

**CLARKSON COLLEGE**  
**STUDENT GOVERNMENT ASSOCIATION**  
**BYLAWS**  
Revised October 12 2018

**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 student body at Clarkson College, so that students, both online and on-campus, may participate in the activities and vision of this college. SGA seeks to foster the spirit of cooperation and unity among the students, faculty, 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” voice at Clarkson College functions.
- B. To foster a spirit of cooperation and unity among the students, faculty, and administration.
- C. To encourage involvement in 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 elected members of SGA; the President will not be allowed to vote and shall only have voice at Representative Meetings and shall serve as an advisory board to the membership.

Section 3. Representatives shall be from recognized Sector at Clarkson College and shall serve as elected voting members at Representative Meetings of SGA.

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

Section 5. All elected/appointed members must maintain a 2.5 previous semester GPA.

Section 6. Student organizations offered at Clarkson College are welcome to attend Representative Meetings but have no formal 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, national or ethnic origin, handicap, gender, age, religion, marital status, or sexual orientation.

## **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. All 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 present. SGA will approve funding requests from other approved organizations that follow the guidelines stipulated in "The SGA Standing Rules."

## **ARTICLE V-ELECTIONS**

- Section 1. An Election Committee shall carry out its duties of the elections through the Bylaws and also the "Election Rules and Regulations."
- A. Members of the Election Committee cannot be individuals who are running for office.
  - B. An Election Chair shall be appointed to facilitate and manage the Election Committee. This person will be sworn into office during a Representative meeting.
  - C. These appointments shall take place before the third week in January
  - D. The Election Committee is responsible for electing new members via application.
- Section 2. Election of Student Government Officers:
- A. Elections shall be held in the third week in March.
  - B. The election process will be posted by the third week in February by the Election Committee, which is appointed by SGA prior to each election.
  - C. Voting shall be by written ballot. Voting procedures shall be determined by the Election Committee.
  - D. The Election Committee and the SGA Advisor shall tally the votes. Those running for election must receive a majority vote in order to be elected. Runoff elections are held during the first full week in April.
  - E. Any member running for the office of President must have been an elected/appointed member of SGA prior to running for the office.
  - F. The names of the elected officers and representatives shall be posted in areas readily seen by all SGA members and submitted to the SGA Advisor.
  - G. Should a vacancy occur after the election takes place, the voting membership is charged with filling the position(s).
  - H. Should the election be contested, a petition contesting the election must be delivered to the Election Committee/SGA Advisor within 24 hours of the end of balloting. The petition must include all reasons why the election is being contested, and it must include any evidence. Only the Election Committee can invalidate an election and require another election.
  - I. Any elected or appointed member of SGA is subject to recall by a majority vote of the student body. The results will be rescinded whenever 20% of the qualified members of the constituency sign a petition to recall.
  - J. An Inauguration Ceremony will be held annually to install newly elected officers by the fourth week in September.

## **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 elected from the student body as a whole.

- 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 elected.
- C. The out-going Executive Officers shall fulfill all official Clarkson College duties until the end of the Summer Semester.
- D. Executive Officers must have a 2.5 cumulative GPA at Clarkson College in order to run for office.
- E. Executive Officers shall not run for and hold office as a SGA Representative during their term as an Executive Officer.
- F. Each academic year, SGA approves a full-time Faculty/Staff/Administrative member of Clarkson College to act as the SGA Advisor.
- G. The incoming president is required to have served in some capacity on SGA prior to becoming president.

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 be expected to work closely with the SGA Advisor 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.

  - 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 preparation of the budget.
    - H. Work with the Marketing Department to promote and publicize SGA to the college community.
- 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. Provide student insight and knowledge about programs by soliciting feedback from all student groups.
    - D. Represent the new incoming students each semester by meeting and discussing new student issues with that population.
    - E. Serve as a representative and assist Student Activities Council as an active member representing the student body and SGA. Run one meeting in the Spring semester to brainstorm event ideas for Student Activities Council for the following Fall-Spring semesters.
- C. Secretary:
  - 1. The Secretary's duties shall include:
    - A. Record proceedings of SGA.

- B. Post the draft minutes of each Representative Meeting within two weeks of the prior SGA meeting in areas readily seen by all SGA members.
  - C. Record attendance for SGA Representative/Executive Meetings; maintain official records of SGA business.
- D. Treasurer:
- 1. The Treasurer's duties shall include:
    - A. Present a detailed financial status at SGA Representative Meetings, including a current balance and any transactions since the previous meeting.
    - B. Create a calendar spreadsheet of fundraisers within the College.
- 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. Update and maintain the SGA website with the help of the Marketing Department. Act as a liaison for Faculty Senate and attend their monthly meetings. If the Public Relations Chair cannot attend they are charged with the responsibility to find a replacement for those meetings.
    - C. Maintains office bulletin boards and calendars.
- F. SGA Advisor:
- 1. The SGA Advisor's duties shall include:
    - A. Attend the meetings of SGA.
    - B. Provide advice to the leadership of SGA throughout their term of office.
    - 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 College Handbook.

## **ARTICLE VII- REPRESENTATIVES**

Section 1. Representatives of SGA shall be from two Sectors at Clarkson College. These two Sectors shall be named Nursing and Allied Health and Health Care Business/Services.

Section 2. Within these recognized Sectors of Clarkson College the programs represented shall include: Nursing, which encompasses all undergraduate and graduate nursing programs and Radiologic Technology, Medical Imaging, Physical Therapist Assistant, Health Care Services, and all Health Care Business options. The total number of Representatives for each Sector shall not exceed ten, and each Sector shall have no less than one Representative. The number of Representatives for each Sector shall be determined by dividing the total number of students enrolled in each Sector by the total enrollment at Clarkson College, multiplied by ten.

(Total number of students enrolled in each Sector) X 10  
 (Total number of students enrolled at Clarkson College)

- A. The Representatives of these Sectors shall include the following:

1. The Representative must be from each recognized Sector and voted by the members of that Sector.
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 in order to run for office.
4. The Representative shall be allowed to vote and serve as a liaison for that Sector.
5. The Representative will be elected from the student body during the SGA Elections.
6. Representatives shall not run for and hold office as a 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, rules, and regulations.

### **ARTICLE VIII- GENERAL RESPONSIBILITIES**

- Section 1. SGA members must complete at least one office hour per week, excluding breaks and summer during their term.
- Section 2. SGA members must observe and maintain cleanliness of Howard Hall equipment (e.g. microwave, fridge) during their designated office hours.
- Section 3. SGA members must check the Clarkson College Facebook Group for new members and inappropriate content during their office hours.
- Section 4. SGA Members must attend and volunteer at two events for Student Activities Council per semester in order to keep their status in the Association.

### **ARTICLE IX-VACANCIES**

- Section 1. Vacancies for the Executive board shall be appointed by the voting membership of SGA. 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 student body.
- 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 is subject to removal from office by majority vote of the elected/appointed membership. 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. Representative Meetings are held bi-monthly during the academic year excluding breaks. Summer meetings will be held monthly.
- Section 2. Representative Meetings of SGA will be held regularly and will be open to students and faculty 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.
- 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 Public Relations Chair, the Secretary, and the Treasurer. The President votes only in cases where his/her vote will affect the outcome/secret ballot.
- Section 5. Attendance
- A. All elected/appointed members shall be required to attend SGA meetings/events. When an elected/appointed member is unable to attend a scheduled meeting/event, s/he must notify the President before the meeting/event. Each elected/appointed member can only have up to two excused absences within one semester. If elected/appointed member exceeds two excused absences or has an unexcused absence during their term of office within the semester, s/he will be required to resign.
  - B. Members have the option to use video conferencing applications if they are unable to attend meetings, per the discretion of the executive members.
  - C. All elected/appointed members must volunteer at two Clarkson College extracurricular activities each semester, unless the member is an online student.
  - D. All elected/appointed members are required to attend any training event that SGA conducts for the good of the organization. If an elected/appointed member does not attend said events, repercussions for that member are outlined in the standing rules of SGA.
  - E. All elected/appointed members are required to attend/participate in any officer transition operation of SGA. If an elected/appointed member does not attend said events, repercussions 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 committee.
  - 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 by the chairperson of the Student Programming Committee of SGA 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 XIII- 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 the SGA.

## **ARTICLE XIV – AMENDMENTS**

- Section 1. The final authority for interpretation of these Bylaws shall be the SGA Advisor.
- Section 2. Amending the Bylaws:
- A. Any member of SGA may propose a change in the Bylaws by putting forth a motion at a 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 before the first full week in March.
- 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.