

THE BYLAWS OF THE MARIST COLLEGE STUDENT GOVERNMENT ASSOCIATION

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MARIST COLLEGE STUDENT GOVERNMENT ASSOCIATION BYLAWS

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Article I Name

The name of this organization shall be known as the Marist College Student Government Association.

Article II Purpose

Marist College must be dedicated to fulfilling student needs, to raising expectations, and to committing members with both practical skills and the moral direction with which they might someday, somehow, change the world for the better. Marist students must be believers in themselves, open to others, and above all practical active pursuers to their own good of the College. To these principles, we pledge ourselves, and we establish this Student Government, that it might remind us of the College's obligations, and of our own duties. May it direct our course, animate our spoken words, give meaning to our fights and battles, and guide us in resolute pursuit of our ends.

Article III Executive Branch

Section 1

General

- A. The Executive Branch of the Marist College Student Government Association shall be known as the President's Cabinet. The President's Cabinet will be referred to as the "Cabinet."
- B. The President's Cabinet is responsible for advising the Student Body President on topics that may affect campus issues and Student Government Association operations.
- C. The Cabinet shall act as the cabinet to the Student Body President and report to him/her on issues concerning their respective positions.
- D. The Cabinet can only advise on issues and has no official voting power.
- E. The Student Body President may call for a vote of record of Cabinet, but has no obligations to follow the decision of the board in the vote.
- F. No member of the Cabinet or the Student Government Association as a whole may hold any other positions in the Student Government Association.
- G. Presidential committees may be formed by the Student Body President to investigate matters of student interest. Such committees are ad hoc, and will terminate the day of transition into the new Administration.
- H. All members of the Cabinet must learn all paperwork-involving requests for funds through college-operated accounts.
- I. All members of the Cabinet shall check their Marist email account and Student Government mailboxes on a regular basis.

Section 2

Office Hours

- A. All members of the Cabinet are required to hold at least six (6) office hours per working week. Members must be available and present in the Student Government Association office during these hours.
 - 1. If a member cannot hold their office hours for that day, they will notify a Student Government Association Office Assistant (SGAOA) or Student Government Association member in the office at that time.
 - 2. The SGAOA or Student Government Association member will post a note saying the member is not available at that time.
 - 3. The SGAOA or Student Government Association member will write a memo to the Executive Vice President explaining the situation.

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- B. Office hours should not be scheduled during Cabinet or Senate meetings, or during individual board meetings.
- C. Office hours will be submitted to the Executive Vice President before the end of the second full week of the semester.
- D. Office hours may be changed with notice to the Executive Vice President.
- E. A copy of the office hours will be posted inside the Student Government Office.
- F. Failure to honor posted office hours on a continuous basis may result in impeachment and removal from office.

Section 3

Executive Council Budgets

- A. The Student Life Council will request a budget through the Financial Board.
- B. The following councils will be allotted funds directly from the activity fee:
 - 1. Public Relations Committee
 - 2. Student Academic Council
 - 3. Club Affairs
 - 4. Student Programming Council
- C. Student Government Association members will use funds judiciously and will not request more funds than necessary for the council.
- D. The designated official within each council will handle the requesting of budgets in accordance to their Bylaws.
- E. The Executive Vice President will oversee the budget process for the Student Life Council and the Student Academic Council and will be notified of allotments to the Public Relations Committee and Club affairs Council.
- F. All councils requesting funds through the Financial Board will follow the same procedures as outlined for the clubs requesting funds.
- G. No Student Government Association Council will be given special treatment in any way during the budget process.

Section 4

President's Cabinet

A. Student Body President

- 1. Shall be a full time undergraduate student enrolled at Marist College. The Student Body President shall serve for one administrative term, during which they must maintain their undergraduate status in good standing.
- 2. Is ultimately responsible for the business conducted by the Student Government Association.
- 3. Will act in accordance with the best interests of the Student Government Association and the student body at large.
- 4. Will act to ensure that all business within the Student Government Association is in accordance with these Bylaws and the Constitution.
- 5. In addition to attending regular Cabinet and Senate meetings, will meet:
 - i. Regularly with the Vice President of Student Affairs, and the Administrative Advisors of both the Cabinet and Senate.
 - ii. With the Student Life Committee of the Board of Trustees, if possible.
 - iii. With the Board of Trustees, if possible.
 - iv. When meetings of the Advisory Committee on Sexual Assault are scheduled.
 - v. When requested by an administrative member or committee, or any faculty or Board of Trustee Committee.
 - vi. Regularly with the faculty advisors to the Student Government Association.
 - vii. Weekly with the Executive Vice President, Speaker of the Senate and Chief Justice.
- 6. Will report on specific student issues to the Student Life Committee of the Board of Trustees.

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7. Will author a State of Campus report at the three-quarter mark their Administration; preferably in the winter intersession.
 - i. This report will descriptively outline the events, issues, accomplishments, and future plans of the administrators, staff, and faculty, and made available to students.
 - ii. This report will be submitted to the Dean of Student Affairs for approval and will be distributed to the Trustees, administrators, staff, and faculty, and made available to students.
8. Will make a State of the Campus address to the student population before the end of his/her term of office. This will be broadcasted through all available forms of Marist Media.
9. Will approve the archive of all Student Government Association files from their Administration at the end of their term.

B. Executive Vice President

1. Will serve as the Chief of Staff for the Executive Branch of the Student Government Association.
2. The Executive Vice President is responsible for all activities regarding the Student Government Association office. This includes scheduling meetings, managing the Student Government Association Office Assistants, and the cleanliness and appearance of the office.
3. The Executive Vice President is responsible for assisting the Student Body President in ensuring the completion of assigned tasks by Student Government Association members, boards, and committees.
4. He/She will chair all meetings in the absence of the Student Body President.
5. He/She will inform all members of the Cabinet the date and time of the Cabinet meetings.
6. The Executive Vice President will distribute Cabinet, Senatorial, and committee binders before the end of the second week of a semester.
 - i. He/She is responsible for the maintenance of all material in the binder.
 - ii. He/She shall be responsible for ensuring the binders are turned over to new Student Government Association members during the transitional period.
7. The Executive Vice President, with the input of the Student Body President, will hire all Student Government Association Office Assistants (SGAOA) for work in the Student Government Association office.
 - i. He/She will ensure SGAOAs are only hired after filling out an application and submitting two letters of recommendation.
 - ii. He/She will interview all potential Student Government Association Office Assistants before hiring.
 - iii. He/She will ensure that the Student Government Association Assistants are performing all work in accordance with their job descriptions that are set out by the Executive Vice President at the beginning of their term.
 - iv. He/She has the authority to terminate the employment of any Student Government Association Assistants that are not performing work in accordance with their job descriptions.
 - (1) The Student Body President must approve of the Executive Vice President's decision to terminate a SGAOA.
 - (2) Terminations of SGAOAs are effective immediately.
 - (3) The Student Government Association Office Assistants have the option of appealing their termination to the Judicial Board of the Student Government Association if it meets the required criteria.
 - (4) Student Government Association Office Assistants will not work during the appeal process until a decision is rendered.
8. The Executive Vice President will ensure all eligible Executive councils request funds through the Financial Board
9. Will handle the purchase and distribution of office supplies for the office.

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10. Shall assume the duties of the Student Body President should that office be vacated or the Student Body President is incapacitated.
11. Whenever the Student Body President transmits to the Speaker of the Senate his/her written declaration that he/she is unable to discharge the powers and duties of the office, and until he/she transmits to them a written declaration to the contrary, such powers and duties shall be discharged by the Executive Vice President as Acting Student Body President.

C. Executive Assistant

1. Shall serve as the Chief Student Government Association Office Assistant.
2. Shall assist the Executive Vice President and Speaker of the Senate in the preparation of meeting agendas for the Cabinet and the Senate.
3. Will record and prepare minutes of all official Cabinet and Senate meetings as established by the Student Body President at the beginning of the Administration.
4. The Executive Assistant will keep and maintain a master copy of all minutes on the Student Government Association's shared drive and submit it to be archived in said shared drive at the end of the Administration.
5. Shall scan a copy of all official Student Government Association paperwork into the Student Government shared drive.
6. Shall forward a copy of all passed legislation to the Office of the Vice President of Student Affairs within three working days of passage for review.
7. Shall assist the Student Body President with anything he/she needs that pertains to the duty of that office.

D. Chief Financial Officer

1. Shall oversee the allotment of funds to student organizations in accordance with the policies and guidelines enumerated in the Financial Board Guidelines and Procedures of Student Organizations.
2. Will determine, with the input of the Director of Student Activities, a timeline for budget allocations for each semester before the date of midterm exams.
3. Will communicate this timeline and all information regarding budgets and finances to clubs via written notice, the Student Government Association website, voicemail, e-mail, club councils, and any other effective means of communication.
4. All financial requests will be submitted to the Cabinet for review before being brought to the Senate.
 - i. The President's Cabinet has no power to reject budgets or additional allocations, but may make suggestions to the CFO to reconsider certain allotments. Should the CFO reconsider certain allotments, they must be reviewed by the Financial Board and then returned to the Cabinet unless otherwise motioned.
 - ii. The Chief Financial Officer will then present all budget allocations to the Senate for approval. The Senate must either approve or reject budgets as a whole.
 - iii. Budgets are approved with a majority vote of the Senate.
5. The CFO will hold a seminar regarding club finances with the assistance of the Director of Student Activities once every semester.
6. Shall provide the President's Cabinet and the Senate with an update on the current balance of the Student Government Association's accounts and cash flow statements at the first meeting of every month.
7. Must have a firm grasp of all paperwork involving club affairs and requesting funds from college-controlled accounts.
8. Is responsible for the appointment of a Deputy Chief Financial Officer (DCFO), upon approval of the Senate.
 - i. The DCFO shall be as familiar with the position and the financial process as the CFO in order to assist in daily operations.
 - ii. The DCFO shall be responsible to and report directly to the CFO.
 - iii. The DCFO shall hold office hours at the discretion of the CFO.
 - iv. Shall attend all meetings of the Financial Board.

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- v. Acting as an administrative assistant, the DCFO shall not have a vote on the Financial Board.
- vi. The DCFO will have no authority to authorize the disbursement of funds.
- vii. Financial board members may apply for the position of DCFO.
- viii. In the event that the CFO can no longer carry out the duties of the office, either by resignation or impeachment, the DCFO shall become acting CFO until a permanent CFO can be appointed.
 - (1) The CFO can give temporary power to the DCFO should he/she decides to study abroad or need to take a sabbatical from his/her duties.

E. Chief Information Officer

- 1. Will act as a liaison between Marist College Information Technology and Student Government.
- 2. Will act as head Webmaster of the Student Government Association website.
- 3. Will consult with the Chief of Public Affairs on the design and content of the Marist College Student Government website.
- 4. May have assistant webmasters to help design and maintain the Marist College Student Government website.
- 5. Will be responsible for maintaining the Student Government Association shared drive and making sure there is an archive of all files created during the administration.
- 6. Shall chair the Information Technology Council.
- 7. Will serve as a learning resource to all members of Student Government concerning matters dealing with computer technology and information processes.
- 8. Will hold a workshop/seminar in the beginning of the fall semester teaching club officers about what technology is available to them and how it may be used.
- 9. Will orient student leaders in how to use the computerized information systems needed for club functions, how to use the online priority point system, and how to use any other computer systems or software which student leaders may be required to use for Student Government or club business.
- 10. Will on a continual basis assess the current information processes of Student Government and propose improvements where needed.
- 11. Will work in coordination with the Vice President for Club Affairs in overseeing and setting standards for the design and creation of club websites.
- 12. Will meet on an as needed basis with the webmasters of the various clubs.
- 13. Will hold a seminar with the club webmasters at the beginning of the fall semester outlining the Student Government Standards for club websites.
- 14. Will report all happening, in the area of information technology weekly to the Cabinet.
- 15. Is responsible for the appointment of a Deputy Chief Information Officer (DCIO), upon approval of the Senate.
 - i. The DCIO shall be as familiar with the position as the CIO in order to assist in daily operations.
 - ii. The DCIO shall be responsible to and report directly to the CIO.
 - iii. The DCIO shall hold office hours at the discretion of the CIO.
 - iv. Shall attend all meetings of the Information Technology Council.
 - v. Information Technology Council members may apply for the position of DCIO.
 - vi. In the event that the CIO can no longer carry out the duties of the office, either by resignation or impeachment, the DCIO shall become acting CIO until a permanent CIO can be appointed.
 - (1) The CIO can give temporary power to the DCIO should he/she decides to study abroad or need to take a sabbatical from his/her duties.

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F. Chief of Public Affairs

1. Will handle all public relations and communication tasks involving the Student Government Association at the request of the Student Body President, Speaker of the Senate or Chief Justice.
2. Will handle public relations tasks and event advertising when requested by Senatorial Committees, Executive Councils and the advisors.
3. The Chief of Public Affairs will issue press releases regarding Student Government Association events, meetings, and pertinent issues to campus media sources when appropriate.
4. Will produce e-mails to be forwarded to the Vice President/Dean of Student Affairs to be released in the form of "MAR-STU" emails.
5. Will setup special events to improve the relations of the Student Government Association with the Marist community
6. Will attempt to obtain internal and external media coverage of all special Student Government Association events.
7. The Chief of Public Affairs will handle all publicizing activities regarding Student Government Association elections and expand those efforts in every way possible to increase voter turnout.
8. Will oversee the collection of materials and information from Student Government Association members in the event that a member of The Circle cannot be present at weekly meetings.
 - i. Will arrange space in The Circle for Student Government Association information at the beginning of each semester.
 - ii. Will reconfirm this commitment each week with the Editor in Chief of The Circle.
 - iii. Will set a due date for all material to be submitted to The Circle.
 - iv. Will order all submitted material in order of importance.
9. Will chair the Public Affairs Committee (PAC).
10. Will operate under the policies and guidelines enumerated in the Bylaws for the Public Affairs Committee.
11. The Chief of Public Affairs will maintain a section of the Student Government Association's shared drive for all Student Government Association publicity which will be archived at the end of the administration.
12. Is responsible for the appointment of a Deputy Chief of Public Affairs (DCPA), upon approval of the Senate.
 - i. The DCPA shall be as familiar with the position as the Chief of Public Affairs in order to assist in daily operations.
 - ii. The DCPA shall be responsible to and report directly to the Chief of Public Affairs.
 - iii. The DCPA shall hold office hours at the discretion of the Chief of Public Affairs.
 - iv. Shall attend all meetings of the Public Affairs Committee.
 - v. Public Affairs Committee members may apply for the position of DCPA.
 - vi. In the event that the Chief of Public Affairs can no longer carry out the duties of the office, either by resignation or impeachment, the DCPA shall become acting Chief of Public Affairs until a permanent replacement can be appointed.
 - (1) The Chief of Public Affairs can give temporary power to the DCPA should he/she decides to study abroad or need to take a sabbatical from his/her duties.

G. Elections Commissioner

1. Shall serve as the head of the Elections Commission and will carry out all elections of the Marist College Student Government Association.
2. Shall report directly to the Student Body President.
3. Shall meet with the Student Body President, Speaker of the Senate and the Chief Justice regularly during the election cycle.

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4. Shall meet with the Student Body President, Speaker of the Senate and the Chief Justice before the start of the election information sessions to confirm the policies enumerated in the Marist College Student Government Association Document of Campaign Regulation for each election cycle.
5. Will act in accordance to Article VIII of these bylaws.
6. Will enforce all policies enumerated in the Marist College Student Government Association Document of Campaign Regulation.

H. Parliamentary

1. Unless suspended, will run all Student Government Association meetings according to Robert's Rules of Order, Newly Revised.
2. Will insure that Student Government Association members act in accordance to the guidelines outlined in these bylaws.
3. Will give a presentation at the beginning of each Administration regarding parliamentary procedure, if so asked by the Student Body President.
4. Shall annually oversee the revisions to be made to the Student Government Association Constitution and Bylaws.

I. Vice President of Academic Affairs

1. The Vice President of Academic Affairs is responsible for researching and bringing to the table academic concerns of both residents and commuter students.
2. Will report all happenings in the area of student academics weekly to the Cabinet.
3. Will report business conducted by the Academic Affairs Committee to the Cabinet.
4. Shall chair the Student Academic Council (SAC).
5. Will organize and host the Faculty of the Year Award.
 - i. Students will have the opportunity to nominate faculty members at during the Spring Student Government elections.
 - ii. The nominations will be tallied and six department awards will be presented to the faculty member with the most votes for each school or division. An overall award will be presented to the full time faculty member with the most votes out of everyone. An overall award will also be presented to the adjunct faculty member with the most votes out of that pool.
 - (1) Faculty is defined as professors teaching at least one class and this includes adjuncts.
 - (2) At the occurrence of a tie, an interview of credentials and service to Marist will take place. A full SAC board will decide tiebreakers based on the interview answers. The Vice President of Academic Affairs, SAC representatives of the prospective department, and others appointed to the task shall conduct the interview.
 - iii. Faculty will be made aware of winning the award through an official letter written by the Vice President of Academics.
 - iv. The award ceremony will be held prior to the Student Government Association Transition Banquet in April.
 - v. The name of the Faculty of the Year award winner will be added to the perpetual plaque.
6. The Vice President of Academic Affairs and the Student Academic Council shall operate under the policies and guidelines enumerated in the Bylaws for the Student Academic Council
7. Is responsible for the appointment of a Deputy Vice President of Academic Affairs, upon approval of the Senate.
 - i. The Deputy Vice President of Academic Affairs shall be as familiar with the position as the Vice President of Academic Affairs in order to assist in daily operations.
 - ii. The Deputy Vice President of Academic Affairs shall be the student representative to the Core Curriculum Committee

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- iii. The Deputy Vice President of Academic Affairs shall be responsible to and report directly to the Vice President of Academic Affairs.
- iv. The Deputy Vice President of Academic Affairs shall hold office hours at the discretion of the Vice President of Academic Affairs.
- v. Shall attend all meetings of the Student Academic Council.
- vi. Student Academic Council members may apply for the position of Deputy Vice President of Academic Affairs.
- vii. In the event that the Vice President of Academic Affairs can no longer carry out the duties of the office, either by resignation or impeachment, the Deputy Vice President of Academic Affairs shall become acting Vice President of Academic Affairs until a permanent replacement can be appointed.
 - (1) The Vice President of Academic Affairs can give temporary power to the Deputy Vice President of Academic Affairs should he/she decides to study abroad or need to take a sabbatical from his/her duties.

J. Vice President of Athletic Affairs

- 1. The Vice President of Athletic Affairs will act as a liaison between Marist College Athletics and the Student Government Association.
- 2. The Vice President of Athletic Affairs is responsible for researching and bringing to the table concerns of both varsity and non-varsity athletes on campus.
- 3. Will chair the Athletic Affairs Committee.
- 4. Will work towards maintaining high levels of membership and participation in the Intramural and Club Sports programs throughout the year.
- 5. Will act as the Student Director of the Intramural Program.
- 6. Will be a voting member of the Standing Committee Meeting on Athletics.
- 7. Will work in cooperation with the athletic administration in the McCann Center as well as the Student Affairs Division.
- 8. The Vice President of Athletic Affairs will regularly confer with the Sports Club Representative from the Club Affairs Council, on issues that relate to both positions.
- 9. Will meet regularly with the Director of the Intramural and Club Sports Program and the Assistant Athletic Director for Internal Affairs/Senior Athletic Director.
- 10. Will attend Captain's Council Meetings.
- 11. Will work closely with the Intramural Representative for all sports.
- 12. Will report the events and concerns of all the members of the Athletic Affairs Committee.
- 13. Will operate under the policies and guidelines enumerated in the Athletic Affairs Committee Bylaws.
- 14. Will report all happenings in the area of athletics, weekly, to the Cabinet.
- 13. Is responsible for the appointment of a Deputy Vice President of Athletic Affairs, upon approval of the Senate.
 - i. The Deputy Vice President of Athletic Affairs shall be as familiar with the position as the Vice President of Athletic Affairs in order to assist in daily operations.
 - ii. The Deputy Vice President of Athletic Affairs shall be responsible to and report directly to the Vice President of Athletic Affairs.
 - iii. The Deputy Vice President of Athletic Affairs shall hold office hours at the discretion of the Vice President of Athletic Affairs.
 - iv. Shall attend all meetings of the Athletic Affairs Committee.
 - v. Athletic Affairs Committee members may apply for the position of Deputy Vice President of Athletic Affairs.
 - vi. In the event that the Vice President of Athletic Affairs can no longer carry out the duties of the office, either by resignation or impeachment, the Deputy Vice President of Athletic Affairs shall become acting Vice President of Athletic Affairs until a permanent replacement can be appointed.

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- (1) The Vice President of Athletic Affairs can give temporary power to the Deputy Vice President of Athletic Affairs should he/she decides to study abroad or need to take a sabbatical from his/her duties.

K. Vice President of Club Affairs

1. The Vice President of Club Affairs is responsible for researching and bringing to the table concerns of all campus clubs.
2. Will chair the Club Affairs Board (CAB).
3. Shall conduct a review of all clubs before the end of the second month of each semester unless the Senate grants an extension by majority vote.
 - i. Club review will cover all clubs chartered by the Student Government Association and will include progress and status reports as well as discipline reports. Club review should be presented to the Student Government Association in written format.
 - ii. The Vice President of Club Affairs will present the club review report to a Joint Session of the Student Government Association. The members of both the Senate and the President's Cabinet may ask questions and debate pertinent topics. Should the Senate feel any portion of the document is unjust, they may vote to have the Vice President of Club Affairs reconsider the report.
 - (1) If the report is not adopted by the Senate with a majority vote, it is considered a vote of no confidence of the Vice President of Club Affairs forcing his/her to either reevaluate and resubmit the document with the recommended changes or choose to stand by the original report.
 - (2) If the Vice President of Club Affairs chooses not to reconsider his/her report, the Senate may take action against this move through the Judicial Board.
 - (3) Upon reconsidering his/her report, the process is begun again.
 - iii. Any club that is sanctioned due to an incident during the club review process will be notified in writing of the violation and its corresponding sanction following the adoption by the Senate and approval of the Student Body President.
4. Will be responsible for the organizing and execution of two activity fairs.
 - i. All clubs must attend both activity fairs.
 - ii. The Fall Activity Fair will be held on the second week of the fall semester during activity hour.
 - (1) Club leaders will be notified and afforded the chance to register over summer break.
 - (2) The Vice President of Club Affairs will work with the Office of College Activities and the Student Programming Council in organizing events and entertainment for the fair.
 - (3) Should be held outside weather permitting.
 - iii. The Spring Activity Fair will be held on the second week of the spring semester during activity hour.
 - (1) Club leaders will be notified of the fair and must register before winter intercession
 - (2) Will be held in the Student Center.
5. Will be responsible for executing a Leadership Conference.
 - i. All club leaders must attend the Leadership Conference unless specifically excused for a legitimate reason by the Vice President of Club Affairs.
 - ii. The Leadership Conference will be held in the fall semester following the Activities Fair.
 - iii. Notification of the Leadership Conference should be made over summer break.
 - iv. The Leadership Conference will not run under two hours excluding the dinner following the event.
 - v. All workshops to be given at the Leadership conference are at the discretion of the Vice President of Club Affairs.

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- vi. It is strongly advised that all Student Government Association members attend the conference
- vii. Specific programs in the Leadership Conference will be oriented toward the Presidents of the Resident Student Councils. The Vice President of Club Affairs will work with the Vice President of Student Life to program for RSC Presidents.
- 6. The Vice President of Club Affairs will oversee the chartering process for new student Organizations.
 - i. Any student(s) interested in forming a new club should inquire at the College Activities Office.
 - ii. Once the Student Government Association has received notice of this inquiry, the Vice President of Club Affairs will assign the new organization.
 - (1) If the cap for that council has not been reached, the chartering process will continue.
 - (2) If the council is currently capped, the new organization will be placed on the waiting list until a spot opens up.
 - iii. The new organization will find an advisor and draft a set of bylaws.
 - iv. Once bylaws are drafted, the Vice President of Club Affairs and the College Activities Office will review them.
 - v. When the organization has drafted bylaws, found an advisor, and submitted a list of at least twelve (12) members; they must make a presentation to the Club Affairs Board.
 - vi. The student organization will then make a presentation to a Joint Session of the Student Government Association. The Senate will vote to charter the organization after this presentation.
 - vii. All newly chartered clubs are placed on a six- (6) month probationary period.
- 7. All club discipline will be given in accordance with the NOCCAR Disciplinary Matrix.
 - i. For a specific incident listed on the Matrix, the Vice President of Club Affairs will never give a sanction not specified by the Matrix for that incident.
 - ii. The Vice President of Club Affairs should use precedent in addition to the Matrix when sanctioning clubs.
 - iii. Determination of what sanction to give a club according to the Matrix is dependent on the severity of the incident.
 - iv. The Vice President of Club Affairs will consult with the Student Body President, Speaker of the Senate and the Chief Justice before issuing any sanction.
 - v. The Vice President of Club Affairs does not need Senate approval for club discipline, but may be judicially challenged on any sanction.
 - vi. Any club, organization, or person may challenge a sanction through the Judicial Board of the Student Government Association. A challenge to a sanction must still meet the eligibility criteria for a hearing outlined in Article V, Section 5 of these bylaws.
 - vii. For any incident not listed on the Matrix, the sanction will be at the discretion of the Vice President of Club Affairs after consultation with the Student Body President, Speaker of the Senate and the Chief Justice. The Vice President of Club Affairs will, after the sanction has been given, draft proposal to amend the Matrix to add that incident.
 - viii. The Vice President of Club Affairs will ensure the completion of all community service given as a sanction as explained in the NOCCAR Disciplinary Matrix.
- 8. The Vice President of Club Affairs must get Senate approval in revoking a charter unless specifically called for by the NOCCAR Disciplinary Matrix.
 - i. A club may challenge this decision through the Judicial Board of Student Government.
 - ii. The charter of a club, who challenges this revocation, will remain suspended, including having all funds suspended, until this matter is decided.

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9. Will determine the Club, Class, Social Service Club, and Council of the Year in a fair and objective manner.
 - i. The Club, Class, Social Service Club and Council of the Year will be determined in a manner outlined in the Bylaws for the Club Affairs Board.
10. Will act in accordance with the provisions and guidelines enumerated in the Bylaws for the Marist College Student Government Club Affairs Board.
11. The Vice President of Club Affairs will maintain a personal file of all internal and external, outgoing and incoming correspondence that will be archived at the end of the administration.
12. Will meet weekly with the Director of Student Activities, or his designee.
13. Is responsible for the appointment of a Deputy Vice President of Club Affairs, upon approval of the Senate.
 - i. The Deputy Vice President of Club Affairs shall be as familiar with the position as the Vice President of Club Affairs in order to assist in daily operations.
 - ii. The Deputy Vice President of Club Affairs shall be responsible to and report directly to the Vice President of Club Affairs.
 - iii. The Deputy Vice President of Club Affairs shall hold office hours at the discretion of the Vice President of Club Affairs.
 - iv. Shall attend all meetings of the Club Affairs Board.
 - v. Club Affairs Board members may apply for the position of Deputy Vice President of Club Affairs.
 - vi. In the event that the Vice President of Club Affairs can no longer carry out the duties of the office, either by resignation or impeachment, the Deputy Vice President of Club Affairs shall become acting Vice President of Club Affairs until a permanent replacement can be appointed.
 - (1) The Vice President of Club Affairs can give temporary power to the Deputy Vice President of Club Affairs should he/she decides to study abroad or need to take a sabbatical from his/her duties.

L. Vice President of Student Life

1. The Vice President of Student Life is responsible for researching and bringing to the table concerns of both resident and commuter students.
2. The Vice President of Student Life will regularly confer with the Vice President of Academic Affairs on student issues relating to both positions.
3. Will work in cooperation with the Office of Housing and Residential Life on the formation of Residence Hall Councils (RHCs) in each residence area at the beginning of the fall semester.
4. Will work toward maintaining high levels of membership and participation in the RHCs throughout the year.
5. Will report the events and concerns of all RHCs to the Cabinet weekly.
6. Will work with the Commuter Senators in integrating commuter students into the Marist Community.
7. Shall work closely with the Vice President of Student Programming.
8. Will chair the Student Life Association (SLA).
9. Will operate under the policies and guidelines enumerated in the Student Life Association Bylaws.
10. Is responsible for the appointment of a Deputy Vice President of Student Life, upon approval of the Senate.
 - vii. The Deputy Vice President of Student Life shall be as familiar with the position as the Vice President of Student Life in order to assist in daily operations.
 - viii. The Deputy Vice President of Student Life shall be responsible to and report directly to the Vice President of Student Life.
 - ix. The Deputy Vice President of Student Life shall hold office hours at the discretion of the Vice President of Student Life.
 - x. Shall attend all meetings of the Student Life Association.

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- xi. Student Life Association members may apply for the position of Deputy Vice President of Student Life.
- xii. In the event that the Vice President of Student Life can no longer carry out the duties of the office, either by resignation or impeachment, the Deputy Vice President of Student Life shall become acting Vice President of Student Life until a permanent replacement can be appointed.
 - (1) The Vice President of Student Life can give temporary power to the Deputy Vice President of Student Life should he/she decides to study abroad or need to take a sabbatical from his/her duties.

M. Vice President of Student Programming

- 1. The Vice President of Student Programming is responsible for researching, planning and executing activities and events for both resident and commuter students.
- 2. Will report all happenings in the area of student programming weekly to the Cabinet.
- 3. May ask the Student Body President to co-sponsor events for the Marist community.
- 4. Will meet regularly with the Director of Student Activities.
- 5. Is responsible for the appointment of a Deputy Vice President of Student Programming, upon approval of the Senate.
 - i. The Deputy Vice President of Student Programming shall be as familiar with the position as the Vice President of Student Programming in order to assist in daily operations.
 - ii. The Deputy Vice President of Student Programming shall be responsible to and report directly to the Vice President of Student Programming.
 - iii. Shall attend all meetings of the Student Programming Council.
 - iv. The Deputy Vice President of Club Affairs shall hold office hours at the discretion of the Vice President of Club Affairs.
 - v. In the event that the Vice President of Student Programming can no longer carry out the duties of the office, either by resignation or impeachment, the Deputy Vice President of Student Programming shall become acting Vice President of Student Programming until a permanent replacement can be appointed.
 - (1) The Vice President of Student Programming can give temporary power to the Deputy Vice President of Student Programming should he/she decides to study abroad or need to take a sabbatical from his/her duties.

N. Director of Community Outreach

- 1. The Director of Community Outreach is responsible for researching, planning and executing all activities and events for all aspects of The Student Government Association's community service and outreach programs.
- 2. Will report all happenings in the area of community outreach weekly to the President's Cabinet.
- 3. Shall act as the Chair of the Marist College Civility Campaign. At the start of each academic year, the Director of Community Outreach will assemble a committee of students, faculty, and administrators to address campus issues regarding civility and student giving.
- 4. Shall be the administrator of the Marist College Civility Campaign social media accounts.
- 5. Will meet regularly with the Student Body President, Speaker of the Senate, Student Government Faculty and Administrative Advisors and the Director of Student Activities.
- 6. Shall maintain constant contact with local service and charitable organizations, acting as a point person for all major Student Government Association led community service projects.
- 7. Shall act as the coordinator and primary contact, in coordination with the Student Body President, for all Emergency Response and Disaster Relief initiatives by the Student Government Association.

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8. Shall organize monthly service opportunities, fundraisers, projects, information sessions, and/or awareness campaigns.
9. Will promote a sense of community, service, and kindness at all times as a representative of the Marist College Student Government Association, and the face of the Civility Campaign.
10. Shall work with the Vice President of Club Affairs to work with and coordinate students interested in forming clubs/organizations/groups with a mission based on community service and/or a specific cause.
11. Is responsible for the appointment of a Deputy Director of Community Outreach, upon approval of the Senate.
 - vi. The Deputy Director of Community Outreach shall be as familiar with the position as the Director of Community Outreach in order to assist in daily operations.
 - vii. The Deputy Director of Community Outreach shall be responsible to and report directly to the Director of Community Outreach.
 - viii. Shall attend all meetings of the Marist College Civility Campaign.
 - ix. In the event that the Director of Community Outreach can no longer carry out the duties of the office, either by resignation or impeachment, the Deputy Director of Community Outreach shall become acting Director of Community Outreach until a permanent replacement can be appointed.
 - (1) The Director of Community Outreach can give temporary power to the Deputy Director of Community Outreach should he/she decides to study abroad or need to take a sabbatical from his/her duties.

O. Historian

1. The Historian shall act as the archivist of the Marist College Student Government Association past; gathering and recording the present to preserve records for the future.
2. Will oversee all archiving tasks involving the Student Government Association at the request of the Student Body President, Speaker of the Senate or the Chief Justice.
3. Will be in charge of taking photos of the Administration's members, meetings and events. The Historian shall also submit these photos to be placed on official Student Government social media.
4. Shall work closely with the Chief of Public Affairs.
5. He/She will systematically organize and collect all Student Government Association material during the administration to submit to the Student Body President for archiving at the end of each semester.
6. Shall coordinate with the Chief Information Officer to update content of the Student Government Association website.
7. Will attend regularly scheduled Cabinet and Senate meetings.

Article IV Legislative Branch

Section 1

Membership

- A. The Senate shall consist of eleven (11) voting members known as Senators:
 1. The President of the Senior class.
 2. The President of the Junior class.
 3. The President of the Sophomore class.
 4. The President of the Freshman class.
 5. Five (5) Resident Senators, who must be full-time undergraduate students who live on the campus of Marist College.

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6. Two (2) Commuter Senators, who must be full-time undergraduate students that do not live on the campus of Marist College.
- B. No member of the Senate shall hold any other position within the Student Government Association
- C. The Senators will elect a Speaker of the Senate to head the Legislative Branch of the Student Government Association
 1. The Speaker of the Senate shall convey the interests of the Senate before the President's Cabinet and Marist College administration when necessary.
 2. Shall meet weekly with the Student Body President, Executive Vice President and Chief Justice to discuss Student Government Association matters.
- D. The Senators will also elect a Speaker Pro Tempore after the election of the Speaker of the Senate to be the second in command of the Legislative Branch.

Section 2

Meetings

- A. The Senate shall meet weekly during activity hour, or at a designated time agreed upon at the beginning of every Fall and Spring semester. The Speaker of the Senate reserves the right to call for the Senate to meet more often.
- B. The Senate may be called into emergency session by the Speaker of the Senate should the need arise.
- C. The Speaker of the Senate shall chair all meetings of the Senate. In the temporary absence of the Speaker of the Senate, the Speaker of the Senate Pro Tempore will chair the meeting.
- D. The existence of a quorum is required for official business to be conducted, which shall be defined as two-thirds of total membership minus any vacancies.
- E. The Senate may move into legislative session for the purpose of discussing confidential matters.
 1. Only members of the Senate may be present during legislative session unless invitations are extended to outside individuals.
 2. All minutes recorded in legislative session are sealed following the close of legislative session and shall remain confidential.
 3. All matters discussed during legislative session shall be held strictly confidential and shall never be disclosed to any outside party.
 4. Breach of legislative session confidence shall be considered gross negligence of duty and/or misconduct for purposes of impeachment.
- F. Senators must attend all Senate meetings.
 1. Only the Speaker of the Senate may issue excused absences.
 2. If a member of the Senate has more than three (3) unexcused absences in a term, his or her membership within the Student Government Association is subject to review.
 3. If a member of the Senate has more than eight (8) excused absences in a term, his or her membership within the Student Government Association is subject to review.
- G. Senate meetings are open to the entire Marist College community unless the meeting is in legislative session.
- H. The Speaker of the Senate shall set the agenda for all Senate meetings. The Speaker of the Senate shall also have a say in what goes on the President's Cabinet agenda.

Section 3

Minutes

- A. The minutes from all meetings of the Senate and every Senate committee shall be approved and submitted to the Speaker of the Senate no later than two weeks after the date of the meeting.
- B. Minutes from the Senate and all Senate committees shall be made available for public viewing once approved.

Section 4

Legislative Process

- A. Before a bill can be debated, the Speaker of the Senate must assign it a number. Bill numbers must be assigned before copies of the proposed legislation are submitted to Senators. Before bill numbers are assigned, the Speaker of the Senate must check past records to ensure the bill number has not been previously used.

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- B. Bills sponsored by Senators will bear the designation “S”, followed by the year and assigned number which will increase sequentially beginning with “001”. i.e. S2006-001
- C. Bills sponsored by members of the Cabinet will bear the designation “E”, followed by the year and assigned number which will increase sequentially beginning with “001”. All Cabinet members proposing bills must obtain co-sponsorship from a Senator prior to presenting their bill to the Senate.
- D. Bill numbers may only be used once, regardless of whether the bill was passed or not.
- E. Once a bill number is assigned to a bill, it becomes eligible for debate.
- F. A bill becomes passed with a majority vote in the Senate unless the bill is an amendment to the Student Government Association Constitution or Bylaws, which requires a three fourths (3/4) vote.
- G. The Student Body President reserves the right to discuss legislation passed by the Senate with the Cabinet prior to signing it. The Speaker of the Senate is responsible for delivering all legislation passed by the Senate to the Student Body President.
- H. Upon passage by the Senate, the Student Body President may sign the bill into law by placing his/her signature on the bill.
- I. Upon passage by the Senate, the Student Body President may veto the bill by writing or stamping in red ink the word “VETO” near the top left edge of the bill and then place his/her signature underneath said veto.
- J. If a bill is neither signed nor vetoed by the Student Body President, it automatically becomes law after midnight of the fifth (5th) normal academic term day after passage by the Senate.
- K. The Senate may overturn a presidential veto within ten (10) normal academic term days after the bill is vetoed.
- L. All documents signed into law are subject to judicial review by the Judicial Board and administrative review by the Dean of Student Affairs.
- M. All legislation that is passed, rejected, vetoed, or judicially or administratively rejected will be archived by the Speaker of the Senate.
- N. The Senate should post all legislation for review either electronically, in hard copy, or both for the Marist community.
- O. The proper executing of this procedure is the responsibility of the Speaker of the Senate.

Section 5

Speaker of the Senate Elections

- A. The election for Speaker of the Senate shall be held during the first Senate meeting after transition, which shall be chaired by the President of the Senior Class.
- B. A Senator is declared eligible for consideration when he or she nominates himself or herself, or is nominated by another Senator and receives a second.
- C. Once all nominations for Speaker of the Senate have been made, a period of discussion will follow. The discussion period will begin with the nominees making opening statements. The Senators may then make any statements of support or dissent, or may ask the nominees questions. Discussion will end with the nominees making closing statements.
- D. Senators will vote by secret ballot. Only Senators are allowed to elect the Speaker.
- E. The Parliamentarian, Faculty or Administrative Advisor will tally the ballots and report the results.
- F. If there are three (3) or more candidates for the Speaker seat, there will be rounds of voting by secret ballot with the lowest vote being eliminated until a majority between the remaining candidates is reached.
- G. Immediately following the election of the Speaker of the Senate, a Speaker Pro Tempore shall be elected in accordance with the same procedures proscribed for Speaker of the Senate. The Speaker of the Senate shall not be eligible for the position of Speaker Pro Tempore.
- H. Senators reserve the right to call for new Speaker of the Senate elections at any time with the approval of two-thirds (2/3) of the Senate.

Section 6

Senatorial Reports

- A. Senators are required to report on their activities to the Speaker of the Senate at each Senate meeting unless notified otherwise by the Speaker.

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1. Committee chairs will report on the past, present, and future activities of their respective committees.
 2. Class Presidents will report on the past, present, and future activities of their respective classes in addition to any special activities they may have undertaken.
 3. Commuter Senators will report on the attitudes, needs, and problems facing the commuting student population in addition to any special activities they may have undertaken.
 4. Resident Senators will report on the attitudes, needs, and problems facing the resident student population in addition to any special activities they may have undertaken.
- B. Reports will be either oral or written at the discretion of the Speaker of the Senate.

Section 7

Senatorial Office Hours

- A. Each Senator shall keep at least three (3) posted office hours per week. These office hours are to be kept in the Student Government Association office, Monday through Friday between the hours of 8 a.m. and 9 p.m. The Speaker of the Senate reserves the right to extend the minimum required hours.
- B. Hours are to be posted in the Student Government Association office.
- C. If a Senator will not be in the office during his/her posted hours, he/she must call the Student Government Association Office Aide or the Speaker of the Senate and inform him/her of the absence, brief reason, and a number at which a member of the student body could reach him/her for an appointment.

Section 8

Residence Hall Council / Commuter Student Council Visits

- A. Each Senator shall visit at least two (2) different Residence Hall Council (RHC) or Commuter Student Council (CSC) meetings per semester. The Senator may choose which RHC/CSC to visit based on their constituency
Example: The Freshman Class President may choose to visit Leo Hall and Champagnat Hall. The Senior Class President may choose to visit West Cedar and the Commuter Student Council. A Resident/Commuter Senator may choose to visit any of the RHC/CSC meetings.
- B. Senators visiting these meetings are entitled to no more privileges than other visitors to these meetings. A Senator's main role is to observe student opinions and provide information on issues when asked.
- C. The Speaker of the Senate is responsible for the proper execution of senatorial visits to Resident Student Council and Commuter Student Council meetings.

Section 9

Committees

- A. To more effectively handle issues facing the student body through pooled resources and division of labor, the Senate may enact ad-hoc committees through a majority vote. Any member of the Senate may draft proposals for the creation of legislative committees.
- B. All committees of the Student Government Association will be in ad-hoc status.
- C. Upon creation of a committee, a motion must be made to elect a Senator chair for the committee. A Senator becomes a chair when a motion passes with a majority vote. The Senator shall not vote upon his/her own nomination.
- D. A mission statement outlining the purpose, objectives, make-up, and frequency of meetings of the committee should be drafted and submitted for Senate approval before the committee begins operations. It is the responsibility of the committee chair, with the guidance of the Speaker of the Senate to see this completed in a timely manner. The mission statement must be approved by a majority vote in the Senate.
- E. Legislative committees may be composed of Senate members, other Student Government Association members, or non-Student Government Association members as provided in the legislation.
- F. All legislative committees report directly to the Speaker of the Senate and are required to give updates on their progress at weekly Senate meetings. It is the responsibility of the Speaker of

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the Senate to ensure that committee reports are placed on the agenda for weekly Senate meetings.

- G. A committee may be disbanded when it has obtained its objectives laid out in the mission statement, the committee does not function correctly, or the committee no longer has a practical purpose. The Senate may remove any committee with a two-thirds (2/3) vote.

Section 10

Junior Senate

- A. The Junior Senate shall be a division of the Legislative Branch of the Student Government Association and shall be overseen by the Student Body President, Executive Vice President, and the Speaker of the Senate.
- B. Members of the Junior Senate shall not need to be appointed, but shall become a member after reaching out to the Student Body President or the Speaker of the Senate.
- C. The Speaker of the Senate shall oversee the Junior Senate.
- D. Members of the Junior Senate shall work with elected Senators or members of the Cabinet to work on individual projects and to learn how the Senate and Cabinet work.
- E. The members of the Junior Senate shall not hold official voting power, but the Speaker of the Senate shall ask the members of the Junior Senate to cast votes of confidence. The Speaker will use his/her discretion on asking the Junior Senate for their input on matters.

Article V Judicial Branch

Section 1

General

- A. The Judicial Board shall handle all appeals rendered to it by the students of Marist College.
- B. The Judicial Board shall hear cases involving club affairs.
- C. The Judicial Board shall ensure the Executive and Legislative branches are operating within the framework of the Constitution for the Marist College Student Government Association and the Bylaws for the Student Government Association.
 - 1. An appeal is defined as the examination of the condition under which an incident is dealt with by a supervising official.
 - 2. The appeal process is not automatic. The decision to hear a case is left solely to the Chief Justice.
 - 3. The only grounds for an appeal to the Judicial Board are faulty procedure or prejudice.
 - 4. The Judicial Board renders judgment on a common sense basis where reasonable belief exists that an action has either occurred or been missed where sanctioning is appropriate. The Judicial Board and Marist College do not operate under the "beyond a reasonable doubt" standard.
- D. The Judicial Board shall review all Student Government Association legislation for constitutionality, fairness, proper procedure, and clarity.
 - 1. Unconstitutionality is when the law is in direct violation of the Constitution for the Marist College Student Government Association.
 - 2. Fairness ensures that the law does not show extreme bias toward one group or individual.
 - 3. Proper procedure insures that all bills passed are in accordance with these bylaws.
 - 4. Clarity is determining whether the law clearly outlines its purpose.

Section 2

Membership

- A. The Judicial Board shall consist of five (5) members:
 - 1. The Chief Justice, who shall be a student appointed by the Student Body President upon confirmation by a two-thirds vote of the Senate.
 - 2. Three (3) resident students appointed by the Student Body President as Resident Justices upon confirmation by a majority vote of the Senate.
 - 3. One (1) commuter student appointed by the Student Body President as Commuter Justice upon confirmation by a majority vote of the Senate.

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- B. Judicial Board members shall remain on the board according to the following provisions:
 - 1. The Chief Justice shall remain in office while a student at Marist College, or until resignation or impeachment and removal by the Senate.
 - 2. Resident and Commuter Justices shall serve terms of twelve (12) consecutive months and shall be eligible for re-appointment.
- C. An annual review of all Judicial Board members including the Chief Justice shall be conducted by the Student Body President during the first week of February and presented to the Senate.

Section 3

Meetings

- A. The Judicial Board shall meet at least biweekly at a designated time, or more often at the discretion of the Chief Justice.
- B. All members of the Judicial Board must be notified of all meetings.
- C. The Judicial Board may be called into emergency session by the Chief Justice should the need arise.
- D. For official business to be conducted, quorum is required, which shall be defined as one less than the total number of sitting Judicial Board members.
 - 1. There must always be three people present to conduct official business. In the event that there are less than three members on the Judicial Board, the Chief Justice must give the temporary judicial power to his/her designee(s) to be able to conduct official business. This temporary power will be limited to one meeting of the Judicial Board.
- E. The Judicial Board may move into Judicial Session for the purpose of reviewing and deciding upon parking ticket appeals and the discussion of other confidential matters as necessary to protect the privacy interests of identifiable individuals.
 - 1. Only Judicial Board members may be present during Judicial Session.
 - 2. All matters discussed in Judicial Session shall not be recorded in the minutes.
 - 3. All matters discussed during Judicial Session shall be held strictly confidential and shall never be disclosed to any third party.
 - 4. Breach of Judicial Session confidence shall be considered gross negligence of duty and/or misconduct for purposes of impeachment.
- F. Members must attend all meetings.
 - 1. Only the Chief Justice may issue excused absences.
 - 2. Three (3) unexcused absences by a member per term will result in an automatic review of membership eligibility by the Senate.
 - 3. More than eight (8) excused absences may result in a review by the Senate.
 - 4. Any decision to remove a member of the Judicial Board from office must be in accordance with Article VII of the Constitution for the Marist College Student Government Association.
- G. The Judicial Board shall review all Student Government Association legislation during regularly scheduled meetings.
 - 1. Should the Judicial Board find any legislation unconstitutional, unclear, unfair, or passed using faulty procedure, a hearing will convene to allow the Student Body President and a member of the affirmative side of the Senate to defend the legislation.
 - 2. Should the Judicial Board uphold its decision, the legislation will no longer be valid. Any member of the Student Government Association may appeal this decision within three (3) working days to the Dean of Student Affairs or his/her designee who will render the final decision. If the decision is upheld, the legislation is to be archived as "UNCONSTITUTIONAL", "UNCLEAR", "UNFAIR", or "FAULTY PROCEDURE" depending on the grounds of invalidity as aforementioned in Section 1 of this Article.
- H. Minutes will be taken at every regular meeting.
 - 1. Minutes shall be reviewed and approved at the following meeting of the Judicial Board.
 - 2. A copy of minutes shall be made available to any member of the Marist College community who requests one.

Section 4

Judicial Board Positions

A. Chief Justice

1. Shall serve as Chief Justice while a student at Marist College, or until resignation or impeachment and removal by the Senate.
2. Shall decide what cases will be heard by the Judicial Board based on the nature of the complaint and the evidence presented.
3. Shall organize, conduct, and chair all Judicial Board meetings and appeal hearings.
4. Shall preside over all impeachment proceedings, except his/her own.
5. Shall vote only in the case of a tie.
6. Should a conflict of interest arise that prevents the Chief Justice from voting in a tie, his/her vote will be cast by the Dean of Student Affairs or his/her designee.
7. Shall archive all documents pertaining to an appeal or an appeal hearing.
8. Shall record all appeal hearings electronically and insure they are properly archived.
9. Shall render and communicate in writing all decisions and/or official statements to the appropriate parties involved a matter.
10. Shall meet regularly with the following persons to update them on Judicial Board matters:
 - i. The Dean of Student Affairs or his/her designee.
 - ii. The Student Body President and the Speaker of the Senate.
 - iii. The faculty advisor to the Judicial Board.
11. Shall confer with the Student Body President regarding all pending and current Student Government Association policies, procedures, and legislation.
12. Shall not be required to attend Executive Board, Senate, or Joint meetings unless issues arise that such attendance would be in the best interest of the Judicial Board, or upon invitation by the Student Body President or Speaker of the Senate.
13. Shall keep all matters confidential and secure all documents, reports, and statements that are used in any appeal process.
14. In the absence of a Chief Justice, appeals shall be referred to the Dean of Student Affairs or his/her designee for final decision.
15. Shall swear in the Student Body President-elect as Student Body President at the Transition Banquet.

B. Resident and Commuter Justices

1. Shall keep all matters of the Judicial Board confidential.
2. Shall cast one vote when Judicial Board matters require voting.
3. Shall abstain from voting in the event of a conflict of interest.
4. One member shall take the official minutes of the Judicial Board.
5. May not hold any elected or appointed position within the Student Government Association.

Section 5

Guidelines for Appeal

The Judicial Board will use the Constitution for Marist College Student Government Association, the Bylaws for the Marist College Student Government Association, the Class and Club Disciplinary Matrix, the bylaws of student organizations, any other governing documents of the Marist College Student Government Association, and the Marist College Handbook as guides to all decisions.

Section 6

Appeal Requests

- A. All letters of request for an appeal must be given to the Chief Justice through the Student Government Association office. An appellant shall have fourteen (14) normal academic term days to file an appeal after the party has rendered the decision in question.
- B. Upon receipt of the letter of request for appeal, the Chief Justice will inform in writing the Dean of Student Affairs or his/her designee, the Student Body President, and the office associated with the appellant (if applicable).

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- C. The Chief Justice will decide whether to hear the case based on the criteria in Article V Section 1 of these Bylaws. The Chief Justice should confer with the Faculty and/or Administrative Advisors to the Judicial Board before a decision is rendered.
- D. The Chief Justice shall gather information pertinent to the appeal including the collection of documents, conducting of interviews, and research into precedent.
- E. The Chief Justice will meet with the appellant to clarify any questions or concerns regarding the appeal. In this meeting:
 - 1. The Chief Justice will render a final decision as to whether there is enough evidence for a hearing.
 - 2. The Chief Justice will advise the appellant, Judicial Board, and Student Body President of his/her decision in writing.
 - 3. Will make clear that the appellant carries the burden proof at all times in requests and hearings.
- F. Common sense judgment will be used in determining whether the student was not denied due process, or the decision showed signs of prejudice.
- G. If evidence does not indicate prejudice or lack of due process, then the appellant will not be granted an appeal hearing.
- H. Should faulty procedure or prejudice be evident, then the student shall be granted an appeal hearing.

Section 7

Pre-Appeal

- A. The Chief Justice will set the date and time of the appeal hearing and will inform the following:
 - 1. The Dean of Student Affairs or his/her designee.
 - 2. The members of the Judicial Board.
 - 3. The Student Body President.
 - 4. The Speaker of the Senate.
 - 5. All parties involved in the appeal.
- B. The Chief Justice may then call another meeting with the appellant to discuss pertinent information to the appeal.
- C. All documents and records that will aid in the fair evaluation of the case will be made available to members of the Judicial Board at least twenty-four (24) hours in advance of the hearing.
- D. Any additional evidence regarding the appeal may be turned into the Chief Justice no later than forty-eight (48) hours before the appeal hearing.
- E. The Chief Justice will present copies of all evidence to all parties involved prior to the appeal hearing.

Section 8

Appeal Hearing

- A. The proper procedure for the appeal should be made clear to the participants at the beginning of the hearing.
- B. The proper procedure is:
 - 1. Presentation of the case by the appellant.
 - 2. Presentation of the case by the opposing party.
 - 3. Judicial Board requests for clarification from both sides.
 - 4. Any necessary testimony of witnesses for the appellant.
 - 5. Any necessary testimony of witness for the opposing party.
 - 6. Summation by the appellant.
 - 7. Summation by the opposing party.
 - 8. Deliberation by the Judicial Board in Judicial Session.
 - 9. Judicial Board may request for clarification from either side if any questions arise during deliberation.
 - 10. The ruling of the Judicial Board that will be expressed in writing to all parties involved.
- C. All appeal hearings shall be closed to the public.
- D. The sides of the appeal may not converse with each other during the hearing.

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- E. Both sides may have an advisor available for support and guidance, but each side must speak on their own behalf. The advisor may not directly address the Judicial Board.
- F. Each side will have thirty (30) minutes to present their case. Upon request, the Judicial Board can decide, at its sole discretion, to extend this time limit.

Section 9

Post-Appeal

- A. All decisions of the Judicial Board will be in writing and be distributed to all parties involved, the Student Body President, and the Dean of Student Affairs or his/her designee.
- B. All material pertaining to the case, other than the Chief Justice's records, will be collected at the conclusion of the case from the Judicial Board members and the parties in the appeal. These materials will be destroyed.
- C. The Chief Justice will ensure that his/her records are sealed and secured to maintain confidentiality and to protect the rights of the involved parties.
- D. No Judicial Board member will share any information regarding the case with any member of the college community or media, except the Chief Justice may discuss the results of the case with the Student Body President and the Dean of Student Affairs or his/her designee.

Section 10

Parking Violation Appeals

- A. The Judicial Board shall govern the parking violation appeals process and set any terms and conditions of appeal for said process at its sole discretion. The decisions rendered by the Judicial Board regarding parking violation appeals are final and cannot be appealed further.
- B. Parking violation appeals shall be considered separate from other appeals under the jurisdiction of the Judicial Board. Therefore, any section other than Section 10 of this Article shall not apply to the parking violation appeal process.
- C. The terms and conditions of the parking violation appeal process shall be made available in writing through physical and/or electronic mediums. A violation will be governed according to the terms and conditions in effect at the time the violation was issued.

Article VI Appointments

Section 1

Requirements For Appointment

- A. The applicant must meet the Student Government Association's minimum standard of a 2.50 cumulative grade point average, which shall be verified through the Office of College Activities.
- B. The applicant cannot be on academic probation.
- C. Freshman Officers shall be exempt from the 2.50 cumulative grade point average requirements until the end of the fall semester of their first academic standard.
- D. All applicants must fill out an application.
- E. All applicants must submit three (3) letters of recommendation.
- F. All applicants must be interviewed by the Student Body President or Executive Vice President for Student Body President appointments or by the Class President for Class President appointments.
- G. At this time, the applicant must be made aware of the time, efforts and demands of the position.

Section 2

The Appointment Process

- A. When the Student Body President or Class President has made his/her decision for the position, he/she will inform the Speaker of the Senate of the appointment in as much time as possible.
- B. The Student Body President or Class President shall provide a short bio of the candidate to be distributed to the Senate in as much time prior to the vote as possible.
- C. The Student Body President is encouraged, but not required, to obtain Cabinet approval of appointments.

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- D. Appointees must be present at the time of the confirmation by the Senate to answer any questions that may arise.
- E. Any issues of serious nature that should arise during the appointment process should be handled in closed session.
- F. A candidate that was denied approval cannot be brought back to the Senate floor for appointment to any position for a span of no less than six (6) months. If the Senate does not confirm the appointee by a majority vote, the Student Body President must nominate a new candidate for the position.
 - 1. This clause does not apply Administration to Administration. If a candidate fails to be confirmed by a majority vote of the Senate, and a new Administration comes into power before the six (6) months have passed, the new Student Body President may bring the candidate back for appointment under the new Senate. The candidate must however gain a supermajority (3/4 of the sitting Senate members) to be approved by this method. A candidate that was denied approval for a second time cannot be brought back to the Senate floor for appointment to any position for a span of no less than six (6) months. If the Senate does not confirm the appointee by a supermajority vote, the Student Body President must nominate a new candidate for the position.

Section 3

Interim Appointments to Elected Positions

- A. Elected Positions are defined by the following positions:
 - 1. Class Officer Board members
 - 2. Resident Senators
 - 3. Commuter Senators
- B. No appointee regardless of circumstance will be reappointed for that position.
- C. Should an appointee want to continue in that position, he/she must run in the next election for that office.
- D. Should an interim appointee choose not to run in the election for that office or if they do not win re-election, the procedure shall be as follows:
 - 1. If the next Student Government Association Election is during the fall semester, the appointee shall relinquish power and the newly elected student shall take his/her position upon the posting of the election results by the Elections Commissioner.
 - 2. If the next Student Government Association Election during the spring semester, the appointee shall relinquish power and the newly elected student shall take his/her position after Transition Banquet.
 - 3. If the position is left vacant, the Student Body President or Class President shall fill the position with a new applicant.

Article VII Meetings

Section 1

General

- A. The Cabinet and the Senate of the Student Government Association will meet at least once a week at a predetermined and agreed upon time. Meeting times should only be rescheduled with the consent of the affected board.
- B. All meetings of the Student Government Association should be announced to the public at least twenty-four (24) hours before it is held.
- C. Duration of the meetings will be until all agenda items are covered and business is concluded.
- D. The Student Body President or Speaker of the Senate may cancel a meeting only for a legitimate reason and should discuss this decision with the administrative advisor for that board prior to its announcement.
- E. The Executive Vice President will chair all meetings in the absence of the Student Body President.
- F. The Senate Speaker may call emergency meetings of the Senate should the need arise.

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- G. The Student Body President may call an Executive Session of the Cabinet at his/her discretion.
- H. Any Senator may motion for a Legislative Session at any time without being requested to do so by the Student Body President.
 - 1. The Senate must pass this motion with a majority vote.
 - 2. Only members of the Legislative Branch may stay for a Legislative Session unless invitations are extended to other members in the motion. Should an invitation not be granted to the Chair, the Senate Speaker will take over as chair of the meeting until the Senate comes out of Legislative Session.

Section 2

Agendas

- A. The Student Body President shall set the agenda for the Cabinet and shall have the opportunity to give input into the agenda for the Senate. The Senate agenda will be set by the Speaker of the Senate. For Joint Sessions, the agenda will be set by the Student Body President and the Speaker of the Senate, but the Speaker will reserve the final say for the Joint agenda.
- B. The agenda should be typewritten, clear, readable, and printed on Student Government Association letterhead.
- C. Copies of Student Government Association meeting agendas should be made available in as much advance as possible to the meeting, but will be distributed no later than six hours before the scheduled meeting time.
- D. Meeting agendas should be forwarded to the Faculty and Administrative Advisors and the Vice President of Student Affairs when distributed. Agendas should also be made available to students in advance of the meeting through either hardcopy or electronic posting.
- E. A copy of the meeting agenda should be included along with a copy of the meeting minutes when archiving.
- F. A copy of the agenda for each Branch will be included with its accompanying minutes when archived in the form of a digital copy on the shared drive.
- G. The first meeting of the Senate and Cabinet after transition will be numbered as one (1) on each agenda respectively.

Section 3

Minutes

- A. Minutes will be recorded as part of the duties of the Executive Assistant at every meeting of the Executive Board and Senate of the Student Government Association.
- B. Minutes will be both manually and electronically recorded by the Executive Assistant. The recording of that meeting will be kept until the minutes from that meeting are reviewed and accepted.
- C. Copies of Student Government Association meetings will be typed in the format that is dictated by Robert's Rules of Order, Newly Revised, or in another format should it be confirmed by the Student Body President.
- D. Minutes from all previous meeting will be distributed to the members of the relevant Branch prior to the start of the next meeting.
- E. Minutes from the previous meeting will be reviewed and accepted by all members present at the next meeting. Members who arrive late to meetings may vote to accept the minutes, contingent on if the vote has not occurred.
- F. Corrections will be made to the master copy of the minutes and a clean form of the minutes will be distributed or archived in the following manner.
 - 1. One copy given to the Vice President of Student Affairs, Associate Deans and Assistant Dean of Student Affairs, the Director of Student Activities, and all Administrative and Faculty Advisors to the Student Government Association.
 - 2. At least one copy posted either in hardcopy or electronically for student viewing.
 - 3. One copy archived in hard copy and stored in the Student Government Office.
- G. Copies of updated minutes do not have to be distributed to Student Government Association personnel.
- H. For every new administration a folder on the shared drive shall be started to contain a digital copy of the minutes.

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Section 4

Meetings Attendance

- A. All members of the Cabinet are expected to attend regularly scheduled meetings unless excused by the Student Body President.
- B. All members of the Senate are expected to attend regularly scheduled meetings unless excused by the Student Body President.
- C. All excused absences are at the discretion of the Student Body President and will be granted only for valid reasons.
- D. All members should be punctual for meetings so that they may begin on time.
- E. Upon election of office, meeting time should be decided prior to the next registration period to ensure regularly scheduled meetings and to avoid conflicting with member's schedules.

Section 5

Joint Meetings

- A. A joint meeting of Student Government can be defined as a meeting of the President's Cabinet and Senate where issues can be debated simultaneously by both boards.
- B. Joint Sessions of Student Government are meetings where the President specifically addresses the combined boards on a specific issue.
- C. Joint meetings and sessions of the Student Government Association may only be called by the Student Body President but may be requested by any Student Government Association member.
- D. All members of both Branches are expected to attend joint meetings.
- E. The date and time of scheduled joint meetings will be approved at the next scheduled joint meeting. The Student Body President reserves the right of making the weekly Student Government Association meetings a joint meeting at any time.
- F. Minutes from the joint meetings should be provided to all members as much in advance of the meeting as possible.
- G. Should an Executive or Legislative Session be called during a joint meeting, all members from both boards must be included in the meeting.

Article VIII Election Procedures

Section 1

Procedures

- A. The election schedule for Fall Elections will be set by the Elections Commissioner and approved by the Student Body President no later than the second week of the Fall semester.
- B. The election schedule for Spring Elections will be set by the Elections Commissioner and approved by the Student Body President no later than the second week of the Spring semester.
- C. The elections for all elected offices of the Student Government Association shall be held before the third week of the month of March.
- D. The elections for freshman class officer positions and open seats on class officer boards and the Senate shall be held no later than the fifth full week of the Fall semester.

Section 2

Election/Appointment Qualifications

- A. Any full-time, undergraduate student with no less than a 2.50 cumulative index, who is not on academic probation, may hold an elected or appointed position within the Student Government Association. In addition to this, nominees for Student Body President must also maintain active membership in a Marist College club or organization.

Section 3

Declaration of Candidacy

- A. The Elections Commissioner will hold three informational meetings for interested students at the beginning of the election process. It is mandatory that all students interested in running for elected positions attend one of the three meetings.
- B. All candidates must submit a declaration of candidacy to the Elections Commissioner before the beginning of the "Candidate Speech Night" event. The Elections Commissioner reserves

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the right to amend this rule, but must notify the candidates at all three informational meetings. Such declaration shall include the candidate's name, student identification number, address, and signature.

- C. Upon filing declaration of candidacy, each candidate will be given petition forms on which signatures of their constituency must be attained by the deadline established by the Elections Commissioner. No candidate may declare candidacy for more than one position.
 - 1. In order to run for Student Body President, candidates must receive a minimum of 210 signatures from their constituency.
 - 2. In order to run for Resident Senator, candidates must receive a minimum of 150 signatures from their constituency.
 - 3. In order to run for Commuter Senator, candidates must receive a minimum of 60 signatures from their constituency.
 - 4. In order to run for class president, class vice president, class treasurer, class secretary, and class historian, candidates must receive 45 signatures from their constituency.
- D. When students petition for signatures, they are only permitted to speak of their positions on issues related to their own candidacy. Students are not permitted to hand out campaign materials during the petitioning period. The same signature may not appear on the same petition twice, but an individual may sign more than one petition. Any violation of the above will result in immediate disqualification from the election.

Section 4

Campaigning

- A. All candidates must abide by all rules and regulations stated in the Document of Campaign Regulation. The Elections Commissioner reserves the right to disqualify any candidate for failure to adhere to the document.
- B. Active campaigning will begin once the candidate has submitted his/her declaration and petition form to the Election Commissioner or on the date designated by the Elections Commissioner. This active campaigning period will end upon the completion of the election process. Active campaigning is not permitted within The Student Government Association Office. The Elections Commissioner reserves the right to prohibit other areas around campus from campaigning at his/her discretion.
- C. At least one full week will be dedicated to campaigning per each election cycle.
- D. Areas off limits to printed campaign paraphernalia, such as posters, flyers, etc. will be announced in guidelines given to the candidates.
- E. Campaigning at any social or athletic function at Marist College is permitted when all candidates are given the opportunity to attend. No paraphernalia can be given out within the vicinity of an event without the approval of the Elections Commissioner.
- F. All candidates are to be given equal access to Marist College media.
- G. Candidates are permitted to use the internet for campaigning. Only social media such as Facebook, Twitter, etc. is allowed to be used to promote a candidacy. This shall take effect for the Fall 2013.
 - 1. All candidates must adhere to the "Spirit Clause of Online Campaigning." Candidates automatically agree to this clause when they become a candidate. Candidates must not engage in any activity online that is in conflict with the mission of the Student Government Association or Marist College. This includes items such as cyber bullying, lying about another candidate, name-calling, etc. Candidates must remain civil to their opponents and make an attempt to have any negative post that was made in their behalf removed from online if they have knowledge of its existence. Failure to adhere to this clause is grounds for immediate disqualification from the election. The Elections Commissioner will use his/her discretion should a candidate be found not complying with the "Spirit Clause."
- H. All candidates are required to attend all election-related events sponsored by the Student Government Association. The Elections Commissioner reserves the right to disqualify those who do not attend.
 - 1. The Student Government Association must sponsor all of the following events for the main election cycle of all elected positions: "Candidate Speech Night,"

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“Candidate Meet and Greet,” “Student Body Presidential Debate,” and “Election Results Party.” The Elections Commissioner is responsible for planning these events. The Elections Commissioner is allowed to change the above events with the approval of the Student Body President and the Chief Justice.

- I. Candidates are limited to one College Activities approved poster per designated communal bulletin board not to exceed 8 ½” x 11”.
- J. All candidates must abide by all rules and regulations stated in the Marist College Student Handbook.
- K. Student Body Presidential Candidates have an option of running as a ticket with an Executive Vice President candidate.
 - 1. If he/she chooses to run as a ticket, then the ballot will contain the name of both the President Nominee and Vice President Nominee. The ticket will be considered one and both members must attend all election related events. The Executive Vice President candidate is not required to give a speech at the speech night or participate in the Student Body Presidential debate.
 - 2. If he/she chooses not to run as a ticket, then the Student Body Presidential candidate will appoint an Executive Vice President if he/she wins the election.

Section 5

Voting

- A. Voting shall take place for at least three days online.
- B. No student may vote more than once, and only full time, undergraduate students are eligible to vote.
- C. Voting is not permitted to take place in the Student Government Association office.
- D. Candidates are not allowed to campaign or distribute any material near voting booths.
- E. All full time, undergraduate students are eligible to vote for the Student Body President.
- F. All full time, undergraduate students that live on the Marist College campus are eligible to vote for Resident Senator.
- G. All full time, undergraduate students that do not live on the Marist College campus are eligible to vote for Commuter Senator.
- H. Concerning class officer elections, a student may vote for officers for that class which is designated by his/her credit hours if that voter is a transfer student. Otherwise, the class of the voter will be designated by the date of matriculation.

Section 6

Results

- A. Official election results will be posted outside the Student Government Office no later than twenty-four (24) hours after voting ends. An “Election Results Party” will be held where the winners of each race will be announced.
- B. A candidate shall be declared the winner when he/she receives the plurality of the votes cast for that office. In the event of a tie, a runoff election will occur within five (5) normal academic term weekdays.
- C. The results of the election must be printed on official letterhead and signed by the Elections Commissioner, Speaker of the Senate, and Student Body President. After their endorsement, the results must be forwarded to the Chief Justice who will place the seal of the Judicial Board on the results. The Chief Justice will then forward the official results to the Administrations and Student Government Advisors. During this time, the winners of the election shall be considered the official winners unless an appeal is registered with the Judicial Board.
- D. If any question arises related to the posted official results, campaign procedures, or practices of a candidate(s), the Elections Commissioner will investigate such claims and present his/her findings to the Student Government Association Judicial Board within one (1) week after the posting of elections results.
 - 1. An extension of this one week period may be granted by the Student Body President with the approval of the Chief Justice.
 - 2. Appeals must be registered with the Elections Commissioner within three (3) days of the announcement of the official results.

Section 7

Transition

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- A. The Student Government transitional period shall be between the day after the announcement of election results and the Transition Banquet. The Transition Banquet will be when all newly elected and appointed members of the Student Government Association will take office.
- B. The transition period shall be no less than twenty (20) and no more than twenty-seven (27) normal academic term days.
- C. It is the ultimate responsibility of the Student Body President to ensure the transitional process is carried out properly.
- D. The Executive Vice President will oversee the training of all incoming Executive Board members of the Student Government Association with the direction and guidance of the Student Body President. It is the responsibility of each Executive Board member to train the replacement in his or her position.
- E. The Speaker of the Senate shall be responsible for the orientation of all newly elected Senators.