Paul Smith’s College
Student Government Association

By-laws
Updated: Spring 2011

Article I
Committees

Section 1
The Student Government Association (SGA) will contain committees each chaired by a member of the executive board.

Section 2
The committees and their roles are as follows:
A.) Campus Improvement and Grievance:
   To take complaints and suggestions on ways to improve the campus on a large scale.
B.) Campus Safety:
   To deal with the college’s safety and to help make Paul Smith’s College a safer place.
C.) Academic:
   To work with division heads and the Provost to better the quality of education on the campus
D.) Food and Dining:
   To work with dining services to help make meals and the dining atmosphere more enjoyable
E.) Technology:
   To look at the growing technology uses and concerns at Paul Smith’s College for the students, faculty, and administration

Section 3
Committee Chairs may recruit more people to help with each committee but these committee members are not members of the executive board.

Section 4
The Executive Board may add to or alter the committees to best support the community at any time.

Article II
Awards

Section 1
The Student Government Association (SGA) is responsible for initiating the selection of Faculty Advisor, Faculty Member, and Staff Member of the Year awards.
Clause 1: These selections will be made by the student body. The majority vote decides the outcome.

Clause 2: The awards winners are to be revealed during the May Commencement Ceremony.

Section 2

The executive board members of SGA are responsible for selecting a Club of the Year and a Club Advisor of the Year.

Clause 1: These selections will be made by a majority vote of the executive board.

Clause 2: The winners will be announced during the Spring Scholarships and Awards ceremony.

Article III
Parkin g Ticket Appeals

Section 1

The executive board of the Student Government Association (SGA) will hear any parking ticket appeals students wish to present.

Clause 1: All parking ticket appeals will be heard after adjournment of the public meeting.

Clause 2: The students will provide both a verbal and written statement explaining the situation and at this time, the executive board members will have the chance to ask questions to figure out any further details that may be critical to their decision.

Clause 3: The decision to reverse the ticket must be unanimous among executive board members, otherwise the ticket stands. The student will be informed of the decision via campus mail in a letter written by the Secretary.

Article IV
Irregular and Temporary Positions

The Student Government Executive Board will be given the authority to appoint non-voting “consultants” to serve at the pleasure of the Executive Board. Student Government “consultants” will be appointed based on the articulation or understanding of their individual particular need. “Consultants” appointed through this article can be impeached by a majority vote of the Executive Board.
Paul Smith’s College  
Student Government Association  

CONSTITUTION  
Updated: Spring 2011

Preamble

We, the people of Paul Smith’s College, located in Paul Smiths, New York, declare that the object and intent of this organization is to foster a spirit of democratic cooperation among the student body, to coordinate the aims and purposes of the students with those faculty and administration, to promote school pride, to initiate and encourage student activities and to insure an equitable solution of all student problems.

Article I  
The Organization

Section 1
The name of the organization shall be the Student Government Association (SGA) of Paul Smith’s College

Section 2
The purpose of this organization will be to hear and research the feasibility of requests made by the student body of Paul Smith’s College. It is also this organization’s duty to act as a liaison between the students and the faculty/staff and administration.

Article II  
Officers

Section 1
The officers of the Student Government Association (SGA) will be the President, Vice President, Secretary, Treasurer, Freshmen Class President, Sophomore Class President, Junior Class President, and Senior Class President. These officers will make up the executive council of SGA. The student body will elect the positions of President, Vice President, Secretary, and Treasurer at large. The respective classes will elect the class presidents.

Section 2
As with all student clubs and organization, SGA will have a staff advisor. This advisor position will be filled by the Coordinator of Student Activities.

Section 3
The limitations and qualifications of the officers are as follows:

Clause 1: In order to be elected President or Vice President, one must reside on campus and be a student for 2 semesters following the election.
Clause 2: Presidential candidates must have had exposure to Student Government (such as meeting attendance) prior to appearing on the ballot.

Clause 3: In order to be elected Secretary, Treasurer, or a Class President, one must reside on campus.

Clause 4: Each officer must be in good academic standing with the college and have a minimum GPA of 2.0 at the end of the first semester in office or a cumulative GPA if the candidate has completed more than one semester.

Clause 5: No officer may be on disciplinary probation or suspension from the college. They will not be allowed to finish their term as an officer.

Section 4
If any of these qualifications are not met, a student’s name will appear on the election ballot.

Section 5
Any resignation of an officer will be communicated through the President and shall be presented to the audience at the next public meeting. A campus wide election will follow according to annual election procedure.

Section 6
In the case of a Presidential resignation, the Vice President will assume the role of the President. The Vice President position will be filled as per Article II, Section 5.

Section 7
The terms of office for all positions will be over at the end of the Spring semester of every school year.

Section 8
Any officer may be reelected to any position with the exception of the Class Presidents, who must advance with their year.

Section 9
The current President will serve as President until a new one is elected. In the event the current President does not return to PSC, the Vice President will assume the role and an election will take place to fill the Vice President position as per Article II, Section 4.

Article III
Election of Officers

Section 1
All Student Government Association (SGA) officers must be elected.

Section 2
The elections will be held in the Spring Semester and will be completed before the end of April with the exception of the Freshmen Class President whose election will take place within the first month of the Fall Semester.
Section 3
All candidates must obtain 50 signatures.

Section 4
All candidates must submit a brief (at least one paragraph) letter of intent to the advisor explaining why they are running in order for their name to appear on the ballot.

Section 5
All candidates must give a speech at the designated meeting preceding the election.

Section 6
In order to be placed on the ballot, each candidate must fill the requirements listed in Article II, Section 2.

Section 7
There will be no campaigning until the ballot is finalized. There will be no campaigning visible from the designated election site. Campaigning includes signs, speeches, and other forms of media, which can levy a person’s vote.

Article IV
Impeachment and Removal of Officers

Section 1
If an officer has been found to act against the Student Government Association Constitution or the Paul Smith’s College Code of Conduct, the officer will be asked to resign or will be removed from office by a majority vote of the executive board.

Section 2
An election will follow any position vacancies as per Article II, Section 5 to replace the officer.

Article V
Duties of the Officers

Section 1
The duties of all officers are as follows:

Clause 1: Act as a role model and model student for other students to follow.
Clause 2: Carry out all duties in a timely and responsible manner.
Clause 3: Complete tasks that have been assigned by another officer.
Clause 4: Assure oneself of a successful education over all other duties while in office.
Clause 5: Take on at least one community enhancing campus project over a reasonable period of time and assure its completion.

Section 2
The duties of the President are as follows:
Clause 1: Represent the student body as a whole and not to favor any one class, major, ethnic group or political party in any way.

Clause 2: Act as the main liaison between the student and faculty and administration of the college.

Clause 3: Chair the public meetings held for the student body.

Clause 4: Prepare the agenda for the executive board meeting held each week.

Clause 5: Aid the campus staff in the conduct of students if need arises or in the time of an emergency.

Clause 6: Meet with the advisor at least once a week to be updated on the campus news.

Clause 7: Oversee the other officers for assurance of a complete and thorough job.

Clause 8: Ensure the requirements of the constitution and by-laws are carried out to their fullest extent.

Clause 9: Act as an ex-officio member of all committees set forth by this constitution.

Section 3
Duties of the Vice President are as follows:

Clause 1: Assume all duties of the President in his/her absence.

Clause 2: Chair one Student Government Association (SGA) committee.

Clause 3: Oversee the actions of all committees set forth by Student Government.

Clause 4: Advertise public meetings and upcoming SGA events.

Clause 5: Report to club Presidents and advisors any decisions made about that organization in the absence of its representative.

Section 4
Duties of the Secretary are as follows:

Clause 1: Meet with the advisor at least once a week.

Clause 2: Record and distribute the minutes of each meeting to the officers and advisors prior to the next meeting’s start.

Clause 3: Keep an organized and easily accessible file on all correspondences.

Clause 4: Assist Vice President with advertising public meetings and other SGA events.

Clause 5: Chair one SGA committee.

Clause 6: Handle all publicity for SGA activities.

Clause 7: Check the e-mail account and inform all officers and advisors during meetings of any pertinent information.

Clause 8: Keep the attendance records of all SGA meetings and report any relevant information to the Treasurer.

Section 5
Duties of the Treasurer are as follows:

Clause 1: Maintain all financial accounts of the clubs and SGA.

Clause 2: Provide financial reports to the advisor and President when necessary.

Clause 3: Meet with the advisor at least once a week to discuss budget status.
Clause 4: Assess the necessary fines on club budgets due to missed meetings and other disciplinary reasons.
Clause 5: See that funds allocated to clubs are being used responsibly and appropriately.
Clause 6: Chair one SGA committee.

Section 6
Duties of the Class Presidents are as follows:

Clause 1: Act as the leader of the respective class.
Clause 2: Each Class President must hold a fundraiser to support their own Senior Class Gift in accordance with the yearly goal set by SGA.
Clause 3: Carry out duties assigned by the President or Vice President to the best of their ability.
Clause 4: Be the main source of contact for the respective class and SGA as well as faculty, staff, and outside connections.
Clause 5: Chair one SGA committee.

Article VI
Meetings

Section 1
A public meeting will be held in a common and accessible location bi-weekly or more often as deemed necessary by the executive board. This time and place should remain consistent throughout the academic year unless outside circumstances cause a need for change. Meetings will be held from the second week of classes to one week prior to graduation. There will be no meetings held over vacations or during final exam weeks.

Section 2
There will also be a weekly executive board meeting to discuss information that is not pertinent to a public meeting. This should be held at the convenience of the executive board.

Section 3
The meetings will be governed by Robert’s Rules of Order. The specific rules of the meetings are as follows:

Clause 1: Any plan to be acted upon must first be placed through a series of motioning.
Clause 2: Any person on the floor may make a motion.
Clause 3: Another person on the floor must second all motions.
Clause 4: Another subject of discussion will not begin until a formal close to the previous discussion has taken place.
Clause 5: To close a subject of discussion it must be withdrawn by the person who made the original motion, tabled until the next meeting, or decided by conclusive action of the voting members.
Clause 6: The minutes of the previous meeting must be approved by a majority vote.
Clause 7: All major decisions on plans to be acted upon must go through a majority rules vote. The voting body of the decision making process will be made up of the audience present at
that public meeting. The executive board may not vote unless there is a tie. In this case, all members except the President take part in the voting process.

Article VII
Amending the Constitution and By-laws

Section 1
The Constitution of this organization is able to be amended by a majority of the total votes cast by the students of Paul Smith’s College. All amendment proposals must be advertised for one week before a vote on the issue takes place. A discussion at the public meeting will take place for all to comment on the proposal. The advisor must approve all amendment proposals. A full executive board recommendation must be reached and given to the student body at least one week before the voting occurs.

Section 2
The Constitution and by-laws must be reviewed for amendment by the President and advisor at least every three years to assure it meets the needs of students over a changing time.

Section 3
The Student Government will be given the discretion to decide how votes will be called and conducted on each particular issue. The Executive Board will propose the most practical and appropriate voting style (per issue) during executive sessions and then will be responsible for disseminating the proposal to the student body. Dissemination of the proposal must take place at least one week before the Executive board renders it’s decision on said proposal. The fitness of said proposal will be determined by a majority vote of the Executive Board at the next regular meeting. Voting shall take place as prescribed by the outcome of the Executive Board’s decision.