

**THE CONSTITUTION OF THE  
STUDENT GOVERNMENT  
ASSOCIATION OF  
IONA COLLEGE**



**STUDENT GOVERNMENT ASSOCIATION (SGA)**

**EXECUTIVE  
BRANCH**

PRESIDENT  
EXECUTIVE VICE PRESIDENT  
VICE PRESIDENT FOR INTERNAL AFFAIRS  
VICE PRESIDENT FOR FINANCE  
VICE PRESIDENT FOR ADMINISTRATION  
VICE PRESIDENT FOR COMMUNICATIONS

**LEGISLATIVE  
BRANCH**

**Voting Members:**

**SGA CLASS SENATORS**  
(5) FRESHMAN SENATORS  
(5) SOPHOMORE SENATORS  
(5) JUNIOR SENATORS  
(5) SENIOR SENATORS

**CAMPUS ORGANIZATION SENATORS**

THE PRESIDENT (or the representative of) FROM EACH CURRENTLY REGISTERED STUDENT ORGANIZATION

(5) SENATORS AT-LARGE

**Non-Voting Members:**

ASSOCIATE MEMBERS

## **PREAMBLE**

The SGA is composed of elected student representatives, academic senators, and campus organization presidents or their designees. The SGA attempts to enhance the educational experience of each student, and is based on the belief that a complete education extends beyond the academic program.

Also, the SGA maintains that this development can be attained through active involvement in student organizations, founded on the principles of cooperation, concern, leadership and service. It also provides a means of effective communication between the students, faculty and administration.

## **ARTICLE I**

### **EXECUTIVE BRANCH**

#### **SECTION 1**

The President, Executive Vice President, Vice President for Internal Affairs, Vice President for Finance, Vice President for Administration and Vice President for Communications of the SGA shall be elected by a plurality of the entire members of the student body, which includes the graduating seniors, as set forth in the by-laws.

- A. The membership of the Executive Board of the SGA is as follows: President, Executive Vice President, Vice President for Internal Affairs, Vice President for Finance, Vice President for Administration, and Vice President for Communications.
- B. The Executive Board of the SGA is responsible for all legislative functions while school is not in session.
- C. All Executive Board members of the SGA shall be a full-time undergraduate student with a cumulative index of not less than 2.750 at the time of his/her election to office and must relinquish the position if his/her cumulative index falls below 2.750 or if he/she is placed on Disciplinary Probation.

#### **SECTION 2**

The President of the SGA shall be a member of the Junior or Senior class.

The duties of the President:

- A. To be chief officer of the Student Government Association and have precedence over all other student officers.
- B. To administer and carry out the policies of the SGA Legislature.
- C. To create the agenda for and run SGA Visioning Meetings.

- D. To set the date and hour of special emergency SGA Legislative meetings as he/she deems necessary.
- E. To be an official member of all standing and special committees.
- F. To be a voting member of the College Council, representing the SGA.
- G. To be Chairperson of the SGA Student Life Committee.
- H. To serve as the SGA Representative to the College Council Student Life Committee.
- I. To serve as the SGA Representative to the Board of Trustees Student Affairs Committee.
- J. To serve as an Ex-Officio member of the Gaels Activities Board, maintaining communication between SGA and GAB regarding club administration and club funding.
- K. To sign all approved documents and correspondence in the name of the SGA.
- L. To represent the SGA and the SGA Legislature at official functions of the College.
- M. To check the “suggestion box” once a week and bring the suggestions back to the SGA Executive Board for discussion and action.
- N. To perform such additional duties as may be prescribed in the by-laws or in this constitution as may be necessary and proper for the fulfillment of the exigencies of his/her office.
- O. To hold and advertise regularly scheduled open office hours to be determined at the start of the President’s term.
- P. To compile transitional materials for the incoming SGA President at the close of term.

### SECTION 3

The duties of the Executive Vice President:

- A. To set the agenda for all Prep and Legislative Meetings.
- B. To be Chairperson of the SGA Legislative Meetings and Prep Meetings.
- C. To be the Chairperson of general, emergency and special meetings set by the SGA Executive Board and/or the President of the SGA.
- D. To assist the President as needed.
- E. To compile and distribute the agenda for each SGA Legislative meeting.

- F. To create the SGA Legislative schedule for each semester to be distributed at the first meeting of the semester.
- G. To assume the office, and all duties of the President, in the absence, expulsion, or impeachment of the President.
- H. To be Chairperson of the Constitution and Elections Committee.
- I. To manage all SGA elections polling, advertising, events, candidacy meetings, etc. (contingent upon the fact that the Executive Vice President is not running the elections).
- J. To hold and advertise regularly scheduled open office hours to be determined at the start of the Executive Vice President's term.
- K. To compile transitional materials for the incoming SGA Executive Vice President at the close of term.

#### SECTION 4

The duties of the Vice President for Internal Affairs:

- A. To assist the President in appointing SGA representatives to the various College Council and SGA committees.
- B. To be an official member of all SGA Committees, including ad-hoc committees.
- C. To organize in the day-to-day functioning of the SGA Committees.
- D. To organize and compile all College Council committee minutes and updates from the designated SGA College Council representatives.
- E. To organize and compile all SGA committee minutes and updates from the designated SGA committee chairpersons.
- F. To provide the SGA Executive Vice President with the SGA committee reports prior to the following SGA legislative meeting for addition to the meeting agenda.
- G. To filter pertinent issues from the SGA committees to the SGA Executive Board by distributing to them all compiled minutes prior to each SGA Legislative and Visioning meeting.
- H. To recommend members of the SGA legislature to serve as representatives to the College Council committees and other College ad-hoc committees.
- I. To recommend to the SGA Legislature, chairpersons of the special and standing committees.

- J. To maintain effective communication with the class and at-large senators. To be an enforcer of their weekly office hours, retention, and filling their vacancies.
- K. To hold Senator Chambers at least bi-weekly to assist and guide the senators in their efforts.
- L. To hold and advertise regularly scheduled open office hours to be determined at the start of the Vice President for Internal Affairs' term.
- M. To compile transitional materials for the incoming Vice President of Internal Affairs at the close of term.

## SECTION 5

The duties of the Vice President for Finance:

- A. To receive and accept the books, the receipts, and all records concerning finances of the SGA.
- B. To prepare the annual budget of the SGA for the upcoming academic year. The budget is to be submitted by deadlines set by the Office of Student Development.
- C. To deposit in the SGA account all funds which he/she shall receive and collect.
- D. To maintain a record of all expenditures and receipts of the SGA.
- E. To assure yearly audit of the SGA accounts by the Assistant Vice Provost for Student Development and/or his/her designee.
- F. To submit the budget to the SGA Legislature listing funding to clubs and organizations, and anticipated expenditures for the year.
- G. With the closing of the academic year to furnish: a) the SGA Legislature, b) the Assistant Vice Provost for Student Development the records, the books and the receipts of the entire financial transactions of his/her term of office, and to transfer all records and accounts to the Vice President of Finance-elect.
- H. Act as the Chairman of the Funding Board
- I. To hold and advertise regularly scheduled open office hours to be determined at the start of the Vice President for Finance's term.
- J. To compile transitional materials for the incoming SGA Vice President of Finance at the close of term.

## SECTION 6

The duties of the Vice President for Administration:

- A. To see that all clubs are in good standing according to the standards as set forth by the SGA by maintaining an accurate and detailed record of student organizations including, but not limited to organizing the club rosters and making sure that every club has an executive board. This will be done by creating and monitoring the electronic forms used by the legislature which include rosters, community service forms, and summer contact forms.
- B. To assist student organizations in the process of upholding or regaining good standing status with the SGA Legislature and the Office of Student Development.
- C. To take accurate attendance at the start of each SGA Legislative meeting, and to inform the legislature if they have two unexcused absences.
- D. To meet with newly approved clubs to go over requirements and expectations, and to establish a plan of action and to monitor progress of clubs and organizations who fall into bad standing.
- E. To create any needed SGA Club and Organization placards and organize the placards prior to the SGA Legislative meeting.
- F. To hold and advertise regularly scheduled open office hours to be determined at the start of the Vice President for Administration's term.
- G. To compile transitional materials for the incoming Vice President of Administration at the close of term.

## SECTION 7

The duties of the Vice President for Communications are:

- A. To keep an accurate and detailed record of all proceedings of the SGA Legislature.
- B. To keep an accurate record of all SGA Legislative activities during the year.
- C. To take and distribute minutes to the SGA Legislature prior to the next SGA meeting.
- D. To market and promote the SGA to the general student body.
- E. To post notices of all regular meetings of the SGA Legislature.
- F. To prepare and report on all correspondence in the name of the SGA.
- G. To deliver to the President of the SGA all correspondence received by the SGA.

- H. To prepare all resolutions, proclamations, and announcements for publication and distribution to the Student Body, to the student organizations and to the Administration.
- I. To maintain a file of all correspondence and all official documents.
- J. To oversee the day-to-day functioning of the SGA Office.
- K. To maintain the SGA website including submitting the weekly minutes.
- L. To hold and advertise regularly scheduled open office hours to be determined at the start of the Vice President for Communication's term.
- M. To compile transitional materials for the incoming Vice President of Communications at the close of term.

## SECTION 8

All Senators must have a minimum cumulative index of a 2.500 at the time of their election, and must relinquish the position if their cumulative index falls below a 2.500 or if they are placed on Disciplinary Probation.

- A. All Senators must attend all legislative meetings of the SGA. The SGA Vice President of Administration will notify the Senator upon his/her second unexcused absence each semester. If a Senator incurs a third unexcused absence the member will lose his/her vote on the SGA Legislature for the remainder of the semester. In the case of organizational representation allocations and privileges will be frozen until notified by the SGA Vice President of Administration.

## SECTION 9

### Veto

- A. The President of the SGA may veto any act of the SGA Legislature, no later than seven calendar days after passage of that act. The Vice President of Administration of the SGA Legislature must receive notification of the veto in writing.
- B. The SGA Legislature may override a veto by the President of the SGA by two-thirds of its voting membership.

## Section 10

The Executive Board of the SGA is expected to:

- A. Remain a cohesive group at all times throughout the year. If the group makes a decision, the entire group is to stand by that decision and defend it if need be to others.



- B. Meet not only at the SGA Legislative meetings, but also at a weekly preparatory meeting as well as a weekly visioning meeting.
- C. Attend the preparatory meetings. The “prep” meeting is about an hour-long meeting for which the Executive Vice President prepares the agenda. This meeting is to solidify reports for the legislative meeting and should be scheduled at some point in the week before the legislative meeting.
- D. Attend the visioning meetings. The visioning meeting should be scheduled for a two-hour long block of time and should take place after the SGA Legislative meeting. The President usually prepares the agenda for this meeting. Friday is an ideal day, but if scheduling conflicts come into play then early the next week is also feasible. At this point larger discussions can take place about initiatives the SGA wants to take or items from the legislative meeting that require further action. The SGA Advisors play an integral role in directing conversations and further action depending on the specific nature of the topic of conversation.
- E. Follow appropriate procedures if the Executive Board members do not maintain these standards and expectations. Should the executive board expectations not be met, any member of the SGA has the authority to question their dedication to the organization and initiate the impeachment process as outlined in Article VI.

## **ARTICLE II**

### **LEGISLATIVE BRANCH**

#### **SECTION 1**

The composition of the SGA Legislature shall be as follows:

- A. All voting members of the SGA Legislature will be referred to as “Senators”.
- B. Five senators from each class as well as 5 senators at-large elected as set forth in the By-laws. These shall respectfully be referred to as “Class Senators” and “Senators At-Large”.
- C. All SGA registered club, organization and social fellowship presidents or their equivalent, elected by their respective organization, will have the right to be representatives to the SGA Legislature. These shall be referred to as "Club/Organization Senators".
- D. Non-voting associate members who may be present on behalf of themselves.

#### **SECTION 2**

The SGA Legislature is the student representative body of Iona College. Meetings of the SGA Legislature shall be conducted in accordance with the following procedures:

- A. The SGA Legislature shall meet at least two times a month or as deemed appropriate by the current executive board and its advisors excluding periods during which classes have been recessed. The Executive Vice President of the SGA shall schedule all regular meetings and cancel any meeting(s) if necessary.
- B. The President of the SGA may call special meetings. A verbal or a written request of the SGA Legislature can call special meetings.
- C. A quorum for all meetings shall be a simple majority of the voting members.
- D. In all instances where it is not in conflict with this Constitution or its by-laws, meetings of the SGA Legislature shall be conducted in accordance with the procedures set forth in *Robert's Rules of Order* (most recent edition).

### SECTION 3

The duties of the SGA Legislature are:

- A. To assist in the functions of approved and recognized student organizations and other student initiatives.
- B. To approve and review the Constitutions of all newly established campus organizations. Failure to comply with the rules and regulations of the SGA Legislature may result in suspension or revocation of the organization's constitution by the SGA and/or a loss of privileges granted to officially recognized student organizations by the SGA and by the Office of Student Development. Approval for the recognition and continual registration of a campus organization includes the approval of the Iona College's administration according to the policies detailed in the Student Handbook.
- C. To collaborate with the faculty and various branches of the administration on matters affecting the welfare of Iona College and its students.
- D. To call upon students who sit on various Iona College committees for information about student concerns regarding college policy.
- E. To deliberate upon policy that affects the undergraduate students of the College.
- F. To deliberate upon college affairs, which pertain to students, and to recommend modification(s) when appropriate.
- G. To receive, consider, make recommendations, and act upon written petitions containing over 50 signatures of full-time students, which shall be submitted to the SGA Legislature. The SGA Legislature will act upon the petition if it deems it to be suitable and proper for the legislative branch of the government.

- H. To affiliate or to disaffiliate with recognized university, regional, national, or international student government organizations.
- I. To regulate general and student elections and those which the SGA may be asked to regulate if it accepts such responsibility.
- J. To encourage student organizations and individuals to participate in spiritual, cultural, educational, and social activities through the sponsoring of public forums, lectures, workshops, debates, rallies, ceremonies, dances and other co-curricular activities.
- K. To ensure that all students of a diverse student population are welcome to participate in any co-curricular or extracurricular activity of their choosing.
- L. To call student assemblies with the approval of the Vice-Provost for Student Development.
- M. To submit a budget to the Director of Student Development or his/her designee, and negotiate to receive funds to carry out its obligations.
- N. To appropriate funds in an equitable manner for various clubs and campus organizations, and to provide and foster funds for its own treasury. Each organization must follow the guidelines for good standing set forth by the SGA Executive Board and the Office of Student Development to receive allocations or the Funding Board may freeze all funds and impose additional penalties.
- O. To summon to a hearing and to impose sanctions on any student organization for violation of this Constitution, its by-laws, College Code of Conduct, or any SGA rules and regulations in conjunction with the Office of Student Development.
- P. To create committees to serve the needs of the SGA.
- Q. To nominate and elect Student Justices to the Student/Faculty Court.
- R. To serve on all Committees of the College Council that requires student representation.
- S. To serve as the LaPenta Student Union Advisory Board for the Robert V. LaPenta Student Union Building.

#### SECTION 4

The term of office for the senators of the SGA Legislature is as follows:

- A. The At-Large, Senior, Junior, and Sophomore Senators are elected in the spring semester and serve one calendar year from the date of the election.
- B. The Freshmen Senators are elected in the fall semester and serve until the next general SGA election.

- C. Campus Organization Presidents, or their equivalents, serve as long as 1) the duration of the term of presidency in his/her respective organization and 2) the organization remain active under the guidelines of the College Handbook.

## SECTION 5

### CLASS SENATORS

- A. The Executive Board of the SGA Legislature appoints all chairpersons of the SGA Class Senator Councils. Class senators are elected by the SGA Legislature.
- B. Class senators serving on the College Council Committees will also serve on the respective SGA Committees. Class senators not serving on the College Council Committees will serve on designated SGA Committees as determined by the SGA Vice President for Internal Affairs as approved by the SGA E-Board.
- C. In addition to the previously stated legislative duties, the duties of the SGA Class Senators are:
  - 1. To serve as members of the SGA legislature.
  - 2. To advocate for each respective constituency in their classes.
  - 3. To create unity and spirit within each respective class.
  - 4. To form subcommittees within their class and with other councils as needed.
  - 5. To execute at least one event or program and open forum per semester for each respective class.
  - 6. To attend bi-weekly senator chambers as scheduled by the Vice President for Internal Affairs.
  - 7. To sit on College Council and SGA Committees as appointed by the VP of Internal Affairs.
  - 8. To volunteer for at least one SGA event each semester.
  - 9. To hold two open office hours in the Club Hub or Student Leadership Resource Center throughout any given week. Chairs of respective senator councils are to serve three hours.

## SECTION 6

### SENATORS AT-LARGE

- A. The Executive Board of the SGA Legislature appoints all chairpersons of the SGA At-Large Senator Councils. Senators At-Large are elected by the SGA Legislature.
- B. Senators At-Large serving on the College Council Committees will also serve on the respective SGA Committees. Senators At-Large not serving on the College Council Committees will serve on designated SGA Committees as determined by the SGA President and SGA Vice President for Internal Affairs.
- C. In addition to the previously stated legislative duties, the duties of the SGA Senators At-Large shall be as follows:
  - 1. To serve as members of the SGA legislature.
  - 2. To advocate for each respective constituency such as Graduate Students, Returning Adult Students, Rockland Campus Students, Transfer Students, Hagan School of Business Students, the School of Arts and Science Students, or others that are deemed necessary by the SGA Executive Board and the SGA Legislature as they are represented.
  - 3. To create unity and spirit within each respective constituent group.
  - 4. To form subcommittees within the At-Large Senator Council as needed.
  - 5. To execute at least one event or program per semester as Senators At-Large
  - 6. To work in conjunction with the Class Senators and their respective constituents as deemed necessary.
  - 7. To hold two open office hours in the Club Hub or Student Leadership Resource Center throughout any given week. Chairs of respective senator councils are to serve three hours.

## SECTION 7

### CAMPUS ORGANIZATION SENATORS

- A. All Club and Organization Presidents or their designees shall be referred to as “Club/Organization Senators” within the SGA Legislature
- B. In addition to the previously stated legislative duties, the duties of the SGA Club/Organization Senators shall be as follows:
  - 1. To serve as members of the SGA legislature.
  - 2. To advocate exclusively for each respective constituency.
  - 3. To create unity and spirit within their club or organization.

## ARTICLE III

### JUDICIAL BRANCH

#### SECTION 1

The authority vested in the Judicial article of this Constitution shall adhere to the premise of separate but equal powers in accordance with the procedures set forth in this Constitution.

#### SECTION 2

The Judicial power of the SGA shall be vested in a Student-Faculty Court.

#### SECTION 3

The Student-Faculty Court shall consist of five members: two student justices, two faculty justices and a Chief Justice.

- A. The two student justices shall be chosen by student election as set forth under the by-laws, and no student justice shall be a member of the SGA legislative or executive branch.
- B. The President of Iona College or his/her designee shall appoint the two faculty justices.
- C. The Chief Justice shall be appointed by the President of the College or his/her designee, and shall be approved by the SGA.
- D. The term of office for all justices shall be from May 1st to April 30th of each academic year. Sitting Justices will continue to hear cases for which proceedings were begun prior to May 1st of the new academic year.
- E. The Student/Faculty Court shall have the power to affirm, reverse or modify the decision of the Vice-Provost for Student Development and affirm, reverse or modify the disciplinary action taken by the Vice-Provost for Student Development.
- F. Any Justice having a conflict of interest shall be required to absent himself or herself from hearing the case and will be replaced by the SGA Legislature.

#### SECTION 4

The duties of the Chief Justice shall be:

- A. To preside over all hearings of the Student-Faculty Court.
- B. To schedule special meetings when it may be necessary.

C. To vote only in case of a tie in any hearing of the Student-Faculty Court.

D. To be chief spokesperson of the entire court at all times.

## SECTION 5

### The Student/Faculty Court Appeal Review Process:

A. The Student-Faculty Court shall determine its own rules of procedure at the first meeting held after the Court has been constituted for the academic year.

B. In any appeal presented to the Student-Faculty Court, the aggrieved Student shall only be entitled to faculty, administration and or staff representation. All appeals to the Student/Faculty Court shall be submitted in accordance with the procedures contained in the Student Handbook.

C. All Student-Faculty Court hearings shall be conducted in closed session and confidentiality must be maintained at all times.

D. The failure of the student filing the appeal to appear before the Court may result in the automatic dismissal of the appeal.

E. All decisions of the Student-Faculty Court shall be determined by majority vote and shall be final, provided however that the aggrieved student may appeal any decision of the Student-Faculty Court directly to the President of the College within 10 days after he/she has been notified of the decision of the Student-Faculty Court.

F. The Chief Justice of the Student-Faculty Court will inform the student and the Vice-Provost for Student Development of the decision of the Court by regular mail directed as follows:

- To the Vice Provost for Student Development, c/o Iona College
- To the Student, at the address contained in the College records. Notification shall be deemed to have been made upon mailing.

G. If the aggrieved student or the Vice-Provost for Student Development requests an official transcript of any or all hearings, the party who makes the request must bear the total cost for this service.

## SECTION 6

### Jurisdiction of the Student-Faculty Court

The Student-Faculty Court shall hear appeals only in cases involving long-term suspension (in excess of five class days) or dismissal from the College.

## ARTICLE IV

### Standing Committees of the Student Government Association

(These are the recommended committees as set forth by the SGA. Each year the committee's operations will be evaluated and adjusted accordingly by the SGA and the administration of the college.)

#### SECTION 1

- A. The standing committees of the SGA will be known as the "SGA Committees."
- B. The Executive Board of the SGA Legislature appoints all chairpersons of the SGA Committees.
- C. The SGA President, with the support of the executive board, appoints students of the SGA to these standing committees.
- D. SGA Representatives serving on the College Council and Board of Trustees Committees will also serve on the related SGA Committee. For example, the SGA representative serving on the College Council Committee in Student Affairs would serve on the SGA Student Affairs Committee.

#### SECTION 2

The duties of the SGA Committees shall be as follows:

- A. To discuss and deliberate on college-wide issues.
- B. To report information, updates, and progress regarding college-wide issues to the SGA Legislature.
- C. To report information, updates, and progress regarding college-wide issues to the SGA Legislature, campus offices and departments, and the College Council, Board of Trustees, and other campus governmental organizations when deemed appropriate.
- D. To filter information to the appropriate resources so as to deal with each issue in the most effective way possible.

#### SECTION 3

##### Standing Committees

1. **CONSTITUTION AND ELECTIONS COMMITTEE** - This committee, chaired by the Executive Vice President of the SGA, is comprised of members of the Legislature of the SGA. It plans and supervises all SGA elections, excluding any deemed to be a conflict of interest. In such an event a new chairperson will be appointed to the committee. The committee will work



and serve under the Elections Review Board consisting of the Office of Student Development, the Executive Vice President, and the appointed student representative. This committee will also review all current and new club/organization constitutions. With appropriate administrative approval, the committee will submit each constitution to the SGA Legislature for approval by a majority vote.

2. **SPIRIT AND RECOGNITION COMMITTEE** – This committee will be chaired by an appointed member of the SGA legislature by the executive board with recommendation of the VP for Internal Affairs. The members of the committee will then submit approval. It is comprised of members of the SGA Legislature and other interested students as approved by the committee. It fosters community, spirit and recognition among the student body. Also, this committee is responsible for choosing a Student Leader of the Month for each month that school is in session starting in September and ending in April.
3. **STUDENT LIFE COMMITTEE** – This committee, chaired by the SGA President, is comprised of 1) SGA representatives who serve on the College Council Student Affairs Committee, College Council Athletics Committee, and the Board of Trustees Student Life Committee 2) members of the SGA Legislature, 3) and other interested students as approved by the committee. The committee works toward improving overall student life in areas such as Residential Life, Off-Campus Life, Fraternity and Sorority Life, Student Development, Athletics, etc.. As such, the committee relays and exchanges student life concerns with the SGA Executive Board, the SGA Legislature, and the appropriate administrators. Ad-hoc committees may be formed by the Student Affairs Committee when necessary.
4. **FINE AND PERFORMING ARTS COMMITTEE** – This committee will be chaired by an appointed member of the SGA legislature by the executive board with recommendation of the VP for Internal Affairs. The members of the committee will then submit approval. It is comprised of members of the SGA Legislature, the presidents of all recognized Fine and Performing Arts student organizations, and other interested students as approved by the committee. The purpose of this committee is to encourage appreciation and awareness of the fine and performing arts in the SGA and within the Iona community.
5. **DIVERSITY COMMITTEE (Council of Multi-Cultural Leaders)** – This committee will be chaired by an appointed member of the SGA legislature by the executive board with recommendation of the VP for Internal Affairs. The members of the committee will then submit approval. It is comprised of members of the SGA Legislature, the presidents of all recognized student diversity organizations, and other interested students as approved by the committee. This committee works closely with the Office of Student Development and other diversity committees and initiatives in promoting, collaborating, and embracing diversity through sustained campus dialogue, programs, and initiatives.
6. **COMMUNITY SERVICE COMMITTEE (IONA CARES)** – This committee, chaired by the SGA Vice President for Administration, is comprised of members of the SGA Legislature and other interested students as approved by the committee. In addition, the Council for Greek Governance and the Center for Campus Ministries may appoint representatives to sit on this committee. This committee coordinates campus-wide community service projects once a

semester geared towards clubs approaching bad standing. They will work in conjunction with the Vice President of Administration to help organizations execute, advertise and coordinate community service projects.

7. **EDUCATIONAL AFFAIRS COMMITTEE** – This committee will be chaired by an appointed member of the SGA legislature by the executive board with recommendation of the VP for Internal Affairs. The members of the committee will then submit approval. It is comprised of 1) SGA representatives who serve on the College Council Academic Affairs Committee, College Council Libraries Committee, College Council Informational Technology and Computing Services Committee, and the Board of Trustees Academic Committee 2) members of the SGA Legislature, and 3) other interested students as approved by the committee. The committee works toward improving overall student life in areas such as Academics, Library and Information Technologies.
  
8. **GREEN INTIATIVE COMMITTEE** - This committee will improve and enhance upon Iona's environmental efforts, through research and development for new ways that Iona can achieve more recognition for the continued efforts to become more sustainable. It will serve as an outlet for students to bring their environmental concerns to the Student Government Association.

## **ARTICLE V**

### **Club Advisors**

#### **SECTION 1**

The Vice Provost for Student Development, Assistant Vice Provost of Student Development, who is appointed by the Vice Provost for Student Development, and an Assistant Director of Student Development, who is appointed by the Assistant Vice Provost of Student Development, shall be the advisors of the SGA.

#### **SECTION 2**

The Director of Student Development shall appoint faculty/administrators/staff as advisors to each student organization based on the recommendation of campus organization leaders.

The duties of the club's and organization's advisor shall be:

- A. To act as an advisor for his/her respective organization
  
- B. To sign the appropriate paperwork for his/her organization's proper functioning;
  
- C. To oversee, with the appropriate student executive board member, the financial dealings of the club and ensure proper usage of funds;

- D. To attend mandated club advisor workshops at designated times of the year;
- E. To inform and to advise the SGA and Student Development of any improper club conduct including but not limited to hazing, violations of the Code of Conduct, etc;
- F. Should the club wish to appeal an advisor's decision on usage of funds, the matter shall come before the Funding Board as they reserve the right to render decisions on cases concerning the advisability of a club's expenditure of funds;
- E. And other duties as assigned by the Office of Student Development.

## **ARTICLE VI**

### **Removal and Impeachment**

#### **SECTION 1 Removal**

Any member of the legislature/executive board may petition the SGA executive board for the removal of a member of SGA. A list of grievances supporting the recommendation must also be submitted.

The SGA Executive Board will then recommend to the SGA Advisors the removal of another member of the SGA Executive Board and/or Legislature.

The SGA advisors in conjunction with the SGA E-board have the authority to investigate these grievances and determine whether or not this person has displayed behavior unbecoming of an SGA member or has been in violation of the Iona College code of conduct. The advisors may consult with the legislature before presenting their final decision to the individual and the SGA Executive Board.

At the time in which the advisors make their decision to remove that person from their office, the involved person(s) have the option to appeal their decision.

If and when the involved person(s) decide to appeal their decision for removal, a member of the Student Government Association must then make a motion to impeach if they choose to do so. With this motion you then follow the following stated Impeachment Proceedings.

#### **SECTION 2 Impeachment**

Any member of the SGA and any Justice of the Student-Faculty Court may be impeached for conduct unbecoming of a member of the SGA or Student-Faculty Court.

All students are bound by the Code of Conduct as prescribed in the Student Handbook.

The members of the SGA and/or Student-Faculty Court may be impeached and/or removed for violation of the Code of Conduct.

A motion for impeachment, which shall be accompanied by charges and specifications of the charges, must be passed by a written ballot simple majority vote of the Legislature of the SGA. Upon passage of such a motion, the SGA Legislature shall recommend an investigatory committee composed of three impartial members of the SGA Legislature to the advisors for approval with the purpose of determining the facts and validation of the charges. The findings of the committee shall be limited to ascertaining whether or not there are grounds for impeachment proceedings.

### SECTION 3

Upon approval from the investigatory committee the impeachment proceedings shall commence at the next regularly scheduled meeting and shall take precedence over all other business of the SGA and shall be conducted as follows:

- A. Presentation of charges by the maker of the original impeachment movement.
- B. Report of the specifications by the investigatory committee.
- C. Statement by the defendant or by his/her chosen representative, who may be any member of the Iona College community.
- D. Interrogation by members of the SGA Legislature.
- E. A vote by written ballot will take place for the removal of the impeached party.

### SECTION 4

For this impeachment proceeding two-thirds of the SGA Legislature membership will be considered a quorum. Voting is limited to eligible voting members of the legislature who attend the entire presentation of evidence. In order for removal from office, a vote of two-thirds majority must be cast.

## **ARTICLE VII**

### **Constitution Ratification and Preservation**

#### SECTION 1

To ratify this Constitution, votes must be cast by at least two-thirds of the SGA Legislature Membership, a majority of which must cast in favor of it.

#### SECTION 2

Upon ratification of this Constitution, all former Constitutions of the SGA shall be superseded.

#### SECTION 3

Official copies of this Constitution shall be made and given to:

- A. The President of the College
- B. The Provost
- C. The Vice-Provost for Student Development
- D. The Assistant Vice Provost of Student Development
- E. The Assistant Director(s) of Student Development
- F. The Chair of the College Council
- G. The Members of the Student-Faculty Court
- H. The Legislature of the SGA

#### SECTION 4

The Constitution shall be added to the SGA website and the College Council website upon ratification.

### **ARTICLE VIII**

#### **Amendments**

#### SECTION 1

The SGA Legislature may amend this Constitution. To amend this Constitution, votes must be cast by at least two-thirds of the SGA Legislature present, a majority of which must cast in favor of the amendments.

#### SECTION 2

By-laws shall also be adopted, amended, or repealed by simple majority vote of the SGA Legislature.

#### SECTION 3

All amendments to this Constitution or to the by-laws must be approved by the Administration of Iona College.

**Constitution adopted on February 28, 2008 by the Student Government Association Legislature**

**Updated on May 3, 2012 by the Student Government Association Legislature**

**Constitution adopted on November 14, 2012 by the College Council**

# THE BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION (SGA)

## Article I

### Election Procedure for Executive Officers of the SGA

#### SECTION A

Nominations of President, Executive Vice President, Vice President for Internal Affairs, Vice President for Finance, Vice President for Administration and Vice President for Communications

1. Any full time, undergraduate student who wishes to run for President, Executive Vice President, Vice President for Internal Affairs, Vice President for Finance, Vice President for Administration or Vice President for Communications on the SGA shall be required to submit an application to the Executive Vice President and the Office of Student Development including:
  - a. A platform which will inform voters of the candidate's background, goals, intentions, etc., and which should be published in the official college newspaper, *The Ionian*, no less than one week prior to elections.
  - b. A nominating petition with the Constitution and Elections Committee listing the valid signatures of at least 75 students.
  - c. Intentions with two references from Iona College. These references must come from different constituencies, i.e, one professor and one staff member or employer.
  - d. All potential candidates must attend at least one SGA Legislative meeting in order to qualify on the ballot.
2. The SGA Executive Board must ensure that a two-week notice be given as to the deadline for submitting the petition and platform. This notice will should published in the official college newspaper, *The Ionian*, and on the SGA web site.
3. All candidates who successfully submit all materials and fulfill all requirements as outlined in Section A, number 1 may be listed on the official ballot pending approval by both the Candidacy Committee and Legislature of the SGA.
  - a. The Candidacy Committee should be compromised of six members; The SGA President, Executive Vice President, a designated legislative member, a representative from both Staff and Administrative Council, Faculty Senate and the SGA Advisor/ Assistant Director of OSD.
  - b. The interview portion will be conducted by the Candidacy Committee. Upon review of the interviewees, the committee will submit the names with or without recommendation.
  - c. After recommendation status is determined, candidates will be informed of their standing and will be given the opportunity to continue in the race or to withdraw. If the candidate chooses to proceed, it will be noted on their ballot whether or not they

have received recommendation. The Executive Vice President will act as the speaker for the Candidacy Committee during a question and answer period.

4. After the slate is complete, the SGA legislature will vote on the candidates. Candidates should be there for transparency, but if they are current members of the legislature, they cannot vote.
  - a. In this event, to contribute to quorum, a designated representative needs to be there for the organization.
  - b. The legislative member that sits on the Candidacy Committee may not vote at this time.
5. The final candidates will then meet with the Executive Vice President to go over the rules and regulations through a series of meetings.
  - a. A general candidacy meeting is required.
  - b. Attendance at one additional legislative meeting, one visioning meeting and one preparatory meeting.
  - c. Scheduled one on one sessions with the respective e-board member currently holding the position the candidate is interested in. These meetings are to be monitored by the Executive Vice President.

## SECTION B

Elections of President, Executive Vice President, Vice President of Internal Affairs, Vice President of Finance, Vice President of Administration, and Vice President of Communications

1. The election of the President, Executive Vice President, Vice President of Internal Affairs, Vice President of Finance, Vice President of Administration, and Vice President of Communications shall take place during the spring semester (usually March or April).
2. A person may not be a candidate for more than one position.
3. If two or more candidates receive the same percentage, than they shall be voted on again by the outgoing SGA Legislature by plurality.
4. When an elected representative is appointed to the Executive Board of the SGA, he/she loses the right to vote in the SGA Legislature. The person who has received the next highest vote will fill the vacated position in the category from which the Executive Board member was appointed.
5. The results of the election must be distributed within 24 hours after the closing of the polls, and should be published in the next issue of the official college newspaper, *The Ionian*. The results must also be posted on the official SGA website.
6. An Elections Manual outlining additional procedures shall be created and reviewed by the SGA Executive Board, Constitutions and Elections Committee, and Office of Student Development prior to the commencement of election procedures each year.

7. The SGA Advisors must give final approval on all matters pertaining to the SGA elections procedures. The SGA legislature cannot make a motion to give full authority to the elected official carrying out the elections process that would grant this official to make changes as needed to the constitution and by-laws.

## SECTION C

### Voting Procedures

1. All full-time matriculated students shall be permitted to vote in the election of the SGA Executive Board.
2. The Elections Committee shall provide an official ballot with an alphabetical listing of each candidate nominated for each Executive Board position.
3. No student shall be permitted to cast a ballot unless he/she presents validated Iona College I.D. number.
4. The elections shall take place at convenient times and locations for all students.
5. No student whose name appears on the ballot shall be permitted to sit as an Official representative of the Elections Committee at the polling place or be within 25 feet of the voting location.
6. All ballots must be validated, tabulated, and the results distributed by the SGA Advisors with designated representatives of the elections committee.

## **Article II**

### **Valid Signatures at Time of Balloting**

#### SECTION A

##### Definition of the term "valid signatures"

1. For a signature to be valid the student must sign his/her full name; no nicknames will be accepted. The student's identification number must follow his/her name.

#### SECTION B

##### Definition of the term "valid ballot"

1. For a ballot to be valid, it must be the specific and approved ballot prepared by the Constitutions and Elections Committee of the SGA. This ballot must be initialed by the Constitutions and Elections Committee representative at the polling place after he/she has



checked the identification of the student who is voting. In the event of online voting, the ballot will be validated when it is sent out to the student body.

### **Article III**

#### **Election Procedures for Senators of the SGA Legislature**

##### **SECTION A**

###### **Qualifications for Candidates of Class Senators and Senators At-Large**

1. All candidates for the SGA Legislature must be full-time matriculated students with a cumulative index of not less than 2.500 and may not be on disciplinary probation.
2. Members of the SGA Legislature may represent only one constituency.

##### **SECTION B**

###### **Nomination Procedures:**

1. Students who wish to become class senators of the SGA shall be required to file a nominating petition with the Executive Board listing the valid signatures and identification numbers of at least 25 students, from the full time matriculated student body of the class/year or program. All candidates whose petitions have been submitted to the Elections Committee must be listed on the official ballot for Representatives to the Legislature of the SGA for their class year or program.

##### **SECTION C**

###### **Election Procedures for Senators**

1. **Campus Organization Senators**
  - a. Campus Organization Senators are defined as the President (or the equivalent) from each currently registered student organization.
  - b. Elections for the SGA and all Clubs and Organizations shall take place and be finalized prior to spring break, of each academic year. Certain exceptions may apply as determined by the Office of Student Development.
  - c. Election Procedures for Campus Organization Senators shall be conducted according to appropriate procedures outlined in its approved constitution. If the organization does not have election procedures outlined in its constitution the organization should consult its advisor and the SGA Executive Board for guidance.

d. Upon the completion of the campus organization election procedures, elected campus organization senators must be verified by the SGA Executive Board and the Office of Student Development.

## 2. Election Procedures for Class Senators and Senators At-Large

a. Class Senators and Senators At-Large

b. The Executive Board of the SGA Legislature appoints all chairpersons of the SGA Class Senator Council and SGA At-Large Senator Councils.

c. Class senators and Senators At-Large are elected by the SGA Legislature.

d. Election for senators from the Freshmen Class and Senators At-Large shall be held by the first meeting in October of the academic year in which they will take office. A two-week notice shall be given prior to the election dates.

e. The five nominees who have received the highest vote totals in the election of class senators for their year shall be seated in the SGA Legislature as senators for their class year or respective constituencies (i.e., Hagan, Arts and Sciences, Graduate, Returning Adults).

## SECTION D

### 1. Responsibilities of Voting Members of the SGA Legislature.

a. Only members of the SGA Legislature in good standing shall have the power to vote.

b. Members of the SGA Legislature may represent only one constituency with a single vote.

### 2. Attendance Policy

a. Each member of the SGA Legislature shall be permitted only two unexcused absences during his/her legislative term of office. Upon the third absence, the member shall be asked to vacate his/her seat.

b. If the member represents a registered club/organization, that organization will lose its representation until the organization works with the SGA Executive Board to return to good standing.

c. Class senators and College Council representatives shall be replaced as prescribed in Article I of these by-laws.

d. Any member who is requested to vacate his/her seat due to three unexcused absences shall not be permitted to run for any SGA office in the following election.

e. The Executive Board of the SGA shall determine the status of each member's absence as being excused or unexcused.

## **Article IV**

### **Procedures for Filling Vacancies in the SGA**

#### **SECTION A**

##### **Succession/Vacancy**

1. If the President's position is vacated, the Executive Vice President will succeed. In all other executive board cases the executive board will elect a fellow member of the executive board to fill the vacancy. In the event of a tie or dispute as to the election of an executive board member to fill the vacancy, the SGA Legislature will elect a member of the current executive board to fill the vacated executive board seat.
2. The SGA Legislature will then elect a member from within the SGA Legislature to fill the vacated executive board position.
3. If that member declines to take on the duties of the vacated position, then the SGA Legislature will nominate and vote for a person to fill the vacated position from within the SGA Legislature. .

#### **SECTION B**

In the case that a Class Senator or Senator At-Large vacates his/her seat an alternate candidate shall succeed him/her. The elections process as outlined in the bylaws shall commence to fill the vacancy.

#### **SECTION C**

In the case that a campus organization senator to the SGA Legislature vacates his/her seat, the recognized campus organization shall fill the seat with an alternate representative.

## **Article V**

### **Nomination and Election Procedures of all Student Justices For the Student-Faculty Court**

#### **SECTION A**

##### **Nominations**

Students who wish to become Student Justices of the Student Faculty Court shall be required to file a nomination petition with the Elections Committee, listing at least 25 signatures from members of Iona College's full-time matriculated students.

#### **SECTION B**

## Elections

A minimum of six candidates must run in order for the election to be held. In the event six candidates are not obtained, the SGA Legislature will nominate and elect the Student Justices. If this election is not held by the end of April the Legislature grants the authority to the SGA President and his/her executive board to appoint Student Justices.

## **Article VI**

### **Discrepancies and Ties**

#### SECTION A

All SGA elections shall be held subject to the rules and regulations of the Elections Committee of the SGA and the Office of Student Development.

#### SECTION B

In the event of a tie in any SGA election, this tie will be broken by a majority vote of the SGA Legislature unless otherwise stated.

#### SECTION C

Should a discrepancy arise in balloting, and if this discrepancy is equal to or greater than the difference between the numbers of votes each candidate received, the election will follow the procedures established for a tie.

## **Article VII**

### **Student Representation on the College Council**

#### SECTION A

As the governing structure of the student body, the SGA has representation on the College Council. The two representatives of the SGA on the College Council will be the President of the SGA and another student recommended by the SGA Executive Board and approved by the SGA Legislature.

#### SECTION B

The SGA has representation on the following Committees of the College Council:

1. Committee on Academic Affairs
2. Committee on Budget
3. Committee in Institutional Advancement
4. Committee on Libraries
5. Committee in Student Affairs

6. Committee on Informational Technology and Computing Services
7. Committee on Athletics
8. Committee on Diversity

(Refer to the College Council constitution for a description of these responsibilities.)

## SECTION C

The SGA Legislative members representing the SGA on these College Council committees will give a report to the SGA Legislature related to their College Council and SGA committee work during designated SGA Committee Meetings. Approval must be obtained from the SGA Vice President for Internal Affairs before a report is submitted to the formal meeting agenda.

## **Article VIII**

### **The Council for Greek Governance (CGG)**

#### SECTION A

The Council for Greek Governance (CGG) shall consist of one representative from each of recognized Greek-letter/Social Fellowship organizations.

#### SECTION B

All officers of CGG shall be elected in accordance with the rules of the Elections Committee. They shall be nominated and elected by the Council.

#### SECTION C

The CGG will act as advisor to the SGA on matters concerning all Social Fellowships including Fraternities and Sororities.

#### SECTION D

If a representative misses three meetings, he/she is dismissed from the Council.

#### SECTION E

The CGG will function as a Council under the jurisdiction of the SGA and in accordance with its designated constitution, approved by the Office of Student Development and the SGA.

#### SECTION F

The CGG President must attend each SGA meeting.

## **Article IX**

## **Gaels Activities Board (GAB)**

### SECTION 1

The Gaels Activities Board (GAB) shall govern and oversee all Iona College campus-wide programming in conjunction with the Office of Student Development and the Student Government Association. As such, GAB will work with both general students and students affiliated with student organizations to provide high quality developmental programming for all Iona College students.

### SECTION 2

The Gaels Activities Board shall consist of the GAB Programming Board, general student members, and one representative (the programming officers) from each student organization.

### SECTION 3

An organization's standing with SGA is contingent upon its attendance at GAB meetings and functions.

### SECTION 4

All officers of GAB shall be elected in accordance with the rules of the Elections Committee. They shall be nominated and elected by the Gaels Activities Board.

### SECTION 5

The GAB will act as advisor to the SGA on matters concerning all programming, including club programming and Major Campus Event programming.

### SECTION 6

The GAB will function as a programming board under the jurisdiction of the SGA and in accordance with its designated constitution, approved by the Office of Student Development and the SGA.

### SECTION 7

The GAB Chairperson must attend each SGA meeting.

### SECTION 8

The GAB Chairperson and GAB Treasurer serve as members of the Financial Committee and Funding Board.

## **Article X**

### **Media Board**

### SECTION A

The Media Board shall govern and oversee all Iona College student media productions and operations in conjunction with the Office of Student Development and the Student Government Association.

#### SECTION B

The Media Board shall consist of, but not be limited to, the ICANN Editor-in-Chief, Ionian Editor-in-Chief, ICTV President, WICR President, and the Kaleidoscope Literary Magazine Editor-in-Chief.

#### SECTION C

All officers of the Media Board shall be elected in accordance with the rules of the Elections Committee and each organization's respective election procedures.

#### SECTION D

The Media Board will act as advisor to the SGA on matters concerning student use of media at the College.

#### SECTION E

The Media Board will regulate student use of the media. The responsibilities of the board include determining the policies and operational procedures for using media equipment as well as holding each other accountable for the message disseminated to the Iona and larger external community.

#### SECTION F

The Media Board will function as a council under the jurisdiction of the SGA and in accordance with its own designated constitution, approved by the Office of Student Development and the SGA.

#### SECTION G

All student members of the Media Board/chairs of Media organizations must attend each SGA meeting.

**By-Laws adopted on February 28, 2008 by the Student Government Association Legislature**

**Updated and Ratified on May 3, 2012 by the Student Government Association Legislature**

**Constitution and By-Laws adopted on November 14, 2012 by the College Council**