



Constitution

of the

Student Activities Commission

at

Georgetown University



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Preamble

We, the members of the Student Activities Commission, do hereby establish this Constitution in order to fulfill our mission to the greatest extent.

Article I - Name

The name of this organization will be the Student Activities Commission, henceforth referred to as SAC or Commission.

Article II - Purpose

SAC is a group of undergraduate students, appointed in accordance to processes outlined in this Constitution, that functions as an advisory board to the Vice President of Student Affairs. SAC supervises the overall administration and effectiveness of student organizations and all activities under its jurisdiction.

Duties and Responsibilities

- A. To support the growth and development of student groups and activities at Georgetown University consistent with University policies,
- B. To develop policies and procedures involving student activities and funding,
- C. To approve budgets and review financial affairs of student organizations and activities,
- D. To grant and terminate student organizations' access to benefits,
- E. To oversee the use of space made available to student organizations, whether for meetings or storage,
- F. To review complaints submitted by community members in relation to student organizations under SAC, as outlined by the Student Organization Standards.
- G. To uphold and abide by all University policies.

Article III - Membership

- A. Commissioners shall make up the voting membership of SAC. The voting membership of SAC shall consist of no fewer than nine undergraduate students. The number of commissioners may be determined at any time by a 2/3 majority of Commissioners present, or at the discretion of the Chair
- B. Commissioners shall be selected each semester. Terms of office are for one (1) year for new commissioners, and one (1) semester for returning commissioners.
- C. Chair Appointment: Any voting member of SAC in good standing may apply to serve a one (1) year term as SAC Chair. The contents of the application will be decided by the sitting Chair. Every candidate shall make their Chair application public. Each group advised by SAC shall have the opportunity to cast one (1) vote for a candidate for the Chair position. The applicant receiving the most votes will be elected SAC Chair. In the event of a tie, a run-off election will be held between the tied candidates.
- D. Vice Chair Appointment: The Vice Chair of SAC shall be elected by and from the voting membership of SAC at a full meeting of the commission. Vice Chairs will serve one (1) semester terms, with the ability to be re-elected. The vote should take place at the end of the semester preceding the term in question. For semesters when there is also a Chair election, the Vice Chair shall be elected after the Chair election.
- E. A staff member of the Center for Student Engagement, (henceforth referred to as CSE), determined by the Director of Student Engagement shall serve on the Commission in an advisory role.
- F. A non-voting Secretary will be appointed by the Chair in consultation with the appointed Advisor from CSE and the Vice-Chair, to serve the administrative duties of the Commission as listed below.

Article IV - Position and Officers

A. The Chair shall:

- a. Preside over and facilitate discussion and deliberation impartially during all meetings of SAC,
- b. Serve as liaison between the University community and SAC,
- c. Ensure that the responsibilities of the SAC enumerated in this Constitution are faithfully executed,
- d. Prepare an Agenda for each meeting,
- e. Have the authority to call additional meetings of SAC as needed,
- f. Establish committees to address and investigate concerns of SAC,
- g. Assign organizations to Commissioners,
- h. Appoint a Secretary in consultation with the CSE Advisor and the Vice Chair,
- i. Convene the Selection Committee to select new commissioners, and re-appoint commissioners for additional terms,
- j. Design and publish the Chair Application in accordance with Article III Section C.

B. The Vice-Chair shall assume all duties of the Chair in their absence or as assigned. Additionally, the Vice-Chair will be responsible, with approval from the current chair, for submitting Performance Reviews of each Commissioner to the Chair. The Performance Reviews will be an assessment of the effectiveness of commissioners in fulfilling SAC responsibilities, including but not limited to attendance at meetings, compliance with deadlines, and service on Committees established by the Chair under Article IV. Section A Point 5. The Performance Reviews will include a recommendation to the Chair for whether or not to reappoint a returning Commissioner.

C. The Secretary will:

- a. Maintain the official minutes of SAC and such files and records as SAC shall direct,
- b. Release the official minutes of SAC in a prompt manner,
- c. Perform other duties as assigned by the Chair.

D. Commissioners will:

- a. Represent the interests of undergraduate students at Georgetown University, who are the sole contributors and sole beneficiaries of the Student Activities Fee.
- b. Attend meetings of SAC as well as other Official Functions,
- c. Maintain Office Hours as seen fit by the Chair with consent of the Commission,
- d. Perform other duties as assigned by the Chair,
- e. Enforce University and SAC policies as they relate to student organizations.

Article V - Procedure

A. Meeting Procedure and Protocol

- a. SAC shall convene once per week at regularly scheduled times during the academic year, as determined by the commission.
- b. Presentation and deliberation during meetings of SAC shall be open to observation by members of the University community. Under extraordinary circumstances, SAC reserves the right to enter into executive session, which will be open only to the Commissioners, Chair, Secretary, the appointed CSE Advisor, and any other individuals requested by SAC. Any individual may request that SAC hold a vote to move into executive session. A motion to move into executive session must receive support by a 3/4 majority in order to pass.
- c. A quorum of one-half (1/2) of the Commissioners must be present for all meetings.
- d. The format and layout for the conduct of the meeting will be established by the Chair with the advice and consent of the voting members of the Commission.

B. Voting

- a. All motions, except those for amendments to this Constitution , or otherwise stated within said Constitution or Budget Guide, shall be carried by a majority vote of voting members present.
- b. No member may vote by proxy.
- c. No votes may be cast while in executive session.
- d. Results of voting shall be reported in the following terminology:

Motion Passes	The event and/or funding is approved in accordance with the motion set forth.
Table	The supporting information on the event and/or funding is inadequate or problematic. More information is needed for a vote at a future meeting.
Table Indefinitely	A majority of SAC voted that some aspect of the proposal is inherently unacceptable to University or SAC protocol, policy, or practice. SAC declines re-hearing or amending the proposal.

- e. Any abstentions not related to a conflict of interest or an absence will require an explanation from the Commissioner.

C. Selection of Commissioners

- a. As outlined in Article III, members of SAC will be selected by a Committee, known as the Selection Committee. The Selection Committee will be convened by the SAC Chair, and headed by the Vice Chair. Membership of the Committee will consist of the Vice Chair, the Chair, the incoming Chair (when applicable), and other commissioners appointed unanimously by the aforementioned. Only commissioners not reapplying for an additional term may be appointed. The current Chair may also invite other relevant members of the University community to consult with the committee in a non-voting capacity at their discretion. The Selection Committee will be seated each academic semester.
- b. The Selection Committee shall be responsible for collectively establishing a process to review applicants, including parameters for qualifications. The selection committee will also be tasked with making all final new commissioner selections by majority vote. New applicants will be evaluated by the New Commissioners Subcommittee, whose membership is not restricted to non-returning commissioners. Members will be appointed by the Chair, and will issue a recommendation for each applicant reviewed.
- c. Commissioners wishing to reapply for additional one (1) semester terms on SAC will also be evaluated by the Selection Committee. When approving returning commissioners, the Selection Committee will consider the Commissioner's re-application form and the Semester Evaluations and recommendations submitted by the groups the

Commissioner represented. The Committee will be tasked with writing a Performance Review, concluding with a recommendation regarding a returning Commissioner's reappointment. Performance Reviews shall be approved by a simple majority vote and submitted to the Chair by the Vice Chair.

- d. While the Chair holds final authority on the reappointment of Commissioners, the Chair may not overturn a recommendation by the Selection Committee to *not reappoint* a Commissioner.

E. Removal and Censure of Members of the SAC

- a. Any member of SAC found in violation of SAC's Constitution, Mission, or other rules, or who accumulates three unexcused absences from regularly scheduled meetings, may be removed from office or censured by the following process:
 - i. A written request, signed by at least three voting members of SAC for dismissal or censure is submitted to the Chair,
 - ii. The Chair notifies the party in question and places the issue on the agenda, asking the party to be prepared at the next meeting to speak in their defense,
 - iii. A two-thirds (2/3) majority of voting members is required to remove or censure a Commissioner.

F. Replacement

- a. Should a Commissioner resign or be removed, and SAC remains above the minimum number commissioners outlined in Article III Section A, the Chair may re-assign groups as needed.
- b. If membership on the Commission drops below the required number, the Chair will fill the vacancy with procedures outlined in Article V Section D of this Constitution.

Article VI - Finances

- A. Upon the closing of each fiscal year, student organizations under SAC's advisement shall have the balance of their Cost Centers credited or debited to the SAC Reserve account unless otherwise authorized by SAC
- B. All SAC allocations shall be consistent with all rules governing proper use of the Student Activities Fee, as stipulated by University policy or by the student body via referendum.

Article VII - Amendments and Bylaws

This Constitution is binding to all members of the Student Activities Commission.

- A. Amendments to this Constitution and bylaws shall be subject to SAC approval of three fourths (3/4) of the voting membership of the Commission. Therefore, three-fourths (3/4) of the Commission must be in attendance to amend the Constitution or to approve the bylaws.
- B. Amendments are subject to the approval by the Vice President for Student Affairs or their designate.

Bylaws

1. Conflicts of interest will be an impeachable offense using procedures outlined in Article V Section E. A conflict of interest is defined as any arrangement whereby a member of SAC could, based on their affiliation with SAC, provide an unfair advantage to the commission itself, or any other organization, or individual. Commissioners who concurrently serve on the Board of an organization under in SAC's portfolio must absent themselves from the room, while votes and discussion concerning said organization are taking place. Regardless of board affiliation, no Commissioner shall vote on any motions that involve organizations that they are members of. Additionally, no commissioner may vote on matters concerning SAC in any external body, unless they are serving in that body as SAC's designated representative.
2. SAC shall adopt a binding system of budget allocation and event approval for student groups and review it each fiscal year. The rules set forth in the funding guide may be suspended for a particular event by a simple majority vote of the Commission. SAC may also consider amendments to the Budget Guide over the course of the Fiscal Year.

Approved: October 24, 2017

Revised:

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