

# CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION (10-08-2019)

## PREAMBLE

Recognizing our responsibility to actively participate in the decision-making process, we the students of James Madison University do ordain and establish a Student Government Association which will promote the ideals of this university, ensure unity through diversity, become the student voice to the faculty and administration, inform, educate, serve and represent the ideas, opinions and concerns of this student body within the precepts of James Madison University's governance system.

## ARTICLE I: STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

In adherence to the James Madison University Student Bill of Rights and Responsibilities, it shall be the commitment and responsibility of the Student Government Association to protect and support the rights of all undergraduate and graduate degree-seeking students within the James Madison University community.

## ARTICLE II: GENERAL ASSOCIATION

The Student Government Association shall represent all undergraduate and graduate degree-seeking students enrolled at James Madison University.

## ARTICLE III: EXECUTIVE COUNCIL

The executive power of the Student Government Association will be vested in the Executive Council and shall be composed of the President, Vice President, and Treasurer.

### Section 1: Executive Council

#### Meetings

1. The Executive Council shall meet at the discretion of the President or by petition of two voting members of the Executive Council.
2. Two-thirds of the Executive Council shall constitute a quorum.

#### Power and Duties

1. They shall handle all administrative responsibilities of the Student Government Association and all other powers and duties granted to them by the administration of James Madison University.
2. They shall either veto or approve all resolutions from the Student Senate.
3. They shall take care to see that all resolutions passed by the Student Senate and the Executive Council are faithfully executed.
4. They shall meet the four hour semester service requirement.

### Section 2: President

#### Eligibility

Any full-time or part-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good academic standing shall be eligible for election as President of the Student Government Association.

### **Powers and Duties**

1. Their duties shall include relaying student concerns to the James Madison University administration and overseeing all Student Government Association activities and inquiries.
2. This person shall preside as chairperson of the Executive Council and of the Student Government Leadership meetings.
3. This person shall delegate task when needed to the Executive Assistant.
4. This person shall supervise and meet regularly with both the Executive Assistant and the Communications Director.
5. This person shall have the power to add and/or subtract Executive Staff positions with the consent of two-thirds of the Student Senate. The President cannot subtract positions stated in the Constitution.

### **Section 3: Vice President**

#### **Eligibility**

Any full-time or part-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing shall be eligible for election as Vice President of the Student Government Association.

#### **Powers and Duties**

1. This person shall appoint and oversee student members to all University Commission and Committee meetings and external appointments and report to the Executive Council and to the Student Senate all issues that arise in these meetings. This person shall be held responsible for all University Commission and Committee meetings in which no student was appointed.
2. Should a vacancy occur in the office of the Student Government Association President, this person shall assume all responsibilities of that office until a new election can be held as stipulated by the bylaws.
3. This person shall relay student concerns to the James Madison University administration.
4. This person shall serve as the Director of Class Council and carry out duties associated with that position which shall include overseeing Class Council events.
5. This person shall supervise and meet regularly with the FEB liaisons.

### **Section 4: Treasurer**

#### **Eligibility**

Any full-time or part-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing shall be eligible for election as Treasurer of the Student Government Association.

#### **Powers and Duties**

1. This person shall be responsible for and lead the Finance Committee.
2. This person in conjunction with the finance committee and the Treasurer Elect shall craft the proposed annual budget and present it to the Student Senate and appropriate administration.
3. This person shall sign all purchase orders, travel authorizations, etc. made by the Student Government Association
4. This person shall be responsible for all donations given to the Student Government Association
5. This person shall be responsible for maintaining and overseeing all inventory held by the Student Government Association.

6. This person shall publicly display updated budgets of all FEB organization, Program Grant Funds, and Contingency Funds.

#### **ARTICLE IV: SELECTION PROCESS OF THE LEADERSHIP TEAM**

##### **Eligibility**

1. The Executive Council along with the Speaker of Student Senate will choose and appoint all members of the leadership team.
  - a. These individuals will consist of the following:
    1. Executive Assistant
    2. Parliamentarian (Rules and Elections Chairperson)
    3. University Services Chairperson
    4. Legislative Affairs Chairperson
    5. Academic Affairs Chairperson
    6. Community Engagement Chairperson
    7. Membership Chairperson
    8. Communications Director
    9. Diversity & Inclusion Chairperson
2. Should a tie occur during the selection process of leaders and staff, the final say shall come to the direct supervisor of said position.
3. Each respective committee or team must approve their Chairperson Pro Tempore or the Director Pro Tempore on the first meeting by a two-thirds vote. If this does not occur the Executive Council shall select a new Chairperson Pro Tempore or Director Pro Tempore to go through the same process.
4. Any position that the President deems necessary can be created; the position must be approved by two-thirds majority of Senate. No position may be subtracted that is stated in the Constitution.

#### **ARTICLE V: STUDENT SENATE**

All legislative functions concerning student government affairs will be vested in the Student Senate of the Student Government Association.

##### **Section 1: Student Senate**

##### **Meetings**

1. Meetings shall be conducted on a weekly basis with the exception of holidays and final exams. The Speaker of the Student Senate shall have the authority to cancel any Student Senate meeting. When a Senator has not been elected and confirmed as Speaker of the Senate, the President shall have the authority to cancel any Student Senate meeting. A special Student Senate meeting will convene after Spring Elections with the newly elected and appointed members in order to select the Speaker of the Student Senate Pro-Tempore for the following year. The current Parliamentarian shall lead this meeting.
2. Special meetings may be called at the discretion of the Speaker of the Student Senate or by petition of the majority of the membership.
3. Voting eligibility for the first Student Senate meeting of the year shall be limited to all Student Government Association Senators who have not lost a seat in the previous election cycle.
4. A quorum of the Student Senate shall be constituted by two-thirds of the Student Senate seats filled.

##### **Voting Membership**

The Student Senate shall be composed of Resident Area, Academic College, At-Large, and Graduate Senators.

## **1. Academic College Senators**

- a. The number of Academic College Senators shall be proportional to the most recent data available regarding the number of undergraduate students enrolled in an academic college at James Madison University except for the Graduate School, which shall have two senate seats available.
- b. The total number of Academic College Senators may not exceed 25 members total.

## **2. Resident-Area Senators**

- a. Each residence area shall elect Senators proportional to the most recent data available regarding the number of undergraduate students living in each area.
- b. The number of Resident-Area Senators may not exceed 15 members total.

## **3. Graduate Senators**

- a. Graduate Senators represent graduate students at James Madison University.
- b. The College of Graduate and Outreach programs shall have two senate seats that remain open exclusively for Graduate Student Senators.
- c. If at any time after elections there is an open graduate student seat in senate, a graduate student may apply for that seat through the Executive Council.

## **4. At-Large Senators**

- a. At-Large Senators shall submit an application to the Speaker of the Student Senate. Applications shall be reviewed by the entirety of the executive council and Speaker of the Senate, and they shall make a decision as to which applicants shall receive seats by a three-fourths vote.
- b. The total number of At-Large Senators shall not be less than nine. If Academic College, Residence Area, and Graduate Senator seats are not filled during Spring elections, they shall become At-Large seats. The Communications Director shall have first claim to any At-Large seats.

## **5. Class Council**

- a. Each class shall elect four class officers (President, Vice-President, Secretary of Communication, and Secretary of Events).
- b. Each class council officer must also serve as a Senator and shall have the same duties and responsibilities as a Senator. Class Council seats that are not filled will not become At-Large seats.
- c. There shall be sixteen seats available to Class Councilors once elected to office.

## **Section 2: Senators**

### **Eligibility**

Any full-time or part-time student of James Madison University actively pursuing an undergraduate or graduate degree in good standing shall be eligible for election as Senator. As a protection against any conflicts of interest, the members of the Student Government Association's Executive Council shall be ineligible for election or appointment to the position of Senator.

### **Powers and Duties**

1. Each Senator must abide by the House Rules as approved at the beginning of each academic year. Prior to their approval, Senators must follow the House Rules from the previous academic year.
2. Each Senator shall have one vote in Senate on any matter that requires a vote.
3. Each Senator shall serve on at least one Student Senate Committee. Class Council does count as a committee for Class Council members.
4. Each Residence Area or Academic College Senator shall be a voting member of their respective committee and should act as a liaison between these groups and the Student Government Association.
5. Each Residence Area Senator, Graduate Senator, and Academic College Senator must all take part in an open discussion forum with their constituency the final Tuesday prior to Thanksgiving break. These forums will be held in an advertised, on-campus meeting location during Student Senate hours. At-Large Senators will be assigned to work with specific Residence Area Senators, Graduate Senators, or Academic College Senators in the planning and execution of their town halls at the discretion of the Speaker of the Student Senate.
6. Each Senator will sign the following pledge: I (fill in your name) will represent the interests of the James Madison University Student Body. I will voice the concerns of my constituency and uphold the Constitution of the Student Government Association. Through leadership, activism, and commitment, I will maintain the integrity of the Student Senate for the benefit of the students of James Madison University.
7. Each Senator shall meet the four hour semester service requirement.

### **Section 3: Speaker of the Student Senate**

#### **Eligibility**

Any full-time or part-time student Senator of James Madison University, who prior to the election date, has completed one full semester, and is in good standing, shall be eligible for election as the Speaker of the Student Senate.

#### **Selection**

A Speaker Pro Tempore of the Student Senate shall be elected by a majority vote of the Senate at the first meeting of the year. The Speaker will then be confirmed by a majority vote in the first full meeting of the fall semester. If the Speaker Pro Tempore of the Student Senate fails to garner enough votes, the Student Senate shall choose a speaker consistent with the current method of selection. If the election is not decided on the first ballot, a run-off election between the two top candidates shall be held.

#### **Powers and Duties**

1. The Speaker of the Student Senate shall serve as chairperson of the Student Senate.
2. The Speaker of the Student Senate shall attend all Executive Council meetings, and shall serve as a non-voting, ex officio member.
3. The Speaker Pro Tempore of the Student Senate shall give a report of progress made during the summer recess in relation to this person's duties before the confirmation vote.
4. This person shall supervise and meet regularly with the Legislative Affairs Committee Chair, Community Engagement Committee Chair, Membership Committee Chair, University Services Committee Chair, Diversity & Inclusion Chair, the Academic Affairs Committee Chair, and the Rules and Elections Committee Chair.

### **Section 4: Representatives**

#### **Eligibility**

Any degree seeking undergraduate or graduate student enrolled at James Madison University in good standing shall be eligible for the position of Student Representative of the Student Government Association.

### **Powers and Duties**

1. Each Student Representative shall act as a liaison between the Student Government Association and the James Madison University community.
2. Student Representatives must attend respective committee meetings.
3. Student Representatives may not vote in Senate.
5. Each Representative shall meet the four hour semester service requirement.

### **Section 5: FEB Liaisons**

#### **Eligibility**

Any degree seeking undergraduate or graduate student enrolled at James Madison University who is a current member of an organization with FEB status shall be eligible for the position of FEB Liaison to the Student Government Association.

#### **Powers and Duties**

1. Each FEB Liaison shall act as an intermediary between the Student Government Association and their respective FEB Group.
2. Each FEB Liaison shall be required to present to the Student Senate on an issue affecting the student body or their respective FEB Group.
3. FEB Liaisons must meet with the Vice President.
4. FEB Liaisons may not vote in Senate.

## **ARTICLE VI: CLASS COUNCIL**

The Class Council Officers shall be composed of a President, Vice-President, Secretary of Communication and Secretary of Events for each of the four respective classes. Class Councils shall serve as organizing bodies for class activities and shall be composed of members of the particular class that it represents. Each elected member of the four Class Councils will also be a Senator in the Student Senate with all powers and duties of a Senator. They shall be required to meet with the Vice President.

### **Section 1: Class Officers**

#### **Eligibility**

Any full-time or part-time undergraduate student of James Madison University in good academic standing may be elected to a class officer position for their respective class.

#### **Duties of the Class President**

1. This person shall preside over and set the agenda for Class Council meetings and activities.
2. This person shall maintain class budget.
3. This person shall delegate “discretionary projects” and further roles.
4. This person shall represent the class (at event, to external orgs, to office, etc.).
5. This person shall contact the Student Body Vice President, Administration etc.

### **Duties of the Vice President**

1. This person shall preside over the Class Council meetings in the absence of the Class President.
2. This person shall serve as the leader of discretionary projects the respective class may undertake.
3. This person shall assist the President in any activities and responsibilities the President may not be able to attend.
4. This person shall be responsible for logistical needs of the Class.

### **Duties of the Secretary of Communication**

1. This person shall be responsible for submitting request and relaying pertinent information to the Communications Team.
2. This person shall be responsible for all official marketing for the respective class.
3. This person shall be responsible for managing social media.
4. The Freshman Class Secretary of Communication shall manage the incoming class' social media.

### **Duties of the Secretary of Events**

1. This person shall keep event records (pictures, reports after events, special collections, etc.).
2. This person shall keep minutes of meetings.
3. This person shall provide administrative support to the class council.

Should a vacancy occur in a class officer position, the order of succession is the order listed above. This person shall assume all responsibilities of that office until a special election can be held. The special election will follow the election rules outlined in the Bylaws.

## **ARTICLE VII: DISCIPLINARY PROCEDURES**

### **Section 1: Grounds for Impeachment**

#### **Executive Council Officers, Senators, Class Officers, Speaker of the Student Senate, Student Representatives, and Parliamentarian**

1. May be impeached for not meeting the eligibility requirements, qualifications, and/or powers and duties stipulated in the Constitution and/or Bylaws.
2. May also be impeached for neglect of duty of that office stipulated by House Rules.

#### **Executive Staff**

1. Executive Staff and all other appointed officials not otherwise mentioned in the Constitution may be removed by a two-thirds majority vote of the Executive Council without impeachment proceedings.

### **Section 2: Committee Chairs, Team Directors and Speaker of the Student Senate**

The Committee Chairs, Team Directors and the Speaker of the Student Senate may be removed from chairmanship or directorship (however, not from elected office) by a two-thirds vote of their committee or the Student Senate respectively.

### **Section 3: Removal from Office**

Executive Council Officers, Senators, Speaker of the Student Senate, Student Representatives, Class Council Officers, and Parliamentarian shall be removed from office following a guilty verdict at an impeachment hearing.

## **Procedures**

### **1. Investigation and Preliminaries to the Hearing**

- a. To begin impeachment proceedings against any Executive Council Officer, Senator, Class Officer, Student Representative, or Speaker of the Senate, a motion to begin an investigation must originate in the Student Senate and must carry a majority vote. If said motion is directed at the presiding officer (Speaker of the Senate), the officer must vacate the chair in favor of the next officer in the order of succession.
- b. The Rules and Elections Committee shall act as the investigating committee. This committee shall decide whether there is evidence to impeach and, if the committee finds it desirable to proceed with the hearing, formalize the charge(s) and specifications. If the motion is directed at the presiding officer (Speaker of the Senate), these duties shall be relinquished to the Membership Committee Chairperson.
- c. The accused Executive Council Officer, Senator, or Speaker of the Student Senate, Class Officer, or Student Representative shall receive written notice that informs this person of the time and place of all the charges and specifications against them.
- d. The accused Executive Council Officer, Senator, or Chairperson Pro Tempore, Class Officer, or Student Representative shall be given at least two weeks to prepare their defense.
- e. If the Student Senate votes to begin impeachment hearings against the Parliamentarian (Rules and Elections Committee Chair), Sergeant-at-Arms, Elections Commissioner, or any member of the Rules and Elections Committee, they must recuse themselves from the committee immediately.
- f. The Sergeant-at-Arms shall act as chair of the Rules and Elections Committee and Parliamentarian during the investigation if the Parliamentarian (Rules and Elections Committee Chair) faces an impeachment hearing.
- g. The Speaker of the Senate shall nominate replacements to fill the vacancies of the Elections Commissioner and/or the Sergeant-at-Arms if necessary. These appointments shall be confirmed by a 2/3 vote by the student senate. Members may resume their duties if the Rules and Elections Committee finds there is insufficient evidence to impeach or if the Student Senate votes during the hearing to acquit them of the charge(s) and specifications.

### **2. Hearing**

- a. The committee shall draw up a petition of impeachment and copies shall be made available to all members immediately prior to the hearing.
- b. The Student Senate shall try the accused Executive Council Officer, Senator, Class Officer, Student Representative, or Chairperson Pro Tempore.
- c. The proceedings of the hearing shall be held in utmost secrecy and the decision of the Student Senate is final.
- d. The order of the hearing shall be set forth in Robert's Rules of Order, Newly Revised.

## **Section 4: Absences**

### **1. Procedures**

- a.** When a member of the Student Government Association exceeds the amount of allowed absences stipulated in the House Rules, the Membership Committee Chair shall notify the Rules and



Elections Committee Chair. The member in violation will be notified by the Rules and Elections Committee of their removal from the organization.

- b.** The accused member shall have 48 hours to appeal the decision.
- c.** In the case that the accused member chooses to appeal the decision, they will have at least one week to prepare his/her defense.
- d.** The Rules and Elections Committee will hear the case and will vote on whether the accused member will remain in the organization. The accused member will be removed from the organization by a two-thirds vote of the entire committee. All members of the Rules and Elections Committee are required to attend this hearing. If an extenuating circumstance prevents a member from attending, he/she must proxy. The status of an extenuating circumstance will be determined by the Rules and Elections Chair.
- e.** If the accused member remains in the organization following his/her hearing, but has any further unexcused absences they shall be immediately removed from the organization by the Rules and Elections Chair with no option to appeal.

### **ARTICLE VIII: ADVISERS**

The Executive Council shall approve all advisers to the Student Government Association.

### **ARTICLE IX: SELF GOVERNANCE**

To ensure the principle of self-government, and continued respect for The Student's Rights and Responsibilities found in the Student Handbook, the Student Government Association will share responsibility with the Office of Student Accountability and Restorative Practices (OSARP) in carrying out specific functions that are stated in the bylaws.

### **ARTICLE X: AMENDMENTS**

The Constitution may be amended or revised in the following manner:

1. Proposed amendments shall be submitted in the same manner that resolutions are.
2. They will then sit for two weeks, during which members are expected to become informed about the proposed revisions/amendments,
3. After sitting for two weeks, they will be read again for approval by the Student Senate. Any amendment or revision requires a two-thirds standing vote of the Senators present in order to pass.
4. The changes will then go to the Executive Council, where again they will need a two-thirds vote for approval.
5. The Senate does have the option to overturn the Executive Council's decision with a two-thirds vote.
6. On approval by the James Madison University Vice President of Student Affairs, said amendments shall become part of the Constitution.

### **ARTICLE XI: HAZING POLICY**

The university prohibits hazing, including any activity or behavior that creates emotional distress, physical discomfort, embarrassment, shame, harassment, malicious amusement, or ridicule in connection with or the purpose of initiation, admission into, or affiliation with or as a condition for continued membership in a club, organization, or association, regardless of whether the student effected participates voluntarily in the relevant activity. Students directing, engaging in, aiding, or participating in, actively or passively, the forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, of individuals to participate in hazing activities shall be considered in violation of this policy. It is impossible to anticipate every situation that could involve hazing. Behavior listed below does not and cannot encompass every circumstance that can be categorized as hazing, but this policy does in some circumstances

prohibit activities beyond those outlined by the State Council on Higher Education in Virginia's model hazing policy. Further, this policy is not intended to prohibit customary athletic events, contests, competitions, or trainings that are sponsored by the University, the organized and supervised practices associated with such events, or activity or conduct that furthers the goals of a legitimate curriculum or program as approved by the University.

Hazing activities shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities: paddling; kidnapping; all forms of physical activity which are used to harass, punish, or harm an individual; excursions or road trips; confinement; spraying, painting, or pelting with any substance; burying in any substance; nudity with the intent to cause embarrassment; servitude; exposure to uncomfortable elements; verbal abuse; wearing, in public, of apparel which is conspicuous and/or indecent; forcing consumption of alcohol or any other substance, legal or illegal; depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum); burning, branding, or tattooing any part of the body; psychological hazing, defined as any act which is likely to: (a) Compromise an individual's dignity; (b) Cause an individual embarrassment or shame; (c) Cause an individual to be the object of malicious amusement or ridicule; or (d) Cause an individual emotional distress; interrogating an individual in an intimidating or threatening manner; misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way; misleading prospective members into believing that they will be hurt during induction or initiation; carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier; blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose; binding or restricting an individual in any way that would prohibit them from moving on their own; and requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt). Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

An individual cannot consent to being hazed; a victim's voluntary or willful participation in hazing activities will not be considered evidence that a violation of this policy did not occur.

Section 18.2-56 of the Code of Virginia declares hazing illegal, establishes conditions for civil and criminal liability, and outlines the duties of the university when a student has been found guilty of hazing in civil or criminal court.

## **BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION**

### **ARTICLE I: ELECTIONS**

The JMU SGA Elections Policy shall be the highest binding authority on the election process when not inconsistent with the Student Government Association Constitution and Bylaws.

#### **Elections Policy**

1. The Elections Policy, as approved by the Student Senate, will govern the elections process.
2. Members of the Rules and Elections Committee, both standing and temporary, shall be tasked with overseeing the Fall and Spring Elections.

#### **Special Elections Rules**

1. In case the President of the Student Government Association vacates their office, the Vice President of the Student Government Association shall temporarily fill the office of President until a special election is held within two weeks.
2. If a present Executive Officer desires to run for the office of President and does not receive a majority of the votes, this person may return to their present office.
3. If any other officer of the Student Government Association vacates an office, a temporary officer shall be appointed by the Executive Council, after which there will be an election of a permanent officer by the student body within two weeks.

4. If for any reason a Residence Area or Academic College Senator leaves or is removed from office, their seat will open up as an at-large seat.
5. If any class council officer vacates their position, Executive Vice President shall distribute the duties among the respective class. Under the discretion of the respective Class Council and the Executive Vice President a special election may be held within two weeks.

## **ARTICLE II: EXECUTIVE COUNCIL**

### **Executive Council**

1. By the second meeting of the Student Senate, they shall submit a list of goals to the Senate.
2. They shall select the At-Large Senators from the James Madison University community.
3. They shall select the two Student Case Administrators. These Student Case Administrators shall give a report to the Senate once a semester.

### **President**

1. This person shall give, at least monthly, a report to the Student Senate, which will outline issues facing the student body.
2. This person shall submit reports to the Board of Visitors and attend their quarterly meetings.
3. The President shall serve as a voting member of the University Council, and submit reports on behalf of the Student Government Association to the council regularly.
4. This person may create ad hoc committees to address student concerns
  - a. These committees may only be active for one academic year maximum
  - b. These committees shall dissolve upon one academic year or when objectives are reached
  - c. These committees shall be appointed a chair and members by the President.

### **Vice President**

1. The Vice President shall serve as a voting member of the University Council.
2. This person shall be responsible for forwarding to the President of the University the names of students for appointment to University Commissions and Committees.
3. This person shall oversee the Class Officers of each class and report issues brought up in class council to the senate.
4. This person shall come up with class officer rules for the class government.
  - a. These rules must be passed by a majority of the class officers.
5. This person shall undertake any duties delegated by the Executive Council.
6. The Vice President shall appoint a representative to serve as a liaison between the Student Government Association and the Faculty Senate with a two-thirds majority approval by the Student Senate. Acting as a non-voting member of the Faculty Senate, they shall represent the interests and concerns of the students and facilitate faculty and student collaboration for a term of one academic year.

### **Treasurer**

1. The Treasurer shall lead the Finance Committee
2. This person shall give weekly updates on all aspects of the Finance Committee
3. This person shall select and supervise all sub-committee chairs of the finance committee
4. This person shall meet regularly with appropriate administration to discuss financial matters.
5. All other duties shall be expressed in the Student Government Financial Procedures

## **ARTICLE III: LEADERSHIP TEAM**

All leadership positions shall be appointed by the Executive Council and the Speaker of the Student Senate each spring.

### **Executive Assistant**

1. The Executive Assistant shall coordinate all day-to-day tasks of the Student Government Association.
2. This person shall also maintain and publish an accurate history of the Student Government Association.
3. This person shall preserve written records of meetings of the Executive Council and the Student Senate.
4. This person shall report, in writing, to all concerned university officials and students the names of the officers and committees of the Student Government Association in the form of a roster.
5. This person shall update and publish the Student Government Association history.
6. This person shall move Student Government Association records to the library as needed.
7. This person shall be Nuts and Bolts certified and coordinate campus space reservation with the University's Events and Scheduling Office.
8. This person shall serve as office manager, which shall include, but not be limited to, setting the office rules.
9. This person shall attend all senate meetings and weekly leadership meetings.
10. This person shall meet regularly with the President.
11. This person shall either chair or serve on all ad-hoc committees at the discretion of the President.
12. This person shall fulfill the four hour semester service requirement.

### **Parliamentarian**

1. The Parliamentarian shall be neither a member of the Executive Council nor the Student Senate.
2. This person must attend all Student Senate, Executive Council, and Leadership meetings.
3. This person shall conduct parliamentary workshops at the first Senate following new member inductions each semester. Additional ones may be held at the discretion of the Parliamentarian.
4. This person shall be responsible for seeing that all meetings of the Student Government Association are conducted in accordance with Robert's Rules of Order, Newly Revised.
5. This person shall rule on the constitutionality of all issues that might arise during the Student Government Association meetings.
6. This person shall listen to and address grievances made of the Student Government and form ad hoc committees to assist as necessary.
  - a. These committees shall dissolve within one year or when objectives are met.
  - b. A report shall be issued to the Student Senate of the committee's findings.
7. If the Parliamentarian would like to participate in the election, then this person shall relinquish duties as the Chair of the Rules and Elections Committee during the election season. The Sergeant-at-Arms shall assume the role of acting Chairperson during this time.
  - a. This decision must be made by January in order to run in the election.
8. This person shall meet regularly with the Speaker of the Student Senate.
9. If a tie occurs in the selection of the Parliamentarian, the President of the Student Body shall break the tie.
10. In the case of an extenuating circumstance that this person is unable to attend a meeting of the Student Senate, the Sergeant-at-Arms shall assume this person's duties.
11. This person shall fulfill the four hour service requirement.
12. This person shall serve as the Speaker of the Student Senate in the absence of the elected Speaker of the Student Senate.
13. This person shall be keeper of the House Rules.

### **University Services Chairperson**

1. This person shall lead the University Services Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meeting.
4. This person shall meet regularly with the Speaker of the Student Senate.

### **Legislative Affairs Chairperson**

1. This person shall lead the Legislative Affairs Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meeting.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall meet regularly with the Associate Director of the James Madison Center for Civic Engagement.

### **Academic Affairs Chairperson**

1. This person shall lead the Academic Affairs Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meeting.
4. This person shall meet regularly with the Speaker of the Student Senate.

### **Community Engagement Chairperson**

1. This person shall lead the Community Engagement Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meeting.
4. This person shall meet regularly with the Speaker of the Student Senate.

### **Membership Chairperson**

1. This person shall lead the Membership Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meeting.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall be responsible for planning all retreats.
  - a. All retreats must be planned at least one month in advance prior to the date of the retreat. Once this date is chosen, it must be made available for the entire Senate.
  - b. All members of the Student Government Association are required to attend all retreats.
  - c. If a member is not able to attend a retreat for an excused absence, they must submit their reasoning to the Membership Chair in writing for approval up until the week before the retreat by 5pm that Friday. The procedure for approving or denying an absence request shall follow that which is outlined in the House Rules under Rule V (Student Senate – Attendance Requirements), section B, lines 2-3, and all of Rule VII (Excused Absences) and Rule VIII (Unexcused Absences).
  - d. Failure to gain approval for an excused absence or failure to give notice of an excused absence to the Membership Chair will result in a \$50 fine, as outlined in the Student Government Financial Procedures.
- d. Failure to gain approval from the Membership Chair for the excuse will result in one senate absence for senators or the addition of one senate for representatives.

## **Diversity & Inclusion Chairperson**

1. This person shall lead the Diversity & Inclusion Committee.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall attend all Senate and Leadership meetings.
4. This person shall meet regularly with the Speaker of the Student Senate.
5. This person shall recruit members from outside clubs/organizations to participate in the Diversity & Inclusion Committee.

## **Rules and Elections Chairperson**

1. This person shall serve as the Parliamentarian and lead the Rules and Elections Committee.
2. This person shall attend all Senate and Leadership meetings.
3. This person shall meet regularly with the Speaker of the Student Senate.

## **Communications Director**

1. This person shall lead the Communications Team.
2. This person shall be a Senator and have all the duties of said position.
3. This person shall meet regularly with the Vice President.
4. This person shall attend all Senate and leadership meetings.
5. This person shall serve as the official spokesperson for the Student Government Association.
6. This person shall be hired, either internally or externally, in collaboration with the Office of Technology and Design.
7. This person shall possess knowledge of all current software and hardware used by the Student Government Association.
8. This person shall possess knowledge of all current media sources used by the Student Government Association.
9. This person shall approve all Student Government Association related visual media or marketing efforts.

## **ARTICLE IV: SENATE**

1. The Student Senate may go into executive session by a majority vote. During executive session, only Senators, Representatives, the Parliamentarian, and other guests decided by the Senate may stay.
2. The Speaker Pro Tempore of the Student Senate shall select the Chairperson Pro Tempore of each committee at the first meeting of the Student Senate. Each Chairperson Pro Tempore shall be confirmed as Chairperson of each respective committee by a majority vote of committee members at the committee's first meeting in the fall semester. If this does not occur the Speaker shall select a new Chairperson Pro Tempore to go through the same process.
3. A quorum of the Student Senate shall be constituted of two-thirds of the Student Senate seats filled.

### **Section 1: Senate Committees and Teams**

#### **Organization**

1. The Speaker of the Student Senate is responsible for seeing that Senators and Representatives are appointed to Senate committees or teams.
2. The membership of the Senate committees and teams shall be left to the discretion of the Speaker of the Student Senate.

#### **Chairpersonship**

The aforementioned process found in the Constitution and Bylaws shall select the chairperson of each committee.

### Responsibilities

1. The Chairperson shall be responsible for calling committee meetings at the most convenient times for all committee members.
2. This person shall be responsible for seeing that all work assigned to the committee is completed.
3. This person shall make regular progress reports to the Student Senate on all work assigned to their respective committee.
4. This person shall be responsible for reporting bills that require action by the entire Student Senate to the Speaker of the Student Senate when the committee has passed the bill.
5. All committee chairpersons shall meet together with the Speaker of the Student Senate at least once a month.
6. The chairpersons shall be voting members of their respective committee.

### **Directorship**

The aforementioned process found in the Constitution and Bylaws shall select the director of each team.

### Responsibilities

1. The Director shall be responsible for calling team meetings at the most convenient times for all team members.
2. This person shall be responsible for seeing that all work assigned to the team is completed.
3. This person shall make regular progress reports to the Student Senate on all work assigned to their respective teams.
4. This person shall be responsible for reporting bills that require action by the entire Student Senate to the Speaker of the Student Senate when the team has passed a bill.
5. The director shall be voting members of their respective team.

### **Secretary**

The chairperson or director shall select their respective secretaries at the first committee or team meeting and the selection shall be approved by a majority vote of the committee. If that person is not confirmed, a new election will be held within the committee or team. If a vacancy occurs during the year in the position, the committee or team will elect a new secretary from the existing members of the committee or team.

### Responsibilities

1. This person shall be responsible for taking attendance at every committee or team meeting.
2. This person shall be responsible for recording minutes of each committee or team meeting and advising the Communications team about committee or team plans and activities.
3. This person shall be responsible for submitting committee or team attendance Membership Secretary at the end of the week.
4. This person shall be responsible for submitting committee or team minutes to their supervising Executive Council member at the end of each month.

### **Committee and Team Operations**

1. Each committee or team must, within two weeks of the time that a proposal is sent to that committee or team, act upon the proposal in a definite manner. If more time is needed to complete study of the measure, the committee or team may petition their supervising Executive Council member for additional time.

2. Committees and teams shall meet at the discretion of the chairperson of the committee or the director of the team.
3. A majority of the membership must be present at all meetings to conduct business.

## **Senate Standing Committees and Teams**

The following committees shall be standing committees, which are permanent and have a fixed purpose described below. New standing committees may be submitted by proposal of any Senator to the Student Senate for approval by a majority vote. Standing committees may be removed by a two-thirds majority of the Student Senate.

### **Academic Affairs Committee**

The Academic Affairs Committee designs and executes projects that may be classified under a range of categories, including, but not limited to, the following: professors, advising, courses, grading scale, academic ethics and rigor, and facilities. Additionally, the Academic Affairs Committee encourages conversations between colleges, faculty, administration and students to support these projects and strengthen James Madison University's academic culture and scholarly impact. This committee shall have priority for seats on the General Education Council.

### **University Services Committee**

The University Services Committee acts as a voice for the students: amplifying student opinion to appropriate administrators, executing projects to resolve concerns and promoting student-based initiatives on campus. This committee focuses on aspects of student life, including food and dining, transportation, HDPT, safety, Substance Abuse and Prevention, and facilities.

### **Finance Committee**

Matters concerning finances of the Student Government Association, Contingency Requests, Program Grants, and the Front End Budget process shall be assigned to this team. This committee will also be tasked with keeping the Student Government Financial Procedures updated and current, and presenting any changes to the Student Senate. The structure of this committee along with governing rules and procedures can be found in the Student Government Financial Procedures.

### **Legislative Affairs Committee**

Matters concerning legislation at the local, state, and national level shall be assigned to this committee. This committee shall monitor the votes of delegates on issues of interest to students who attend Virginia schools generally. This committee shall lobby members of the General Assembly to support or oppose legislation concerning James Madison University students. This committee shall disseminate any university policy changes. This committee shall be responsible for maintaining an open line of communication with the James Madison Center for Civic Engagement. This committee shall also be responsible for partnering with the James Madison Center for Civic Engagement on campus-wide, non-partisan voter registration and election participation efforts (i.e., Dukes Vote). This committee will partner with the James Madison Center for Civic Engagement on student-focused programming related to elections and major political events.

### **Membership Committee**

This committee deals with all internal matters for the Student Government Association. This committee plans all retreats, including New Members, fall and spring, and membership



development workshops, with assistance from outside sources. This committee is responsible for taking and enforcing attendance. This committee plans all bonding events and internal activities.

### **Community Engagement Committee**

This committee shall serve as the primary linkage institution between the student body and the Harrisonburg community.

This committee serves to organize the JMU community service events and work on campus engagement. They shall work on issues such as On and Off Campus housing, and contacting other SGAs and other campus organizations to build coalitions. The Community Engagement committee must offer at least four service events per semester. Final service hour approval shall be up to the discretion of the committee.

### **Service Requirement Guidelines**

1. The hourly service requirement shall be a minimum of 4 hours per semester. Two hours must be from SGA sponsored service events; if applicable: only two hours from an outside student organization will be accepted.
2. Records, which entails time, date, and photo evidence of involvement in the activity are required for hour approval. Collection method is up the discretion of the committee.
3. The hours shall be due the Friday before last senate of each semester beginning spring semester 2019.
4. Each hour which is not completed by the deadline of the Fall semester will result in an absence in committee for the next semester.
5. For all members, residual hours must be completed by the deadline of the Spring semester in addition to the required four. Failure to complete the requirement by end of spring semester will result in the termination of SGA membership.

### **Communications Team**

This team will focus on all marketing, media and technological needs of the Student Government Association. With that, they must keep James Madison University informed and coordinate with the Office of Public Affairs. This team will send out press releases as necessary, along with updating all media outlets and online sources, specifically the website. They will generate all marketing efforts, including but not limited to posters, flyers, banners, photograph and online graphics. This team will stay informed of all campus related information technology issues and ensure the Student Government Association computers and electronically stored information are secure and stable. They will manage all technology owned by the Student Government Association, including developing computer policies, applying operating system and software updates and creating backup copies of all SGA documents. They will once a year create a suggestion of software and hardware upgrades and any new technology needed to be purchased. Any new issues or tasks which arise related to communications and technology shall run through this team. The team's composition must be comprised of at least 2 members, including the Director, from within the organization, but may include individuals from outside the organization who have the skills needed to achieve the goals of the Communications Team. Outside individuals will neither have the obligations nor receive the benefits of members of the organization.

### **Diversity & Inclusion Committee**

Beginning in the Academic Year 2017-2018, this committee shall deal with matters concerning multicultural and diversity & inclusion issues. All matters concerning diversity & inclusion of under-represented groups at James Madison University shall be assigned to this committee, or this committee shall work together with another committee to share responsibilities. This committee will be responsible for seeing that there is an extra emphasis and attention paid to diversity and inclusion-related issues at JMU. This committee shall be composed of at least five SGA members and members from other JMU groups that represent diversity; outside members will be chosen at the discretion of the chairperson.

#### **Rules and Elections Committee**

Beginning in the Academic Year 2019-2020, this committee shall handle matters concerning rules, impeachment investigations, and elections. This committee rewrites and enforces the House Rules. This committee shall be comprised of the Parliamentarian, who serves as the Chairperson, the Elections Commissioner, the Sergeant-at-Arms, and other members of the Student Senate appointed by the Speaker of the Senate. This committee shall be comprised of at least 4 members, not including the Chairperson, Elections Commissioner, and Sergeant-at-Arms.

### **Section 2: Student Senate Sergeant-at-Arms**

#### **Selection**

1. This person is nominated by the Speaker of Student Senate and will be subject to a confirmation vote of two-thirds of the Student Senate.
2. This person must be a Senator.
3. This person shall serve on the Rules and Elections Committee.
4. This person shall serve as the Rules and Elections Committee Chair in the absence of the appointed chairperson.

#### **Duties**

1. This person will act as Parliamentarian, in the event that the current Parliamentarian cannot be at Senate.
2. This person will enforce all decisions given by the Speaker of the Student Senate and the Parliamentarian.
3. This person has all rights of a Senator, unless they are acting as the Parliamentarian.
4. This person is responsible for keeping order in all Senate meetings, in compliance with all of the Student Government Association's governing documents, and Robert's Rules of Order.

### **ARTICLE V: SELF-GOVERNANCE**

All functions stated must reflect the duties outlined in the Student Handbook.

#### **Duties**

1. To ensure the principle of self-governance, and continued respect for The Student's Rights and Responsibilities found in the Student Handbook, the Student Government Association will share responsibility with the Office of Student Accountability and Restorative Practices (OSARP) for selecting Student Case Administrators as well as students serving on the Accountability Board.
  - a. The Student Case Administrators will handle case reviews of alleged policy violations as well as assist in selecting and training the student members of the Accountability Board and future Student Case Administrators. Throughout their term, they will serve as active members of the OSARP.
  - b. Applicants for this position must have and maintain a 2.25 cumulative GPA and not currently be on probation through the Office of Student Accountability and Restorative Practices. Applicants for Student Case Administrators cannot be members of the Executive Council (present or future) of the Student Government Association.

- c. Student Case Administrators will receive a stipend at the end of each semester from the Student Government Association for this position (see budget for more details).
2. The Student Government Association, through the Student Case Administrators, will share responsibility with OSARP for selecting members of the Accountability Board which will act as the original hearing body for cases in which a student rejects an Administrative Case Review decision.
  - a. Applicants for Accountability Board cannot be members of the Executive Council (present or future) of the Student Government Association.
3. The Student Government Association will share responsibility with the OSARP for revisions to the Student Handbook.
  - a. The Student Government Association President, or an executive cabinet member of the Student Government Association appointed by the President, will serve as a voting member of the Accountability Control Board.
  - b. There will be a second student appointed by the Student Government Association President that serves as voting member of the Accountability Control Board (not required to be a member of the Student Government Association).

## **ARTICLE VI: STUDENT GOVERNMENT FINANCIAL PROCEDURES**

Matters concerning finances of the Student Government Association, Contingency Requests, Program Grants, and the Front End Budget process shall be described in the Student Government Financial Procedures document. This document shall be the governing document on all allocations of student fees made by the Student Government Association. The Finance Committee shall be tasked with updating this document when necessary.

Changes made to this document must be presented to the Student Senate and voted upon; only a two-thirds majority of voting delegates shall pass any amendment.

## **ARTICLE VII: STIPEND**

### **Section 1: Payment Policy**

Certain elected and appointed officials shall at stated times receive for an undergraduate stipend for services rendered, which shall neither be increased nor diminished during the period which they have been elected.

### **Section 2: Stipends**

1. The President, Vice President, Treasurer, Speaker, Communications Director and two Student Case Administrators shall each receive a monthly stipend to be paid at the end of the semester.
2. All aforementioned positions shall be paid in accordance with the budget.
3. The Student Senate, with approval of the Executive Council, may grant stipends to other deserving positions.

## **ARTICLE VIII: PROCEDURE**

### **Parliamentary**

The rules contained in Robert's Rules of Order, Newly Revised shall govern the meetings of the Student Government Association in all cases in which they are consistent with the Constitution and Bylaws of the association.

### **Legislative**

1. The Parliamentarian shall decide upon legislative procedures when not addressed in the Constitution, the Bylaws, and any applicable rules of order.
2. All Executive Council decisions can be overridden by a two-thirds vote of the Student Senate.

### **Order of Succession**

The order of succession shall be The Student Government Constitution, Bylaws, Student Government Financial Procedures, House Rules, and Robert's Rules of Order, Newly Revised.

### **Bills of Opinion**

1. Bills of Opinion are resolutions that reflect the opinion of the student body on any given issue.
2. All Bills of Opinion must be accompanied with the signatures of 200 undergraduate students before submission to the Executive Assistant.
  - a. The Parliamentarian and a representative from the Office of Institutional Research will determine the exact number of signatures that need to be obtained each year.
3. All Bills of Opinion, after being presented before the Student Senate, shall be posted one week before receiving action unless two-thirds of the Student Senate votes for immediate consideration.
4. All Bills of Opinion must pass by a two-thirds vote.
5. If the Student Senate should amend a Bill of Opinion in debate, the amended bill must be accompanied with the signatures of 10% of the entire student body and be posted for one week before consideration by the Student Senate.

### **ARTICLE IX: AMENDMENTS**

The Bylaws may be amended or revised in the following manner:

1. Proposed amendments shall be submitted in the same manner that resolutions are.
2. They will then sit for one week, during which time members are expected to inform themselves about the proposed revisions/amendments.
3. After sitting for one week, they will be read again for approval by the Student Senate. Any amendment or revision requires a simple majority of the Senators present in order to pass.
4. The changes will then go to the Executive Council, where they will need a two-thirds vote for approval.
5. The Student Senate may overturn the Executive Council's decision with a two-thirds vote.
6. Any amendment to Article III of the Bylaws shall require two-thirds vote by the Student Senate.