of cooperation and unity among the students, faculty, staff, and administration.
- C. To encourage involvement in Clarkson College activities.
- D. To provide opportunities for the development of leadership skills.
- E. To improve the quality of student life.
- F. To make recommendations for student activities.

ARTICLE III – MEMBERSHIP

Section 1. “Member” shall refer to any student currently enrolled at Clarkson College.

Section 2. Executive Officers shall be appointed members of SGA; the President will not be allowed to vote and shall only have voice at Formal Meetings and shall serve as an advisory board to the membership.

Section 3. Representatives shall be from recognized Academic Departments at Clarkson College, including Community Health, Education and Leadership, General Studies, Healthcare Business, Undergraduate Nursing, Graduate Nursing, Physical Therapist Assistant, Psychology, and Radiography and Medical Imaging. Representatives shall serve as appointed voting members at Formal Meetings of SGA.

Section 4. All undergraduate appointed members must be enrolled in at least 6 credit hours. All graduate appointed members must be enrolled in at least 3 credit hours in order to maintain their position in SGA.

Section 5. All appointed members must maintain a 2.5 cumulative GPA.

Section 6. Members of student organizations at Clarkson College are welcome to attend Formal Meetings but have no voting rights. This includes any student organization where students who attend Clarkson College are eligible for membership of that group.

Section 7. No currently enrolled student at Clarkson College shall be denied membership in SGA on the basis of race, color, religion, marital status, sex, age, national origin, disability, genetic information, sexual orientation, gender identity, and protected veterans' status.

ARTICLE IV – BUDGET

Section 1. All students shall be assessed a student activity fee for each credit hour taken up to a maximum of 12 credit hours per semester as deemed by Clarkson College Administration. Budgetary support for SGA shall be derived from student activity fees.

Section 2. Revenue generated by student activity fees will be placed in the SGA account. Expenditures must be approved by a majority of the SGA voting members. SGA will approve funding requests from other approved organizations that follow the guidelines stipulated in “The SGA Standing Rules.”

ARTICLE V – POSITION APPOINTMENTS

Section 1. Appointment of Student Government Representatives:

- A. Reference Article III for details regarding eligibility for Representative roles.
- B. A student interested in assuming a Representative role for their academic program will complete an application for the Advisor(s)' review.
- C. The advisor(s) will determine who is selected for the Representative positions based on thoroughness, thoughtfulness, and inventiveness of answers to application questions.
- D. Each Academic Department can have two representatives. If some departments do not have any applicants while others have more than two applicants, advisor(s) are able to appoint more than two Representatives for an academic department.
- E. Number of Representatives will be dependent upon funds available for scholarships and number of applicants across all programs.

Section 2. Appointment of Student Government Officers:

- A. Student Government Association Executive Officer positions include President, Vice President, Secretary/Treasurer, and Public Relations Chair.
- B. Students must have served as a Representative for at least one semester before being eligible for an officer position.
- C. Students who are interested in filling an officer position will complete the appropriate application indicating their desired role.
- D. Upon successful completion and submission of the application, the SGA Advisor(s) will schedule an interview with that candidate.
- E. If there is only one candidate for an officer position and that candidate completes the interview while providing sufficient and sound answers to the interview questions, that candidate will be appointed to their desired position.
- F. If there are two or more candidates for one officer position, the SGA Advisor(s) will interview all candidates and appoint the candidate they feel will most effectively fulfill the role. Candidates not selected for the officer position will be offered a Representative position for their respective program of study.
- G. SGA Advisor(s) have the ability to shape the officer positions and responsibilities as needed to accommodate the needs of the organization and/or the candidates' specific needs or visions for the role.
- H. Officers may not serve in the same role for more than one year. In special circumstances where there is no competition for officer roles, the SGA Advisor(s) may make exceptions to this rule.

ARTICLE VI – EXECUTIVE OFFICERS

Section 1. Executive Officers of SGA shall be the President, Vice President, Secretary/Treasurer, and Public Relations Chair.

- A. The positions of President, Vice President, Secretary/Treasurer, and Public Relations Chair will be appointed by the advisor(s) via the application process.
- B. The term of office shall begin on the day after the inauguration ceremony for a period of one (1) year or until a successor is appointed.
- C. Executive officers must have a 2.5 cumulative GPA at Clarkson College in order to run for office.
- D. Executive officers shall not run for and hold office as an SGA representative during their term as an executive officer.
- E. All SGA executive officers must have served as an SGA representative for at least one semester prior to becoming officers.

Section 2. Duties of the Executive Officers and SGA Advisor:

A. President:

The President of SGA shall serve as the chief spokesperson for the student body. The President presides over the Representative/Executive Meetings of SGA. The President will work closely with the SGA Advisor(s) to ensure communication and establish action plans. The President of SGA will also serve as an ex-officio member of the College Board of Directors. They will preside at all meetings of SGA; prepare the agenda for each meeting; facilitate and ensure attendance of SGA members at campus committee meetings; serve as a liaison and representative to the College and the public. They will attend all college board meetings, occurring quarterly. The President of SGA must be enrolled in fall and spring consecutive semesters for the academic year applying and will not be able to hold office on another organization executive board.

1. The President's duties shall include:

- A. Preside at the meetings of the organization.
- B. Prepare the agenda for each meeting.
- C. Appoint special committees and chairpersons.
- D. Represent the College and SGA to the public.
- E. Recommend student appointments to college committees.
- F. Serve as a liaison of the student body to College Administration/Faculty/Staff.
- G. Oversee implementation of the budget.
- H. Attend all college board meetings. These meetings occur quarterly.

B. Vice President:

1. The Vice President's duties shall include:

- A. Perform the duties of the President in his/her absence during official SGA events/meetings; should the Vice President be absent, the Secretary will call the meeting to order and then conduct an election for a pro temp chair.
- B. Serve as the student representative on the Academic Integrity Education Committee.
- C. Serve as the student representative on Faculty Senate.
- D. Represent the new incoming students each semester by meeting and discussing new student issues with that population.

- C. Secretary/Treasurer:
 - 1. The Secretary/Treasurer's duties shall include:
 - A. Record proceedings of SGA.
 - B. Post the draft minutes of each ~~Representative~~ Formal Meeting within two days of the prior SGA meeting in areas readily seen by all SGA members.
 - C. Post minutes to Clarkson College SGA page within ~~two days~~ one week of the prior SGA meeting.
 - D. Record attendance for SGA Representative/Executive Meetings; maintain official records of SGA business.
 - E. Present a detailed financial status at SGA Representative Meetings, including a current balance and any transactions since the previous meeting.
 - F. Create a calendar spreadsheet of fundraisers within the College.
 - G. Present any funds/fundraiser requests from other organizations to the committee.
 - H. Attend Staff Senate Meetings.

- E. Public Relations Chair:
 - 1. The Public Relations Chair's duties shall include:
 - A. Promote and advertise all SGA meetings, activities, and events within a timely manner.
 - B. Announce and promote open SGA positions.
 - C. Update and maintain the SGA website with the help of the Marketing Department.
 - D. Maintains office bulletin boards and calendars.

- G. SGA Advisor:
 - 1. The SGA Advisor's duties shall include:
 - A. Attend the meetings of SGA.
 - B. Provide advice to the leadership of SGA.
 - C. Provide training workshops, team building exercises, and leadership information throughout the academic year.
 - D. Serve as an ex-officio member of Clarkson College and uphold the regulations and policies as put forth by the Clarkson College Board of Directors, Administration, and Employee Handbook.
 - E. Make adjustments as needed to ensure SGA is serving the student population to the best of their ability.

ARTICLE VII- REPRESENTATIVES

Section 1. Representatives of SGA shall be from all academic departments at Clarkson College.

Section 2. Representatives will come from the academic departments identified in Article III, Section III of these bylaws. The total number of representatives for each academic department shall not exceed two, and each academic department will ideally have no less than one representative. The SGA Advisor(s) may make exceptions to the number of representatives for each academic department based on application and interest.

- A. The representatives of these academic departments shall include the following:

1. The Representative must be from each recognized academic department and supported by the members of that academic department.
2. The term of office shall begin on the day after the inauguration ceremony for a period of one (1) year or until a successor is elected.
3. The representative must have a 2.5 cumulative GPA at Clarkson College to run for office.
4. The representative shall be allowed to vote and serve as a liaison for that academic department.
5. The representative will be appointed from the student body during the SGA Appointments.
6. Representatives shall not hold office as an SGA executive officer during their term as representative.
7. The representative is required to attend official SGA meetings/events and is bound to the SGA Bylaws and standing rules.

ARTICLE VIII- GENERAL RESPONSIBILITIES

- Section 1. SGA representatives and officers must complete at least one office hour per week, excluding breaks and summer during their term.
- Section 2. SGA representatives and officers must observe cleanliness/condition of Student Center areas and facilities (e.g. sitting areas, stairwells, office space, computer area – second floor, etc.) and report any issues to an advisor.
- Section 3. SGA representatives and officers must check the Clarkson College Facebook Group for new members and inappropriate content during their office hours.
- Section 4. SGA representatives and officers must attend and volunteer at two Student Government Association events per semester to keep their status in the Association and maintain his/her scholarship.

ARTICLE IX-VACANCIES

- Section 1. If the office of President is vacated, the Vice President shall assume the Presidency and the voting membership shall appoint a new Vice President from the remaining executive officers and representatives.
- Section 2. In the event that a vacancy of a representative occurs due to attendance, voluntary or mandatory leave of absence, change in degree-seeking program, their death or resignation, or withdrawal from the College, the voting membership shall be charged with appointing a new representative.
- Section 3. Any executive or representative member of SGA is subject to removal from office by majority vote of the elected/appointed membership. The member will be removed from office whenever 2/3 of the qualified voting membership signs a petition for removal.
- Section 4. The SGA Advisor will be removed from office whenever 2/3 of the qualified voting membership signs a petition for removal.

ARTICLE X – MEETINGS

- Section 1. Open Meetings are held once monthly during the academic year excluding breaks.

- Section 2.
Section 2. Open Meetings of SGA will be held regularly and will be open to students and faculty/staff who may wish to attend. The SGA President can request a closed session of the Representative Meeting in instances where discussions/decisions may affect the reputation of individuals or organizations associated with the College. No action can be taken during closed session. The SGA President will keep minutes of closed session meetings and pass them to their successor at the end of their term.
- Section 3. A quorum must be present to take official action at SGA Representative Meetings. A quorum shall consist of one more than half of the total voting membership.
- Section 4. The voting membership shall consist of all SGA Representatives, the Vice President, the Public Relations Chair, and the Secretary/Treasurer. The President votes only in cases where a tie vote has occurred among the other voting members.
- Section 5. Attendance
- A. All representatives and officers shall be required to attend SGA meetings/events. When a representative or officer is unable to attend a scheduled meeting/event, they must notify the President before the meeting/event. Each elected/appointed member can only have up to three excused absences within one semester. If appointed member exceeds three excused absences or has more than one unexcused absence during their term of office within the semester, they will be required to resign.
 - B. Representatives and officers have the option to use video conferencing applications if they are unable to attend meetings, per the discretion of the executive members.
 - C. All representatives and officers must volunteer at two Clarkson College extracurricular activities each semester, unless the member is an online student.
 - D. All representatives and officers are required to attend any training event that SGA conducts for the good of the organization. If an appointed member does not attend said events, reprehends for that member are outlined in the Standing Rules of SGA.
 - E. All appointed members are required to attend/participate in any officer transition operation of SGA. If an appointed member does not attend said events, reprehends for that member are outlined in the standing rules of SGA.

ARTICLE XI – FUNDING

- Section 1. Student organizations are eligible to receive up to 15% of initial SGA budget for funding per year per discretion of SGA members.
- Section 2. SGA shall be charged with the duty of maintaining the recognition process and appropriating student funds to recognized student organizations and sign off on all student organization fundraising activities. In order for the organization to hold a fundraiser or receive funding through SGA they must submit a budget and action plan for the upcoming academic year.
- 1. SGA must approve any fundraising/fund requests proposed by a recognized student organization.
 - 2. A “Fundraising/Fund Request Form” must be submitted to the committee at least 30 days prior to the event in order to review it.
 - 3. A calendar of approved fundraising/fund requests will be posted in the SGA office by the Secretary/Treasurer.
 - 4. Funds allocated from SGA cannot be used for nonprofit donations.

ARTICLE XII- RECOGNIZED STUDENT ORGANIZATIONS

- Section 1. Organizations that request to become a recognized student organization can be either a college funded group or receive outside funding to sustain their organization. They each must meet the following guidelines:
- A. They must develop Bylaws/Constitutions outlining the purpose of the organization.
 - B. They must have an approved advisor who is employed at the College.
 - C. They must operate in accordance within the mission and operations of Clarkson College.
 - D. They must fill out the formal registration forms by the date set forth by Clarkson College Administration.
 - E. They must receive a vote of approval by SGA to become a recognized student organization.
- Section 2. All recognized student organizations must submit their Bylaws/Constitutions to SGA in order to be formally recognized as a student group at Clarkson College. These Bylaws/Constitutions shall be kept on file in the SGA office and kept up to date in order to remain active student organizations.
- Section 3. SGA reserves the right to deny recognized status to a student organization which does not comply with the above guidelines.

ARTICLE XIV- STANDING RULES

- Section 1. Standing Rules shall govern the yearly activities of the SGA. They shall be reviewed/updated annually during the yearly Bylaw revision and approved by the voting membership of SGA.

ARTICLE XV – AMENDMENTS

- Section 1. The final authority for interpretation of these Bylaws shall be the SGA Advisor(s).
- Section 2. Amending the Bylaws:
- A. Any member of SGA may propose a change in the Bylaws by putting forth a motion at an SGA meeting.
 - B. The motion must be discussed and debated by the voting membership.
 - C. The suggested change(s) is then taken to the student body to be reviewed in areas readily seen by SGA members.
 - D. At the meeting following the motion, the proposed change(s) is discussed and debated, and a vote is held. A vote of 2/3 must approve the proposed change(s) in order for it to become part of the Bylaws.
 - E. These Bylaws shall be reviewed and voted on every year.
- Section 3. These Bylaws, once approved by SGA and the College Administration, go into effect immediately. All previous Bylaws will become null and void upon the acceptance of these present Bylaws.
- Section 4. These rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern SGA in all cases to which they are applicable and in which they are not consistent with these Bylaws and any special rules of order SGA may adopt.