

THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION
Revised April 6, 2010

ARTICLE I. NAME

The name of this organization shall be the Student Government Association of Mary Baldwin College.

ARTICLE II. PURPOSE

The purpose of the Student Government Association shall be the government and development of the student community, based upon the principles of the Honor Pledge, which reads as follows:

Believing in the principles of student run government, I pledge myself to uphold the ideals and regulations of the Mary Baldwin community. I recognize the principles of honor and cooperation as the basis of our life together and shall endeavor faithfully to order my life accordingly and to encourage others to fulfill the ideals of the honor and judicial systems.

Each student, when she matriculates at Mary Baldwin, thereby indicates her acceptance of the Honor pledge and acknowledges her membership in the Student Government Association (SGA).

ARTICLE III. MEMBERSHIP

All students enrolled in the Residential College for Women, which include students residing on campus and commuter students.

ARTICLE IV. MEETINGS OF THE STUDENT GOVERNMENT ASSOCIATION

SECTION 1.

Meetings of the Student Government Association shall be held at the call of the president of the Association.

SECTION 2.

Upon written petition of 10 percent of the membership of the Association, the president shall call a meeting of the Association.

SECTION 3.

Quorum shall be 50 percent plus one.

ARTICLE V. ORGANIZATION

The Association shall be divided into executive, legislative, and judicial branches.

ARTICLE VI. EXECUTIVE BRANCH

SECTION 1. EXECUTIVE OFFICERS

A. President

The president, who shall be a senior, having had at least one (1) year experience as a campus elected or appointed Student Government Association leader and maintain at least a 3.0 or higher cumulative GPA, shall be

vested with the following duties:

1. To represent students and student opinions in various settings.
2. To be responsible for the administration of student government affairs.
3. To call and preside at meetings of the Student Government Association and Executive Committee.
4. To appoint and approve student members as necessary to faculty-student and college committees of

Mary Baldwin College with the approval and cooperation of the entire Executive Committee and to require each appointee to report to the Senate at least once a month, or less at the discretion of the president of the Senate.

5. To assist the treasurer in preparing the budget of the Student Government Association.
6. To serve as a member of the Committee on Student Life of the Board of Trustees.
7. To dismiss any member of the SGA Executive Committee through the impeachment process who fails to carry out her responsibilities according to the Executive Committee expectations in accordance with the procedures outlined in the student leadership contract.

B. Vice President

The vice president, who shall be a senior or junior, having had experience as a Student Government Association Senator, Hall President, or Senate Co-Chair for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To preside over the meetings of the Senate, and in the event of a tie, to vote.
2. To present legislation to the Executive Committee for approval.
3. To present approved legislation to the Board of Trustees.
4. To serve as a member of the Executive Committee.
5. To assume the duties of the president in her absence or at her request.
6. To serve as a member of the Committee on Student Life of the Board of Trustees.
7. To dismiss any member of Senate who fails to carry out her responsibilities according to the Senate expectations in accordance with the procedures outlined in the student leadership contract.

C. Secretary

The secretary, who shall be a senior or junior having had experience as a Student Government Association Senator, Hall President, or Senate Co-Chairwoman for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To keep accurate records of and be responsible for the necessary correspondence of the Student Government Association and the Senate.
2. To record minutes of the Senate meetings and distribute them to all the members of the Senate, administrative offices, faculty members, and to post copies for the student body.
3. To record minutes of the Executive Committee meetings and distribute them to the appropriate members of the Mary Baldwin community.
4. To serve as a member of the Executive Committee.
5. To serve as a member of the Committee on Academic Affairs of the Board of Trustees.

D. Treasurer

The treasurer, who shall be a senior or junior having had experience as a member of the Inter-Club Council for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To supervise and record all financial transactions of the Student Government Association and to allocate funds in accordance with the policy stated in Article X, Finances.
2. To work closely with the Mary Baldwin College Business Office; also, to ensure that all student organizations are aware of their fiscal responsibilities.
3. To serve as chairwoman of the Allocation Committee.
4. To prepare the budget of the Student Government Association with the assistance of the SGA President and Senate Treasurer.

5. To review the Student Activity Fee amount every two years for reduction or increase.
6. To serve as a member of the Executive Committee and preside over all meetings of the Inter-Club Council.
7. To serve as a member of the Development Committee of the Board of Trustees.

E. Chairwoman of the Honor Council

The chairwoman of the Honor Council, who shall be a senior or junior, having had experience as an Honor

Council Representative for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To call and preside over all meetings of the Honor Council.
2. To serve as a member of the Executive Committee.
3. To appoint a member of the student body to the Honor Council when the appropriate number of students has not been elected during Term 3 elections, or due to extreme circumstances, falls short of 13 members. The chairwoman will try to appoint applicants who meet the qualifications for running for office and whose membership will make the council represent the diversity of the student population on campus.
4. To dismiss any Honor Council member who fails to carry out her responsibilities according to the Honor Council expectations in accordance with the procedures outlined in the student leadership contract.
5. To fulfill the duties and requirements outlined in the Honor Council Handbook.

F. Chairwoman of the Judicial Board

The chairwoman of the Judicial Board, who shall be a senior or junior, having had experience as a Judicial

Board Representative for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To call and preside over all meetings of the Judicial Board.
2. To serve as a member of the Executive Committee.
3. To appoint a member of the student body to the Judicial Board when the appropriate number of students have not been elected during Term 3 elections, or due to extreme circumstances, falls short of 13 members, to represent the diversity of the student population on campus.
4. To dismiss any Judicial Board member who fails to carry out her responsibilities according to the Judicial Board expectations in accordance with the procedures outlined in the student leadership contract.
5. To fulfill the duties and requirements outlined in the Judicial Board Code of Conduct.

G. Chairwoman of the Residence Hall Association

The chairwoman of the Residence Hall Association, who shall be a senior or junior having had experience as a Residence Hall President for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To call and preside over all meetings of the Residence Hall Association.
2. To serve as a member of the Executive Committee.
3. To meet regularly with the organization's advisor.
4. To coordinate Residence Hall President elections and the freshman hall president elections.
5. To appoint members to the Residence Hall Association Board when the appropriate number of students have not been elected during the Term 3 elections, or due to extreme circumstances, falls short of the required members, to represent the diversity of the student population on campus

6. To dismiss any Resident Hall Association member who fails to carry out her responsibilities according to the Residence Hall Association expectations in accordance with the procedures outlined in the student leadership contract.

H. Chairwoman of the Baldwin Program Board

The chairwoman of the Baldwin Program Board, who shall be a senior or junior, having had experience as a member of the Baldwin Program Board for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To attend regular meetings with the program coordinator for student engagement and preside over Baldwin Program Board meetings.
2. To coordinate the master calendar of events for the Baldwin Program Board.
3. To serve as the official representative of the Baldwin Program Board to campus, community and business events.
4. To assist the program coordinator for student engagement in the development and implementation of training programs.
5. To serve as a member of the Executive Committee.
6. To coordinate weekly meetings of the Baldwin Program Board executive board.
7. To dismiss any Baldwin Program Board member who fails to carry out her responsibilities according to the Baldwin Program Board expectations in accordance with the procedures outlined in the student leadership contract.
8. To chair the spring elections of the new Baldwin Program Board executive board and to appoint board chairwomen if needed to represent the diversity of the student population on campus.

I. Lead Advocate

The Lead Advocate, who shall be a senior or junior, having had experience as a Student Advocate, Honor Council Representative, or Judicial Board Representative for at least one (1) year and maintain at least a 2.75 or higher cumulative GPA, shall be vested with the following duties:

1. To call and preside over all meetings of the Student Advocates.
2. To serve as a member of the Executive Committee and the Board of Appeals.
3. To appoint a member of the student body as a Student Advocate when the appropriate number of students have not been elected during Term 3 elections, or due to extreme circumstances, falls short of 13 members, to represent the diversity of the student population on campus.
4. To dismiss any Student Advocate who fails to carry out her responsibilities according to the Student Advocate expectations in accordance with the procedures outlined in the student leadership contract.
5. To fulfill the duties and responsibilities as outlined in the Student Advocate Handbook.

SECTION 2. THE EXECUTIVE COMMITTEE

A. Membership

The Executive Committee shall be composed of the president, the vice president, the secretary and the treasurer of the Student Government Association, the chairwoman of the Honor Council, the chairwoman of the Judicial Board, the chairwoman of the Residence Hall Association, the chairwoman of the Baldwin Program Board and the Lead Advocate.

B. Duties

The duties of the Executive Committee shall be:

1. To make suggestions on policy-making and
2. To coordinate the branches of the Student Government Association.
3. To make appointments and approvals of necessary positions as outlined in this constitution.
4. To act on legislation of the Senate.
5. To represent the student body at all meetings necessary including the Board of Trustees.

6. To attend Senate and report their boards' activities and interests.

C. Meetings

Meetings of the Executive Committee shall be held weekly and/or at the call of the president of the Student Government Association.

ARTICLE VII. LEGISLATIVE BRANCH: SENATE

SECTION 1. MEMBERSHIP

A. Senate membership is determined using a ratio of one representative for every 18 on-campus residents. The commuter student Senate membership is determined by using a ratio of one representative for every 50 commuter students. Senators and Hall Presidents are elected as follows:

PEG Center - 2 senators, 1 hall president, 2 proxies
Hill Top — 1 senator, 1 hall president, 2 proxies;
Kable — 2 senators, 1 hall president, 2 proxies;
King — 2 senators, 1 hall president, 2 proxies;
McClung — 2 senators, 1 hall president, 2 proxies
Memorial — 2 senators, 1 hall president, 2 proxies;
Spencer Ground — 1 senator, 1 hall president 1 proxy
Spencer I — 2 senator, 1 hall presidents, 2 proxies;
Spencer II — 2 senators, 1 hall president, 2 proxies
Spencer III — 2 senators, 1 hall president, 2 proxies:
Tullidge — 3 senators, 1 hall president, 2 proxies
Woodrow Terrace Apartments and Houses — 2 senators, 1hall president, 1 proxy;
Woodson II — 1 senator, 1 hall presidents, 2 proxies
Woodson III — 1 senator, 1 hall president, 2 proxies;
Woodson IV — 1 senator, 1 hall president, 2 proxies.

B. Proxies will be determined based on the number of Senators and Hall Presidents in each residence hall or house . If there are two or more senators and hall presidents on a hall then there will be two proxies. If there is only one Senator then there will be one proxy. The proxy can be any resident of the hall and shall be appointed by the senators and hall president.

SECTION 2. OFFICERS

A. President

The presiding officer of the Senate is the vice president of the Student Government Association. She shall have the power to appoint chairwomen of such committees as are necessary to carry out the business of the Senate, subject to the approval of the Senate.

B. Secretary

The secretary of the Student Government Association shall be the secretary of the Senate. She shall record the minutes of the Senate meetings, distribute them to the members of the Senate, all administrative offices, faculty members of the Senate, and post copies for the student body.

C. Parliamentarian

The parliamentarian of Senate shall be a senior, junior or sophomore, having had at least one semester

experience as a participating member of Senate prior to being appointed by the Senate President, shall have the duty of ensuring that meetings are conducted in accordance with parliamentary procedure.

D. Treasurer

The treasurer of Senate shall be a senior, junior or sophomore, having had at least one semester experience as a participating member of Senate prior to being appointed by the Senate President. She shall be vested with the duties of recording and supervising all transactions of funds for Senate and assisting the Student Government Association treasurer with the appropriations process.

SECTION 3. DUTIES

- A. To legislate for the Student Government Association.
- B. To represent student opinion.
- C. To keep the student body informed, specifically, each senator with her respective unit.
- D. To discuss and make known to the faculty and administration student opinion concerning general college policy.
- E. To evaluate and act upon proposals submitted to and under the jurisdiction of the Senate.
- F. To establish committees which are necessary to carry out the business of the Senate.

SECTION 4. LEGISLATIVE PROCESS

- A. Each senator and hall president shall have one vote.
- B. Fifty percent plus one of the membership shall constitute a quorum.
- C. Legislation may be proposed by any qualified member of the Senate or by petitions bearing the signature of ten percent of the members of the Student Government Association.
- D. A proposal which passes the Senate by a majority vote shall be presented to the Executive Committee for ratification or rejection.
- E. The proposal shall be approved or vetoed by the Executive Committee, and returned to the Senate by the next regular session.
- F. If approved by a majority of the Executive Committee, the proposal is passed. If vetoed by a majority of the membership of the Executive Committee, a three-fourths vote of the membership of the Senate shall be necessary to override the Executive Committee's veto.
- G. There will be a review board, consisting of the president of the college, the dean of the college; the dean of students, the Senate advisor, the president of the Student Government Association, and the president of the Senate. In any case which the president of the college considers exceptional, she may call the board to review and, if deemed advisable, to veto actions of the Senate.

SECTION 5. SESSIONS

The sessions of the Senate shall be weekly except in cases of scheduled academic recesses and at other times by the request of the president of the Senate. An attendance policy will also be agreed upon at the first meeting and recorded in the Student Leadership Contracts. A senator or hall president's absence should be filled by a proxy selected by the absent senator.

SECTION 6. DRESS CODE

As part of its purpose being the development and the upholding of the ideals of the Mary Baldwin community, it is required that members dress in a manner (business casual dress) that will create a positive self-image and instill a sense of dignity and pride in the Mary Baldwin College Student Government

Association, unless otherwise specified by the Senate President. Inappropriately dressed members will be given a warning for their first offense and the removal from her position following a subsequent offense of the dress code.

ARTICLE VIII. THE JUDICIAL BRANCH: HONOR COUNCIL, JUDICIAL BOARD, INVESTIGATING COMMITTEE, STUDENT ADVOCATES, BOARD OF APPEALS

SECTION 1. HONOR COUNCIL

A. Membership

The voting members of the Honor Council shall be the chairwoman, four seniors, four juniors, and four sophomores, and one at-large member. If vacancies remain after the election, the seat(s) may be filled by students of any class. The chairwoman shall vote in the case of a tie. There are two faculty members, serving as primary advisors to the Honor Council, and there is at least one additional faculty member, serving as a faculty advisor.

B. Duties

It shall be the duty of the Honor Council:

1. To hear cases of lying, cheating, stealing, plagiarism, breach of confidentiality, and failure to report and to impose penalties as warranted by the individual cases.
2. To hear cases referred by the Judicial Board concerning infractions of the Honor System, and to impose penalties as warranted by the individual cases.
3. To supervise orientation to and education of the Honor Code.
4. To establish and follow written procedures of operations adopted annually.
5. To attend all training sessions scheduled by the Honor Council chairwoman.
6. To participate in a minimum proportion of hearings and to attend a minimum number of hall hours and Honor Council meetings, as determined by the chairwoman.
7. To work collaboratively with the Judicial Board, Student Advocates, and Residence Advisors.

SECTION 2. JUDICIAL BOARD

A. Membership

The chairwoman shall be a senior or junior. The additional voting members of the Judicial Board shall consist of four seniors, four juniors, and four sophomores, and one at-large member who shall be elected during the scheduled election period. If vacancies remain after the election, the seat(s) may be filled by students of any class. The Judicial Board will elect one advisor from the faculty and/or administration to serve in an advisory capacity.

B. Duties

1. To hear cases involving social conduct infractions and to impose penalties as warranted by the individual cases.
2. To refer cases to the Honor Council, when, in the process of the case, lying, cheating, stealing, breach of confidentiality, or failure to report becomes a factor.
3. To establish and follow written procedures of operation adopted annually.
4. To supervise orientation to and education of the Judicial Code.
5. To attend all training sessions scheduled by the Judicial Board chairwoman.
6. To supervise orientation about the Judicial Code.
7. To participate in a minimum proportion of hearings and to attend a minimum number of hall hours and Judicial Board meetings, as determined by the chairwoman.
8. To work collaboratively with the Honor Council, Student Advocates, and Residence Advisors.

SECTION 3. INVESTIGATING COMMITTEE

A. Membership

The members of the Investigating Committee shall consist of one Judicial Board member and two Honor Council members when the investigation is conducted by the Judicial Board; however, when the investigation is conducted by the Honor Council, the Committee shall consist of one Honor Council member and two Judicial Board members. Members are appointed by the appropriate chairwoman. A board

member who is on the Investigating Committee may not vote in the hearing.

B. Duties

1. To investigate a case at the request of the chairwoman of the Honor Council or the chairwoman of the Judicial Board.
2. To present evidence and witnesses to the appropriate board.
3. To complete an accurate report and submit it to the appropriate chairwoman.

SECTION 4. STUDENT ADVOCATES

A. Membership

The members of the Student Advocates shall be the lead advocate and thirteen at-large members who shall be elected during the scheduled election period. If vacancies remain after the election, the seat(s) may be filled by students of any class. The Student Advocates shall agree upon a faculty advisor.

B. Duties

1. To advise and provide support for students accused of an Honor or Judicial violation, at the request of the Honor Council chairwoman, Judicial Board chairwoman, or accused student.
2. To establish and follow written procedures of operations.
3. To attend all training sessions scheduled by the lead advocate.
4. To assist in planning and implementing campus awareness programs.
5. To work collaboratively with the Judicial Board, Honor Council, and Residence Advisors.

C. Duties of the Lead Advocate

The lead advocate, who shall be a senior or junior, shall be vested with the following duties:

1. To call and preside over all meetings of the Student Advocates.
2. To guide students accused of an Honor or Judicial offense and to recommend a competent member of the community as the Advocate. However, the accused can choose an advisor who is not a Student Advocate pending approval of the lead advocate.
3. To work closely with the chairwoman of the Honor Council and chairwoman of the Judicial Board.
4. To appoint a member of the student body to the Student Advocates when the appropriate number of students has not been elected during Term 3 elections, or due to extreme circumstances, falls short of thirteen members. The lead advocate will try to appoint qualified applicants whose membership would make the Student Advocates represent the diversity of the student population on campus.
5. To dismiss any student advocate who fails to carry out her responsibilities according to student advocate Expectations as stated in the Student Leader Contract.

SECTION 5. BOARD OF APPEALS

A. Membership

The Dean of the College is chair of the Board of Appeals. The Board of Appeals consists of the Dean of the College, chair; either the chairwoman of the Honor Council (for an appeal of a decision by the Judicial Board) or the Chairwoman of the Judicial Board (for an appeal of a ruling by the Honor Council);

the Lead Advocate; one full-time member of the faculty; one member of the staff. The faculty and staff members are appointed annually by the Executive Committee of SGA and approved by the Senate.

Alternates for Board members may sit at the discretion of the chair, who will in writing notify the appellant of the composition of the Board at least 48 hours in advance of a hearing, not including Saturdays, Sundays, and days when the college is not in session.

The Board meets early in each academic year to review duties and procedures, including those set forth in the Board of Appeals Handbook, which is updated annually by the chair in consultation with the chairs of Honor Council and the Judicial Board.

The Associate Vice President for Student Affairs provides support for students involved in the process of an appeal, including members of the Boards. S/he is not a member of the Board of Appeals.

B. Duties

1. To review cases involving major penalties appealed from the Honor Council or Judicial Board.
2. To establish and follow written procedures of operation adopted annually.

ARTICLE IX. RESIDENCE HALL ASSOCIATION

SECTION 1. MEMBERSHIP

A. Chairwoman

The Chairwoman must be a junior or senior having served on the RHA Executive Board or as a Residence Hall President the year of her candidacy. The Chairwoman must also maintain a 2.75 cumulative GPA and meet all requirements stated in the SGA Constitution Article (VI), Section (G).

B. The RHA Executive Board

The Vice-Chair, Secretary, and Treasurer must have served on the RHA Executive Board or as a Residence Hall President the year of her candidacy. The Vice-Chair, Secretary, and Treasurer shall have a 2.4 cumulative GPA.

C. Residence Hall President

Each Residence Hall President shall be an elected resident of the dorm they represent. Each Hall President shall have a 2.4 cumulative GPA. Each residential floor will elect one Hall President in Spencer and Woodson Residence Halls. One Hall President will be elected by each of the following residence halls: PEG, Hilltop, McClung, Memorial, King, Kable and Tullidge. The Apartments/Houses will have one shared Hall President. This totals 15 elected Hall Presidents campus-wide.

SECTION 2: DUTIES

A. Chairwoman

The RHA chairwoman shall serve as a member of the SGA Executive Committee. She shall preside of all RHA and Executive Board meetings. The RHA Chairwoman will facilitate informational sessions and coordinate the HP elections. She will attend Senate and act as the voice of RHA. She will also handle all RHA matters not specifically designated.

B. Vice-Chair

The RHA Vice-Chair shall be responsible for assuming the duties of the chairwoman in her absence. She shall coordinate and recruit for VACURH delegation, oversee publicity for all RHA sponsored events, and submit proposals for bulletin boards. The Vice-Chair shall also be responsible for attending Senate weekly.

C. Secretary

The RHA Secretary shall be responsible for maintaining a record of all RHA proceedings, including agendas, minutes, and attendance. The secretary shall also communicate RHA information to the HPs through weekly minutes and review all program reports and evaluations. The secretary shall attend weekly Senate to record attendance.

D. Treasurer

The RHA Treasurer shall be responsible for managing the RHA budget. She shall also give regular budgetary updates to the RHA Board, distribute monthly residence hall statements to the HPs, approve Hall Budget Proposals, and coordinate any RHA fundraisers. She shall also attend the weekly Senate meetings.

E. Hall Presidents

Hall Presidents shall attend weekly RHA meetings and programs as required and requested. Hall Presidents shall also be responsible for attending weekly Senate meetings and represent their designated halls with voting privileges. Hall Presidents will issue budget proposals to the RHA Treasurer, program reports and evaluations to the RHA Secretary, support the RA concerning work orders and maintenance concerns, track hall spending for designated community, and create and distribute a monthly newsletter that includes RHA events. Hall Presidents are not required to, but may, serve on a Senate committee.

ARTICLE X: BALDWIN PROGRAM BOARD

Section 1: Membership

All students of Mary Baldwin College shall be members of BPB. All members shall have the right to present event proposals or propose amendments to this constitution. The officers of BPB must consider such proposals in a timely manner.

Section 2: Qualifications of Executive Board

A. Chairwoman

The Chairwoman must be a junior or senior in good standing with the college having served on the BPB Executive Board. She must have a 2.75 cumulative GPA and meet all requirements stated in the SGA Constitution Article 1, Section 1.

B. Vice Chairwoman, Secretary, and Treasurer

Vice Chairwoman, Secretary, and Treasurer must be a sophomore, junior, or senior in good standing with the college having served on the BPB Executive Board or Committee Coordinator. She must maintain a 2.4 cumulative GPA and meet all requirements stated in the SGA Constitution Article 1, Section 1.

Section 3: Qualifications of Committee Coordinators

A. Committee Coordinators

1. Film and Coffeehouse
2. Late Night Series
3. Special Events

B. Qualifications

The Committee Coordinators must be sophomore, junior, or senior in good academic standing with the college. She must maintain a 2.0 cumulative GPA. She will be appointed by the Advisor and the Executive Board through an application process.

Section 4: Duties

A. Chairwoman

Chairwomen will call and preside over the meetings of the BPB Executive Board and oversee the operations of the organization. She will ensure that the campus programming needs are addressed properly and schedule and coordinate any BPB spring, fall, and winter training. BPB Chairwoman will attend all BPB events and meetings held by the Committee Coordinators. She must also hold a minimum of three weekly office hours in the Office of Student Events. The Chairwoman will serve on SGA Executive Committee and follow all the guidelines set forth by the SGA Executive Committee. She shall serve as the official representative of the Baldwin Program Board to the campus and local community.

B. Vice Chairwoman

Vice Chairwoman will call and preside over the meetings of Committee Coordinators and oversee the operations of the committee coordinators and membership. Assist the Chairwoman on ensuring the campus programming needs are addressed properly and coordinating BPB spring, fall, and winter training. She must attend all BPB Executive Board meetings, sponsored events. The Vice Chairwoman must attend weekly Senate meetings and must hold a minimum of three weekly office hours in Office of Student Events.

C. Secretary

As Secretary, she will coordinate master calendar of BPB-sponsored events and track attendance at each event. Record all minutes at all BPB Executive Board and Committee Coordinator meetings. Make all reservations for space through physical plant for BPB-sponsored events. As secretary she shall attend all BPB Executive meetings, Committee Coordinator meetings, weekly Senate meetings, and hold a minimum of three weekly hours in Office of Student Events.

D. Treasurer

She shall serve as the internal accountant of BPB and keep open communication with the SGA Treasurer. She will support fiscal operations of the organization in consultation with the BPB Advisor and report monthly to the BPB Chairwoman and Committee Coordinators. The Treasurer will prepare an annual appropriations budget for BPB. She will also attend all Committee Coordinator meetings, all BPB-sponsored events, weekly Senate meetings and attend all Inter-Club Council meetings. She will also hold a minimum of three weekly office hours in Office of Student Events.

E. Committee Coordinators

Film and Coffee House, Late Night Series, and Special Events

Each will call and preside over weekly committee meetings and work with their committee to plan and execute campus events that promote a sense of community. They will also attend all Committee Coordinator meetings.

Section 5: Meetings of the Organization

The Executive Board shall meet weekly which will be convened by the Chairwoman. Committee Coordinators shall meet monthly which will be convened by the Vice Chairwoman. The committee meetings will be open to all students and the students can make proposals which will be considered at the meetings. The committees shall meet as needed and will be convened by the Committee Coordinators.

Section 6: Election and Application Process

A. Executive Board

The Executive Board members will run in the slate that is appropriate for their position. And meet all qualifications stated in the BPB Constitution.

B. Committee Coordinators

Committee Coordinators will go through an application process after the Executive Board has been elected. The students who are interested in the positions in being a Committee Coordinator will contact the BPB Chairwoman or BPB Advisor for applications.

ARTICLE XI: THE INTER-CLUB COUNCIL

A. Membership

The Inter-Club Council shall be composed of the club or organization president and one financial representative of each recognized student organization.

1. The Student Government Association Treasurer shall serve as the Inter-Club Council chairwoman.
2. The vice chairwoman, secretary and treasurer of the Inter-Club Council shall be chosen by the SGA treasurer and the director of student engagement through an application and interview process.

B. Duties

The Inter-Club Council will coordinate activities of the represented organizations, communicate these efforts to the student body, and work cooperatively with the college administration in planning and scheduling campus events.

The SGA treasurer will attend all the Inter-Club Council meetings and will serve as a liaison between the Inter-Club Council and the Executive Committee.

C. Meetings

The monthly meetings will be held at the call of the Inter-Club Council chairwoman.

The Inter-Club Council will meet monthly. If an organization is not represented by at least one representative at one or more meetings, then the staff advisor to the Inter-Club Council reserves the right to refer the organization to Senate for status review.

D. Funding

To apply for funds through the Student Government Association, the chairwoman of the particular club or organization or treasurer should obtain an application and fill it out completely, noting the activities and functions of the organization and the estimated amount of funds needed to finance them. After reviewing the applications, the Allocation Committee will appropriate funds to the various organizations. In considering applications for SGA monetary allotments, the Allocation Committee will adhere to the following criteria in determining an organization's eligibility for funds:

1. The applicant must be a recognized student organization with a Senate-approved constitution.
2. The organization must have a faculty/staff advisor.
3. The organization must provide beneficial services and activities to the MBC student body.
4. The organization must demonstrate commitment to, and support of, academic development and programming.
5. The student organization must maintain a ledger in the MBC Business Office and keep complete records of financial transactions.

ARTICLE X. FINANCES

SECTION 1.

The clubs and organizations recognized by the Student Government Association are funded by a Student Activates Fee to be appropriated by the Allocations Committee following these guidelines:

- A. The organization must possess a Senate-approved constitution.
- B. The organization must be recognized by the SGA Executive Committee.
- C. The organization must be an active and contributing part of the Mary Baldwin community.
- D. The organization must submit a complete budget proposal for allocation of funds to the Allocations Committee. Proposals can be submitted at any time during the year.

- E. The Allocations Committee will meet at least twice per month to appropriate funds to organizations.
- F. Funds are distributed each year according to the guidelines set forth by the Allocations Committee in conjunction with the Student Government Association Executive Committee. These guidelines and exemptions shall be published within the first month of the academic year.
- G. Appropriated funds not used at the end of the event will roll back into the student activity fund.
- H. The organization is required to fundraise once a year; a penalty will be imposed at the discretion of the Allocations Committee. Fundraiser by definition means to raise money beyond the initial start up costs. Fundraised money can include dues and donations. The monies raised by the club or organization should be announced to the Appropriations Committee. Money fundraised may be donated to charities. The Committee will not have discretion over fundraised money.
- I. Club and organization presidents and/or treasurer's are responsible for submitting receipts to the ICC President or Advisor within one week of purchase in order to be eligible for reimbursement.
- J. The ICC will meet at the end of both spring and fall semester to review club activities. Any club found in violation of the procedures above will have the below sanction imposed.
 - a. Any organization that fails to submit receipts will not receive allocations for the following semester.
 - b. Any organization that is in debt at the end of the spring semester, will not be given club status for the following year.
 - c. All other infractions shall be handled at the discretion of the Allocations Committee.

SECTION 2.

All clubs and organizations receiving funding from the SAF are members of the Inter-Club Council.

Allocations shall be divided among the recognized clubs and organizations after off-the-top expenditures have been removed. This includes 75% of the funds going to organizations delineated by the Executive Committee as 75% organizations and 25% of the funds going to clubs delineated by the Allocations Committee as 25% clubs.

1. The membership of the 75% organizations is limited to the Executive Committee, Senate, Inter-Club Council, Baldwin Program Board, Honor Council, Judicial Board, Residence Hall Association, and Student Advocates.
2. The membership of the 25% clubs vary each year by the active involvement of the club leaders, but a club may become active at any time during the academic year.

For the detailed appropriations process, please refer to the ICC Club Manual.

SECTION 3.

If a club/organization wants to appeal a decision that the Allocations Committee has made, the club/organization can appeal to the Senate Appropriations Appeals Committee. This committee will have the opportunity to overrule the Allocations Committee. The Senate Appropriations Appeals Committee will have 72 hours, excluding weekends, from the time the appeal is made to make a final decision. The Senate Treasurer shall act as the chairwoman of the Senate Appropriations Appeals Committee. The committee will consist of four Senators and/or Hall Presidents appointed to the committee by the Senate President. The committee must have at a minimum of three Senators and/or Hall Presidents present to have quorum. This committee will also review decisions made by the Allocations Committee that are formally challenged by the Senate.

ARTICLE XIII. ACCOUNTABILITY AND REMOVAL FROM OFFICE

SECTION 1. STUDENT LEADERS

All student leaders under the Student Government Association shall be held accountable to a student leadership contract designating duties and responsibilities. The contract shall be signed and discussed by the student board leader and individual members at the beginning of each leadership term of office.

Upon failure to adhere to the agreed upon terms of the student leadership contract and individual board's constitution, members shall be subject to dismissal by the student board leader in conjunction with the advisor.

Following a dismissal from the board, a member has the right to appeal the decision as stated in the student leadership contract.

SECTION 2. EXECUTIVE COMMITTEE MEMBERS

Executive Committee members shall be held accountable to a student leadership contract designating duties and responsibilities. The contract shall be signed and discussed by the Executive Committee members with the SGA President at the beginning of the leadership term of office.

Upon failure to adhere to the agreed upon terms of the student leadership contract, either as a board leader or member of the Executive Committee, members shall be subject to the following process for removal from office:

1. A letter of complaint shall be submitted to the SGA President outlining the concerns and infractions of the member in question. Supporting documentation such as violation reports, correspondence, and or other letters of warning, etc. should also accompany the letter. The letter of complaint should be signed by two "concerned parties." In the event that the concern comes from the individual's board, the letter should be signed by the advisor of the board and another member of that organization who is in agreement with the stated concerns. In the event that the concern comes from a member of the Executive Committee, the letter should be signed by the SGA Advisor and a member of the Executive Committee who is in agreement with the stated concerns
2. The SGA President shall call a hearing. The members of the Executive Committee shall hear the case with the SGA President presiding. The member in question and concerned parties shall present testimony and answer questions asked by the Executive Committee.
3. The EC shall withdraw to deliberate and vote. The presiding Executive Committee member will vote. In the case that the concerned party is an Executive Committee member, that member shall not vote. A one-half majority is needed to remove an Executive Committee member. If no majority can be reached, the advisor shall cast the deciding vote.

In the case of removing the SGA President from office, the SGA Vice President shall takeover the role of the SGA President. In the case that the SGA President wishes to begin the removal from office process against a member of the Executive Committee, the SGA Vice President shall takeover the role of the SGA President.

Appeals:

In the case of the removal of an Executive Committee member, the student can appeal the decision within 72 hours, not including weekends, holidays, or when the college is not regularly in session, to the Dean of Students by the submission of a formal letter outlining the basis for appeal.

Following the submission of the letter, a meeting of the Dean of Students, the individual appealing, the SGA President, and SGA advisor will occur to provide the reasoning for decisions made.

The Dean of Students shall then make a decision to either uphold or overturn the decision of the Executive Committee. This decision shall be final.

ARTICLE XIV. AMENDMENTS

SECTION 1.

An amendment may be proposed by any voting member of the Senate, or by written petition signed by ten percent of the Student Government Association.

SECTION 2.

The president of the Senate must present the petition to the Senate, which shall:

- A. Refer the proposed amendment to a committee which must report to the Senate at the next regular meeting, OR
- B. Consider the proposed amendment as a committee of the whole.

SECTION 3.

A proposed amendment shall require a majority vote of the membership of the Senate for approval. If approved by the Senate, the proposed amendment shall be presented to the Executive Committee for approval,

- A. If approved by the Executive Committee, the Executive Committee shall then notify and inform the Senate.
- B. If vetoed by the Executive Committee, a three-fourths vote of the membership of the Senate shall be required to override the Executive Committee's veto and make the amendment take effect.

ARTICLE XV. RIGHT OF PETITION

All students have the right to bring petitions before the president of the Association and the Senate.

ARTICLE XVI. RATIFICATION

SECTION 1.

The president of the association shall conduct meetings of the association necessary to present the proposed constitution and bylaws, at which time they may be publicly debated. The proposed constitution and bylaws shall be presented to the Senate for a vote not less than three days after the final presentation. A notice of such a vote, including a copy of the proposed constitution and bylaws, shall be posted not less than three days prior to the day set for the vote.

ARTICLE XVII. CONSTITUTIONAL REVISIONS

Constitutional revisions for Senate, Inter-Club Council, Honor Council, Judicial Board, Student Advocates, Residence Hall Association, and Baldwin Program Board shall be incorporated into both the respective organization's constitution and the appropriate article(s) of the SGA Constitution. When proposing revisions of an individual board's constitution, the board must seek ratification of the changes in their constitution as well as this SGA Constitution so that continuity may be maintained throughout the various constitutions.

ARTICLE XVIII. STUDENT GOVERNMENT NON-DISCRIMINATION POLICY

The Mary Baldwin College Student Government Association, as a representative student government organization, does not discriminate in any of its activities and functions on the basis of race, color, national or ethnic origin, sexual orientation, religion, age, or disability; and, adheres to the Mary Baldwin College inclusivity statement.

ARTICLE XIX. DISCLAIMER

The Student Government Association Constitution is not meant to be exhaustive. Each individual board's constitution may contain additional policies for that board. In the case that this SGA Constitution does not contain desired information, refer to each individual board's constitution.