Preamble:

We the Student Government of Union College herein establish the Constitution of the Student Government Association of Union College wherein is defined the vision, authority, range, and ideological foundation for this organization. The mission of the Union College Student Government is to represent the student opinion and voice to the faculty, staff, administration, and each other while fully understanding the importance representing student welfare on and off campus.

Article I: Name of Organization

Section 1. Naming

i. The name of the Student Government shall be the Union College Student Government Association.

Article II: Purpose

Section 1. Purpose

i. The Student Government Association Constitution and Bylaws direct the purpose, planning, decisions, and activities of student governance. The language and spirit of this document must be in harmony and in compliance with the Union College Mission, Core Values, and Strategic Vision Statements. It must also be compliant with the content of the student handbook and the Catalog for the year of the same date.
ii. Student Government Association is the representative, deliberative, and consultative voice for all current Union College Students. All current full-time, undergraduate students, which shall be defined as those enrolled in 12 or more credit hours per semester, shall have one vote on all matters requiring a popular polling of the student body.

Section 3. Funding

i. Funding for Student Government Association is provided through the Student Activity Fee of $100.00 per semester per full time student, of which 50 percent goes to the Campus Activities Board.

Article III: Meetings

Section 1. Meetings

i. The Student Government Association shall meet no less than three times a month during the academic semester.

ii. The President of the Student Government Association will serve as the chairman of the meetings.

iii. The Student Government will operate meetings under the guidelines of Roberts Rules of Order. Reserving the right to remove any person from such meeting who does not present him or her self in a controlled decorum.

iv. Full meetings of the Student Government Association are open to the public, defined as any full time student, and will be posted at minimum a week in advance by the Vice President for Public Relations.

v. Cancellation of any meeting will be done so with a minimum of 24 hours notice by the Vice President for Public Relations, with the exception of a weather related campus closing coming the day of a meeting.

Section 2. Fund Request

i. In the case of fund requests, a representative of the group requesting funds is asked to present the case of the group for consideration of the Student Government Association. Upon completion of a presentation, a question and answer session may take place to resolve questions of the Executive Committee or general students present after this time; the representative shall be excused, so that the membership of the Executive Committee may vote. The party requesting funds will then be notified within 48 hours of the decision of the counsel.
Section 3. Quorum

i. A minimum of 50 percent of the Executive Committee plus one will be required to be present at a meeting in order for a quorum to be present.

Section 4. Majority Vote

i. Before a vote can be taken, a quorum must be met. Once the quorum is met, 50 percent of the voting membership plus one must be present to declare a decision valid.

Article IV:
Officers

Section 1. Officers

i. The officers of the Student Government Association shall be the president, executive vice president for student development, vice president for business affairs, vice president for academic affairs, vice president for athletics, and vice president for public relations.

ii. The President of the Student Government Association has no voting privileges, with the exception being in a tie amongst a quorum of voting members where the President would serve as the tiebreaker.

iii. All Vice Presidents of the Student Government association bear full voting privileges.

Section 2. Officer Responsibilities

i. President

a. Shall meet with the Student Government Association Advisor weekly to collaborate on current issues.

b. Shall lead the officers the successful creation and completion of goals and initiatives for the elected term.

c. Shall support, direct, and oversee the efforts of the officers of the Student Government Association.

d. Shall lead in creating a leadership-training program for the officers of the Student Government Association to be completed prior to the beginning of the academic calendar year.

e. Shall collaborate with the College President in creating and sustaining a working relationship with the Presidents Cabinet and the Student Associate Trustees.
f. Student Associate Trustees will meet with the Student Government Association President and President of the college on all matters pertaining to the Student Government Association.
g. Shall administer the requirements of this constitution, leading in reviews and refinements, as necessary, to this document.
h. Shall examine this document with the officers during the first meeting of a collegiate year to ensure proper use.
i. Shall provide or delegate leadership and representation as may be required at special events which may include but are not limited to new-student orientations, special convocations, Board of Trustee meetings, and travel/appearances for the college.
j. Shall staff and manage the Student Government Association office and the service that office provides to the student body.
k. Shall develop agendas for all general session meetings and coordinate with the Vice President for Public Relations to publish those before the meetings.
l. Shall develop agendas for Executive Committee meetings for the Student Government Association officers’ use.
m. Shall work for greater communication between the students, faculty and administration.
n. Shall preside as chairman over the Executive Committee meetings.
o. Shall maintain day-to-day operations of the Student Government Association.

ii. Executive Vice President for Student Development

a. Shall serve the Executive vice president of the Student Government Association and assume the duties of the president in his/her absence and/or the office of the president in the event it is vacated.
b. Shall advise and inform the Student Government Association on matters relating to the overall life and general welfare of the undergraduate student body.
c. Shall collaborate with the Vice President of Student Development once a month in creating and sustaining areas of student life including but not limited to campus activities, student health services, campus center services, food services, campus housing and programming, intramural/wellness programming, and programming for new-students.
d. Shall be responsible for enforcement of guidelines set forth through The Union College Student Clubs and Organizations Handbook of all Clubs and Organizations on campus, and act as the liaison between the Clubs and Organizations and the Student Government Association.
e. Shall collaborate with the Vice President for Business Affairs to insure that clubs, and organizations receive funding and other resources in support of planned events.
f. Shall report information concerning Campus Activities Board to the Student Government Association.
g. Shall meet with Campus Activities Board director within the first two weeks of the beginning of each semester, and subsequently once a month with the Student
Assistant for the Campus Activities Board following this up with a report to the Executive Committee.
h. Shall hold a monthly open student forum in preservation of the student voice on campus.

iii. Vice President for Business Affairs

a. Shall lead in preparing a budget for the Student Government Association, to be presented to the Executive committee within two weeks after the Add/Drop date.
b. Shall work collaboratively with the college’s Vice-President for Business Services in managing the business and finances for Student Government Association.
c. Shall work collaboratively with the Union College Vice President for Advancement in maintenance and perpetual care of the Student Government Association’s campus projects.
d. Shall bring a weekly report of current financial information to the Executive Committee meetings.
e. Shall collaborate with the College’s Vice-President for Business Services in producing an audit of Student Government Association funds at the close of each semester.
f. Shall disburse funds as per Student Government Association approval, keeping a proper documentation record, reconciling all disbursals, and prepare procedural information on fund management and in compliance with the constitution of the Student Government Association.
g. Shall monitor Student Government Association costs of operation and recommend controls as needed.
h. Shall be responsible for recording minutes of the general session meetings and through collaboration with the Vice President for Public Relations distributing the minutes of general session meetings to the student body.
i. Shall be responsible recording minutes of Executive Committee meetings for limited distribution to the Executive Committee.

iv. Vice President for Athletics

a. Shall collaborate in discussions and programming related to collegiate athletics.
b. Shall meet with the Athletic Director within the first two weeks of school and discuss semester plans
c. Shall receive grievances from student-athletes and report them to the Athletic Director
d. Shall serve as an ex-officio member of the Student Athletic Advisory Committee.
e. Shall collaborate with the Sports Information Director and Vice President for Public Relations in the encouragement of student support of all Athletic events.
f. Shall provide a report of the position and its actions each month in correspondence with the rest of the Student Government Association officers.

v. Vice President for Academic Affairs

Student Government Association Constitution

2012-2015
a. Shall collaborate with the Vice President for Academic Affairs at the minimum once a semester.

b. Shall host a monthly student forum on critical issues including but not limited to design of the academic weekly schedule, academic due process, academic integrity, internship/externship/cooperative programming, grade inflation, and academic traditions.

c. Shall provide a report of the student forum meeting each month in correspondence with the rest of the Student Government Association officers during a General Session meeting.

d. Shall maintain the right to attend APC meetings once a month with the Vice President for Academic Affairs.

e. Shall work in collaboration with the Union College Retention Committee.

f. Shall keep updated and report upon all changes in academic policy.

vi. Vice President for Public Relations

da. Shall be responsible for all publicity of the Student Government Association including but not limited to events, managing the My Union Student Government Association group page, social network accounts, posters, and electronic media.

b. Shall collaborate with each Student Government Association officer in promoting and advertising for his or her individual offices.

c. Shall collaborate at least twice a month with the director of college communications.

d. Shall submit a list of all Student Government Association events and activities for the master calendar.

e. Shall collaborate with all Student Government Association officers on all official Student Government Association statements, speeches, and Public Relations activities.

f. Shall collaborate with the Dean of Student Development in promoting and conducting fair and proper elections for office.

Section 3. Officer Qualifications

i. The candidate must be a current full-time undergraduate student during the semester of candidacy and elected term of service.

ii. The candidate is required to submit an application, resume, and an essay of not more than 250 words, describing that person’s interest, reasoning, and/or passion for running, and qualifications for that position.

iii. The candidate must have a cumulative GPA of 2.5 or higher at the time of the election and maintain this requirement throughout the elected term of service.

iv. Candidates seeking the offices of President, Executive Vice President for Student Development, and Vice President for Business Services, or Vice President for Public Relations a requirement of 64 completed coursework hours is imposed, by the close of the semester of the election. The remaining positions require 24 completed hours coursework, also by the close of the semester of the elections.
v. Candidates interested in the office of President or Executive Vice President for Student Development are advised that they cannot hold offices of leadership in other campus clubs.

vi. Candidates interested in serving as the President of the Student Government Association must have served a previous tenure as a representative of or office directly relating to the Student Government Association.

vii. Candidates interested in serving as Vice President for Athletics must be a current member of an athletic team, manager of an athletic team, or athletic training major.

viii. Candidates interested in the office of Vice President for Business affairs must be a Business or Accounting major.

ix. Candidates interested in the office of Vice President for Athletics must be an athlete, athletic training major, or manager for a varsity sports team.

x. All candidates must be available to serve and attend regular Student Government Association meetings throughout the fall and spring semesters of the elected term of service, as well as summer orientation functions, fall welcome activities and regularly scheduled training and enrichment programs.

Section 4. Election of Officers

i. The election of officers shall be completed by April 1 of each year.

ii. Each candidate’s application and other required documents necessary to run for office are posted a minimum of one week ahead of the election.

iii. The time and place of voting shall be publicized to the student body a minimum of one full week prior to the election.

iv. A simple majority in each race shall determine the winner.

v. On the day(s) of polling, candidates are not permitted to administrate the polls, and are not allowed to campaign inside the building of polling that day.

Section 5. Removal of Officers

i. In the case that a Vice President is found to be negligent in the completion of their duties, a process of impeaching that officer is herein established.

ii. The President shall inform the Dean of Student Development, as well as the corresponding elected official, providing each with a copy of an official report. In cases of presidential negligence a Student Associate Trustee will draft the report.

iii. A vote of impeachment of a Vice President shall then be taken in a meeting of the Executive Committee, by a vote among the officers. A vote of absolute majority is required of the officers to remove the person.

iv. If the vote passes, establishment of voting procedure will take place to fill the vacancy for the duration of the remaining office days. The election of a replacement should take place within two weeks of an impeachment.

v. Provisional powers are given to the President of Student Government Association to appoint another officer to the position on a temporary basis, for the preservation of order.

vi. In the case of a President impeachment a petition with 50 signatures of current undergraduate students in good standing will warrant a vote of impeachment, a
special election will be held, and a simple majority of voting students will be required to pass the vote of impeachment.

vii. In the case of Presidential Impeachment any student in good standing can petition for the President’s removal to either the Student Government Association Vice President of Student Development, the college’s Vice President for Student Development, or the President of the College. Upon hearing the complaint, a simple majority of voting students is necessary to remove the Student Government Association President from office.

viii. In the case that the President is impeached, the Executive Vice President for Student Development will assume the role of President. Establishment of voting procedure will take place to fill the vacancy for the duration of the remaining office days. The election of a replacement should take place within two weeks of an impeachment.

ix. A general attendance requirement is imposed on all elected officers. The Student Government Association President shall oversee the attendance. In the case of unexcused absence from regularly scheduled Student Government Association functions, the officer will first receive a verbal warning, followed at the next instance with a written warning, followed at the next instance with a month’s stipend docked, and in the case of a fourth instance, the officer will be removed from office and barred for running for that position again all of which will be enforced by the Advisor and President.

Article V:
Advisor

Section 1. Advisor

i. The Union College Vice President for Student Development will be the advisor to the Union College Student Government Association.

Section 2. Advisor’s Duties

ii. The advisor shall work closely with the organizations in coordinating activities to insure that they are conducted in compliance with Union College policies.

Article VI:
Committees

Section 1. Executive Committee

i. Duties of Executive Committee are inclusive of the following, but not limited to those listed.
ii. The Executive Committee is responsible for providing the campus community with updated information regarding membership, contact numbers, meeting schedules, open positions, election information and other information that may be deemed important.

iii. Responsibilities may be redistributed in part to respond to changes that Student Government Association may face each year.

iv. All positions include ombudsman roles in campus life.

v. Each Executive Committee Member has the collegiate duty of keeping other members well informed on issues and projects they are involved with.

vi. If structure warrants consideration of an additional officer, the Executive Committee shall have the right to propose a process for appointing or electing such an officer to the executive Committee. The proposal would pass with a majority vote of the Executive Committee and approval from the Vice President Student Development.

vii. The Executive Committee of the Student Government Association shall consist of the six elected officers and the two Student Associate Trustees. A financial stipend is provided to each of these positions, except the Student Associate Trustees, which is to be directly drawn from the Student Government Association budget. Stipends, as they are listed, reflect the amount for a year of service. A majority Executive Committee Vote and approval from the Vice President of Student Development can modify stipends.

a. President $1,300
b. Executive Vice President for Student Development $1,100
c. Vice President for Business Affairs $1,000
d. Vice President for Academic Affairs $1,000
e. Vice President for Athletics $1,000
f. Vice President for Public Relations $1,000

Section 2. Ad-hoc Committees

i. The President or Vice Presidents of the Student Government Association and Student Associate Trustees reserve the right to create or remove any ad-hoc committee to assist in the successful creation and/or completion of any goals of the Student Government Association.

Article VII:
Student Associate Trustee

Section 1. Student Trustee

i. At minimum one member of the Student Government Association will be required to be a Student Associate Trustee of Union College.

ii. In the case that one Student Associate Trustee is not an officer of the Student Government Association they will be required to attend all Student Government
Association meetings to remain better informed of the state of campus and the student body.

iii. The Student Associate Trustees answer directly to the President of Union College and the Board of Trustees.

iv. Shall be members of the Executive Committee of the Student Government Association.

Section 2. Student Development Committee

i. It will also required here within that each officer of the Executive Committee of the Student Government Association will be required to attend the Union College Board of Trustees Student Development Committee meeting held during the fall and spring board sessions.

Article VIII: Amendments

Section 1. Policy and Procedure Amendments

i. Any student or officer may draft and suggest an amendment be made to the constitution.
   a. Following the presentation of a change a majority vote of the Executive Committee or a petition signed by 50 full time current undergraduate students and approval from the college’s Vice President for Student Development is required to gain further action.
   b. If a majority is attained the amendment must be posted in a public area, placed on the general session meeting agenda, and available to any student wishing to review it for a period of two weeks.
   c. At the end of the two-week period a majority of the students participating in a special vote rules in approving or denying the change.

Section 2. Revision and Ratification

i. This constitution having been approved by the Student Government Association will take affect July 1, 2012.

ii. This current version of the constitution will remain valid through the 2014-2015 academic year, expiring June 30, 2015 during which it will be required that this document be revised for another three year period.
   a. Ratification of the revised constitution will be by a majority vote of the voting students in a special addition to the 2015-2016-officer election ballot.
   b. Revisions are required to be publically posted for a two-week period prior to the election in 2015.

iii. Any revision to correct grammar must be presented in a general session Student Government Association meeting for a period of two weeks.

Student Government Association Constitution

2012-2015
Article IX:  
Finance

Section 1. Funding

i. Funding for the Student Government Association is set forth in Article II, Section 3, sub-section i in the constitution.

Section 2. Fund Request

i. The process for any active Union College Club or Organization, as defined in the Union College Club and Organization handbook, is set forth Article III, Section 2, subsection i.

ii. Under no circumstances are Student Government Association funds to be given to an individual, however the officers of the Student Government Association may assist the individual in receiving monies from departmental budgets elsewhere on campus.

Section 3. Officer Stipends

i. The stipend amounts for each office are detailed in Article VI, Section 1, sub-section vii of this document.

Section 4. Budget

i. The rough budget for the Student Government Association will be set forth for the validity of this document here within.

ii. The budgeted percentages detailed here reflect the monies the Student Government Association possesses after 50 percent of the Student Activities fee has been removed as well as the Executive Committee stipends, detailed in Article VI, Section 1, sub-section vii.

a. 40 percent of the Student Government Associations semester budget will be set aside solely for the use of Clubs and Organizations. These uses include but are not limited to: fund requests, new club or organization start-up money, and academic year start up money.

b. 10 percent of the Student Government Association semester budget will go towards community service. The distributions of these funds falls to the discretion of the Executive Committee, but are to be used as donations or gifts in kind to charitable organizations or events.

c. 5 percent of the Student Government Association semester budget will go towards funding the Union College Spring Formal. This event is the closing event of the academic year for the student body, in appreciation to the student body and celebration for the completion of another academic year.
d. 30 percent of the Student Government Association semester budget will be set aside for Special projects. The use of this money also falls to the discretion of the Executive committee, the use of this money is intended for but not limited to; the furthering of improvements upon existing Student Government Association as well as creating new campus improvement projects sponsored by the Student Government Association.

e. 15 percent for a Student Government Association discretionary fund.
   i. The Student Government Association discretionary fund will be monies set aside for miscellaneous use during the semester. The use of this fund may include but is not limited to; hospitality items for Student Government Association meetings, promotional items provided by the Student Government Association, and any roll over money to assist in the following years Executive Committee funding a leadership retreat and beginning of the year activities.
   ii. 1 percent of this discretionary fund will be available to each of the Executive Committee officers to use, pending majority committee approval, for any special projects or events they feel inclined to support through their elected office.
   iii. The public release of any dollar amount spent by the Student Government Association is left to a unanimous vote of the Student Government Association and approval of the Student Government Association advisor.
   iv. Any change to this format must be voted to change by a two thirds vote of the Executive Committee, remain on the meeting agenda for two regularly scheduled meetings, and then voted to adopt by a majority of the Executive Committee and approved by the Student Government Association advisor.

Section 5. Transfer of Funds

i. The transfer of funds from the Student Government Association must be approved by a majority vote of the Executive committee, followed by documentation signed by the Vice President for Business Affairs, President, and advisor for Student Government Association.

ii. A Union College credit card will be kept in the Office for Student Development for the explicit use of the Student Government Association, following funding regulations set forth within this document.

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**Article X:**

**Clubs and Organizations**

Section 1. Policy and Procedure

i. The Union College Club and Organization Handbook is the officially recognized policy and procedure manual recognized by the Student Government Association. Thus it will remain as an extension of the policies and procedures set forth here.
within this document and will require the same expiration, revision, and amendment procedures as set forth for the Student Government Association constitution.

ii. Any Club or Organization wishing to operate in association with Union College will be required to follow the guidelines set forth by this governing body in the Union College Club and Organization Handbook.

Section 2. Funding

i. Any Union College Club or Organization wishing to seek funding from the Student Government Association must be found to be operating under the policy and procedures set forth in the Union College Club and Organization Handbook garnering the status of active, as defined in the handbook.

ii. Failure to operate in this manner will result in the Student Government Association reserving the right to refuse funding to said club or organization.

iii. A representative from each active club must be present at one hundred percent of the Student Government Associations Clubs and Organizations meetings to be eligible to receive funding.

Section 3. Liaison

i. As previously stated in Article IV, Section 2, sub-section ii, sub-section f, the Executive Vice President for Student Development shall serve as the enforcing body on the Executive Committee for regulation of all clubs and organizations as well as the liaison between those groups and the Student Government Association.