



Constitution of the Student Government Association

Colby College

WE, the students of Colby College, in order to continually advance the experience of every member within our community, do hereby establish this Constitution for the Colby College Student Government Association, hereinafter SGA. To effectively and fairly represent the best interests of all students of the college, we have adopted the following mission:

The Student Government Association primarily serves the general student body in all facets of student life to represent the interests, backgrounds, and desires of all members of our community. First and foremost, the Association aims to foster a campus environment built on the three pillars of Community, Integrity, and Respect. On this foundation, the Association must act as a resource for every student to achieve their academic, extracurricular, and personal goals. Further, the Association promotes a culture of consent, honesty, and citizenship in all forms of community building. Through a focus on policy, the Association strives to represent the entire student body by providing transparency in communication between students and the Administration of the college. It is an inherent expectation that the Association continually works to provide students the opportunity to develop the traits of productive leadership in every community setting from the campus to the world stage. Paramount to all previously stated ambitions, it is the fundamental belief of the Student Government Association that truly effective representation is that which creates a positive, equitable, and rewarding experience for all of those who step foot on Mayflower Hill.

Article I: Membership and General Structure

Non-Discrimination Policy:

The Colby College Student Government Association and its members do not and shall not discriminate, including but not limited to, on the basis of racial or ethnic identity, national origin, faith, sex, gender expression, political orientation, sexual orientation, age, disability, financial status, marital status, in any of its activities, initiatives, and membership.

Membership in Student Government shall be restricted to matriculated members of Colby College, and SGA shall be divided into three separate branches – the Executive Board, the President’s Council, and the SGA Committees. The Executive Board oversees the President’s Council, made of all class representatives, and the SGA Committees, which combine SGA members with students and administrators from the greater community.

At meetings (see Article V), the President’s Council may comment on any issues it deems appropriate, particularly those that directly affect the student body. Following these conversations, the President’s Council can make recommendations to committees, departments, administrators and other campus affiliations but may not set College policy in and of itself. Therefore, resolutions passed by the President’s Council, intended to initiate change in student policy, shall be sent to the College Affairs Committee. Upon obtaining approval, these resolutions will be made into policy within the directed field of student life.

On the subject of Programming, we revert to the Mission Statement to highlight that programming of Student Government shall be motivated by the well-being and benefit of the entire student body or micro-communities within it. By maintaining a strong relationship with the Dean’s Office and the Office of Campus Life, SGA will utilize its network of administrators and other students to answer the demands, explicit or implicit, of the student body.

Article II: The Executive Board

1. General Guidelines of *The Executive Board*
 - a. The Executive Board shall be composed of the President, Vice President, Treasurer, Parliamentarian, Chair of Communications, Chair of Equity and Inclusion and the Administrative Chair. The President and Vice President positions could be replaced by two Co-Presidents, who must divide the President and Vice President responsibilities equally.
 - b. The President and Vice President can appoint one additional member of the Executive Board each year to a non-permanent position of their creation. This is intended to give each incoming party flexibility in their administration. Each created position is up for review by the President’s Council at the end of each academic year. An affirmative unanimous vote can secure that position into the SGA constitution.
 - c. All members of the Executive Board shall have posted weekly office hours.
 - d. At the beginning of the Fall term, the Executive Board may appoint student members from other organizations to serve as Liaisons to SGA (see Article II, part 8).
 - e. Executive Board members are not allowed to be stipended members of another campus organization, namely Hall Staff or Student Programming.

- f. The President's Council must approve each Executive Board member and position, other than President, Vice President and Treasurer. This applies to all additional members as well as the selected members of the Executive Board mentioned in Article II, Sections 1-8.

2. *President & Vice President*

- a. The President and Vice President shall oversee all internal operations of SGA.
- b. The President shall manage Executive Board meetings in which they are present.
- c. The President and Vice President shall serve as two student representatives to the Colby College Board of Trustees.
- d. They shall serve as an ex-officio, non-voting member of the President's Council.
- e. They shall serve as an ex-officio, non-voting member of an All-College Committee.
- f. The President can return any motion passed by the Presidents' Council to be brought up at the next meeting.
- g. The President and Vice President are responsible for serving as spokespeople of SGA and for organizing a State of the College Forum each semester.
- h. At the beginning of the year, they must work to evenly divide the following responsibilities among members of the Executive Board to the Executive Board and make it known to which tasks each member is responsible for:
 - i. Delivering all resolutions of the Presidents' Council to the appropriate bodies;
 - ii. Appointing members of the college to all-college committees and ad-hoc working groups; coordinating SGA orientation; appointing members of the SGA to working groups, SGA committees, Executive Board and President's Council, as necessary.
- i. They must coordinate and conduct mid-semester evaluations of the efficiency and dedication of class representatives and Executive Board members, which are to be presented on an individual basis when appropriate.
- j. They shall develop a pass-down document for the incoming SGA President and Vice President due no later than seven (7) days after the final Formal Meeting of the year.

3. *Treasurer*

- a. The Treasurer shall distribute SGA funds to clubs and organizations with the approval of the SGA Finance Committee, on which the Treasurer will serve as the chair and a voting member.
- b. The Treasurer is responsible for holding an annual meeting in September for club leaders to discuss financial procedures for the remainder of the academic year.
- c. The Treasurer is responsible for coordinating auditing procedures of any SGA-funded club or organization, delivering monthly reports on the budget to the President's Council, and appointing members to the SGA Finance Committee.
- d. At the beginning of the academic year, the SGA Treasurer must detail how money will be allocated for that year, as well as their philosophy for distributing the budget.
- e. The Treasurer shall develop a pass-down document for the incoming Treasurer due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.

4. *Parliamentarian*

- a. The Parliamentarian shall serve as the Chair of formal SGA meetings.
- b. The Parliamentarian shall establish a set of rules, which are to be presented to the President's Council at the first meeting of each semester.
- c. The Parliamentarian shall assemble meeting agendas and set the schedule for meetings throughout the year.
- d. The Parliamentarian shall call an informal meeting when necessary in order to facilitate discussion of specific topics outside of the formal meeting structure.
- e. The Parliamentarian shall call an emergency meeting when the Executive Board deems necessary. Publication of this emergency meeting can be released to the student body at large following approval by the full Executive Board.
- f. The Parliamentarian shall chair the Oversight of Clubs on Campus Committee.
- g. The Parliamentarian shall develop a pass-down document for the incoming Parliamentarian due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.

5. *Chair of Communications*

- a. The Chair of Communications shall publicize SGA events, programs and meetings. Other organizations and affiliations from the campus can also work with the Communications Chair on publicity at the discretion of the Executive Board.
- a. The Chair of Communications shall inform the community when and where SGA meetings are.
- b. The Chair of Communications shall maintain and update the SGA Website in coordination with the Administrative Assistant. All class presidents shall develop a pass-down document for the incoming class presidents due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.
- c. The Chair of Communications shall develop a pass-down document for the incoming Chair of Communications due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.

6. *Chair of Equity and Inclusion*

- a. The Chair of Equity and Inclusion will be responsible for advancing diversity, equity, and inclusion external to SGA.
- b. The Chair of Equity and Inclusion shall head multicultural programming for SGA in collaboration with Student Organizations across campus
- c. The Chair of Equity and Inclusion shall convene with the Dean of Diversity, Equity, and Inclusion on a bi-weekly basis
- d. The first meeting agenda will be a description of the initiatives and/or initiatives that the Chair plans to tackle in conjunction with the Dean of Diversity, Equity, and Inclusion over the course of the year.
- e. The Chair of Equity and Inclusion will co-chair the Equity and Inclusion Committee with the Vice-Chair of Equity and Inclusion.
- f. The Chair of Equity and Inclusion will review yearly, with the SGA Parliamentarian, campus

clubs' constitutional commitments to diversity, equity, and inclusion and will work to support campus clubs through these initiatives.

- g. The Chair of Equity and Inclusion shall develop a pass-down document for the incoming Chair of Equity and Inclusion, including a section where the Vice-chair's efforts have been recorded, due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.

7. *Vice-Chair of Equity and Inclusion*

- a. The Vice-Chair of Equity and Inclusion will be responsible for advancing diversity, equity, and inclusion internally on SGA.
- b. The Vice-Chair of Equity and Inclusion will work with the SGA President and Vice President or Co-Presidents to provide opportunities during SGA orientation and throughout the academic year for diversity and inclusion training.
- c. The Vice-Chair of Equity and Inclusion is required to meet with each of the Class Presidents twice a semester to assist them in designing and executing class events that embrace the values of equity and inclusion.
- d. The Vice-Chair of Equity and Inclusion shall draft all SGA statements relating to the student body and inclusion in collaboration with the Presidents and or Communications Chair.
- e. The Vice-Chair will meet monthly with the Dean of Diversity, Equity, and Inclusion to provide an update on SGA's current and future efforts.
- f. The Vice-Chair will meet bi-weekly with the SGA Presidents to discuss issues areas and ways to advance equity and inclusion on SGA.

8. *Administrative Chair*

- a. The Administrative Chair shall take minutes at each formal, informal, and Executive Board meeting.
- b. The Administrative Chair shall reserve spaces for all scheduled meetings.
- c. The Administrative Chair shall post formal meeting minutes on the SGA website.
- d. The Administrative Chair shall submit the year's SGA meeting minutes to the library's special collections section at the close of the Academic year.
- e. The Administrative Chair shall develop a pass-down document for the incoming Administrative Chair due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.

9. *Additional Members*

- a. The President and Vice President can appoint additional members to the Executive Board as needed (see Article II, Section 1).
- b. *SGA Liaisons:*
 - i. Student Liaisons to SGA may be appointed either by Executive Board Request or by recommendation of a club or organization (through a member of the President's Council) outside of SGA.
 - 1. Liaison membership for a student seeking representation for their club or organization is not to be approved for current members of the President's

Council. A second member of the organization, one that is not an SGA representative, shall be appointed as the SGA liaison to that group.

- ii. Liaisons are not positions within the Executive Board or within the President's Council, but rather are separate entities that extend the representation of student voices into SGA operations. This means that Liaisons are non-voting members of SGA.
- iii. Once officially accepted into SGA, Liaisons are to attend all formal SGA meetings and will have a seat at the SGA table (as opposed to any open seating around the table reserved for members of the general community, including staff or faculty).
- iv. Students from any club or organization, including the Colby Hall Staff, can serve as a liaison following the approval process of SGA.
- v. The number of Liaisons per year is up to the discretion of the President and Vice President.

Article III: President's Council

1. General Guidelines of the President's Council

- a. The President's Council shall be composed of four class senators in addition to two class presidents from each class year, the President, Vice-President, Treasurer, other members of the Executive Board, and the Director of Campus Life.
- b. The SGA President and Vice President can invite two members of the faculty or staff to serve as advisors to the President's Council.
- c. The SGA President should invite members of other student organizations, including, but not limited to, Community Advisors and members of the Student Programming Board, to serve as part of the President's Council as non-voting members.
- d. For cases of emergency or extreme circumstance in which case a member cannot complete their role, see Article IX (Recall).

2. Class Presidents

- a. Each class shall have two class presidents to act as voting members of the council.
 - i. When voting on SGA, class co-presidents from the same class year must vote in accord on motions; if they cannot reach a consensus, they must abstain from the vote.
 - ii. Each class president will be responsible for representing the interests and concerns of their respective classes on the SGA and for informing their classmates of SGA motions, programs, class specific events and other information as deemed necessary by the SGA executive board.
 - iii. All class co-presidents must attend weekly SGA meetings, serve on one all-college committee, and serve on one SGA Working Group.
 - iv. Both class presidents shall organize a class council (chaired by the presidents) which should receive class feedback, plan class programs, further class identity, and enhance school spirit.

- v. All class co-presidents shall develop a pass-down document for the incoming class presidents due to the incumbent SGA President and Vice President no later than seven (7) days after the final Formal Meeting of the year.
 - b. No class co-president can additionally serve as Community Advisor or officer on the Student Programming Board.
 - c. First Year and Sophomore class co-presidents are responsible for planning one class dinner per semester and creating a Class Council.
 - d. Junior class co-presidents are responsible for planning one class dinner per semester, creating the Junior Class Council and soliciting suggestions for Commencement Speaker.
 - e. Senior class co-presidents are responsible for creating a Senior Class Council, planning one class dinner per semester, and planning Senior Week.
 - f. Class co-presidents shall be required, at the discretion of the Executive Board, to come back before school starts to assist the Executive Board or participate in First Year Orientation.
 - g. Class co-presidents are responsible for keeping detailed records of all expenditures and budgets and reporting all transactions to the SGA Treasurer and Finance Committee. This responsibility can be designated to a Class Senator if desired.
3. *Class Senators*
- a. Class senators are responsible for representing the interests and concerns of their respective class years to the SGA and for informing their constituents of SGA motions, programs and other information as deemed necessary by the SGA Executive Board.
 - b. Senators attend all mandatory SGA events during the semester.
 - c. Senators rotate responsibility of bi-weekly newsletters to their entire class (Communications Chair keeps accountability).
 - d. Senators will serve on two committees and will help run class councils which consist of the class presidents, senators and additional volunteer representatives of the class.
 - e. Members of the rising-Junior class have two separate races in the spring, one for each semester of the following school year (students who are not going abroad but wish to be a senator must be on both ballots).
 - f. Senators can hold a paid position in another organization across campus, namely Hall Staff or Student Programming, pending prior approval by the supervisor of that program.

Article IV: SGA Committees

1. Students who wish to serve on a committee must apply through a process chiefly directed by the Administrative Chair.
2. Service to All-College Committees is subject to evaluation by the Dean's Office, which coordinates faculty members to serve on the committees. All College committees have a limit to the number of student representatives they may have. It is up to the chairs and present administrators of the SGA Committees to determine the appropriate number for final selection by the President, Vice President and Executive Board of SGA.

3. There shall be two SGA Committees that must be appointed by the first week in October, The SGA Judiciary Committee and SGA Finance Committee.

- a. *Judiciary Committee*

- i. The Parliamentarian shall call the SGA Judiciary Committee in order to hear disputes about elections, recalls, resignations, impeachments. Their decisions are final.
 - ii. The Judiciary Committee shall be composed of seven voting members who select their own chair: one Class Representative (Class Co-President or Senator) from each year and three non-SGA members. These members shall be appointed per Article II, Section 2, § H. The Parliamentarian, Director of Campus Life, and the SGA President and Vice President will also serve as non-voting members of the committee, except in impeachment cases involving them, in which case they shall be removed from Judiciary Committee meetings.
 - iii. Below is the process that the SGA Judiciary Committee should follow:
 1. In each case, the chair shall read the charges and allow the accused student or ticket to respond;
 2. The committee shall then review information related to the charges, question the witnesses or the accused and then receive recommendations from the SGA President and Vice President and the Director of Campus Life;
 3. After the recommendations, non-voting members must leave and the Judiciary Committee members shall deliberate;
 4. After, they shall vote and the chair will deliver the committee's decision to the President's Council;
 5. The hearing shall be open, but deliberations shall be private.

- b. *Finance Committee*

- i. In all matters related to allocations of SGA funds, the SGA Finance Committee shall convene to adjudicate the allocation and render a decision and their rulings are final.
 - ii. The Finance Committee shall disburse SGA funds in an equitable manner that furthers the mission of the College and SGA.
 - iii. The committee is to be chaired by the Treasurer.
 - iv. Students may apply for the committee and are to be selected by the Treasurer in coordination with the President and Vice President following the application process initiated by the SGA Administrative Chair with all other committee application creation.
 - v. The committee should aim to have at least one member from each class.

4. Additional SGA Committees (as of November, 2021)

- a. These committees include a mix of students and administrators

- i. *Oversight of Clubs on Campus (OCOC)*
 1. SGA Parliamentarian (Chair), 8 members
 - ii. *Publicity Committee*

1. SGA Communications Chair (Chair), 8 members
- iii. *Traditions Committee*
 1. SGA Senior Class Co-Presidents (Chairs), 7 members
- iv. *Community Engagement Committee*
 1. SGA Community Engagement Chair (Chair), 5 members
- v. *Judiciary Committee*
 1. SGA Administrative Chair (Chair), 7 members
- b. The full list of Committees can be found on the SGA website.

Article V: Meetings

1. The rules for meetings shall be determined by the Parliamentarian and approved at the first meeting of the President's Council.
2. Meetings shall be held weekly, with Formal Meetings occurring at least once every three weeks and Informal Meetings occurring during all other meeting times.
3. The parliamentarian will run formal meetings using *Robert's Rules of Order*
4. Formal meetings shall deal with motions and be under *Robert's Rules of Order*
5. Informal meetings shall be run by the president and vice president.
6. The informal meetings are meant to be brainstorming and discussion sessions.
7. Attendance at formal meetings is mandatory (all SGA members are allowed two unexcused absences before being referred to the Judiciary Committee by the SGA President).
8. Motions must be delivered to the Parliamentarian at least 4 days before a formal meeting.

Article VI: Relationship with College

1. *Student Representation on Committees*
 - a. All-college committees shall have student representatives, appointed and recommended by either the President or Vice President of SGA following the selection process led by the Vice President.
2. *Trustee Representation*
 - a. The SGA President and Vice-President shall serve as representatives to the Colby College Board of Trustees.
 - b. Appointment to Board Committees is to be done by coordinator of the Trustee meetings, often the Secretary of the College.
 - c. Working with the Secretary of the College, The Vice President of Student Affairs shall decide additional student representation.
3. *Relationship with College Affairs Committee*
 - a. All policy issues voted affirmative by the President's Council should be passed to the President of the Student Government Association, who in turn forwards it to the head of the College Affairs Committee.
 - b. The President's Council may take the following courses of action on these issues:
 - i. Waive the right to make a recommendation;
 - ii. Concur with the recommendation of the College Affairs Committee;
 - iii. Dissent with the College Affairs Committee.

1. In the event that the Presidents' Council dissents with the College Affairs Committee, the SGA Parliamentarian will call for the formation of a conference committee.
2. The SGA President will appoint three voting members of the President's Council, all who share the dissenting opinion, to serve on the conference committee, and the Chair of the College Affairs Committee will appoint three members of the College Affairs Committee to serve.
3. If a compromise is reached, it will be forwarded to the Dean of Students for action.
4. If the conference committee cannot reach a compromise, or if the Dean declines to accept the compromise, the SGA President and the Dean will negotiate.
5. If they are unable to resolve the issue, they will ask the President of the College to rule on it.

Article VII: Elections

1. General Rules of SGA Elections

- a. The incumbent SGA Parliamentarian is responsible for coordinating all elections and scheduling all election events. If the incumbent SGA Parliamentarian is seeking any SGA office in the election, the incumbent SGA President and Vice President will select an alternate Election Coordinator who is not seeking an office for the following year.
- b. The Parliamentarian or Election Coordinator shall refer matters to the Judiciary Committee for adjudication when extenuating circumstances arise that require deliberation over election issues.
- c. All voting must occur online, and the voting window must be at least 24 hours.
- d. All elections shall be determined by a Ranked Choice model where a candidate must receive more than 50% of all votes to be declared the winner. In the event that no candidate wins a 50% or more majority initially, votes would be allocated according to rules of Ranked Choice Voting.
- e. Elections for rising-Juniors are to have two ballots, one for the fall leadership and one for the spring leadership. Both races will be held simultaneously in their Sophomore spring.
- f. Students running for Executive Board and any Class President position cannot be receiving stipends from any other organization on campus (Hall Staff, Student Programming, Pugh Community Board). If already a paid member of another campus organization, candidates for Class Senator can run for office pending approval by their supervisor. In addition to following the financial rules of the College, this rule is in place to ensure that students can commit the full amount of time necessary for their SGA positions.

2. Campaigning Guidelines

- a. SGA members cannot use any SGA resources (including email lists and funding) to campaign for themselves or another candidate. Members found responsible for doing so can be disqualified at the discretion of the Parliamentarian or Election Coordinator.

- b. All disqualifications will be determined by the Judiciary Committee in consultation with the incumbent Parliamentarian or Election Coordinator.
- c. Candidates reserve the right to appeal decisions made by the Parliamentarian to the Judiciary Committee. Judiciary Committee decisions are final and cannot be appealed per Article IV, Section 3, §A-ii.
- d. Campaigning must not begin before the date and time designated by the incumbent Parliamentarian or Election Coordinator and may not continue throughout the voting period. Campaigning outside of the determined time period will result in automatic disqualification from the election.
- e. Before the date and time designated for campaigning begins, students may tell people that they are going to be running in the election, but cannot publicly promote themselves (social media, emails, posters) until the campaigning period begins.
- f. Additionally, for any SGA election there shall be no negative campaigning or coercing of students to vote for a specific party over another. Any of these actions will result in automatic disqualification from the election.
- g. Candidates are permitted to use social media to campaign. The social media format(s) may be created, but cannot be made public, prior to the specified date when campaigning begins.
- h. It is permitted to post the voting link to social media or to send the voting link via text message or email once elections have begun, but candidates cannot promote themselves after the campaigning window has closed.
- i. Any type of campaigning can be done as long as candidates follow the expenditure limits and their strategies are cleared by Campus Life (chalking, putting up banners, et cetera). Any paper campaign materials must be posted on bulletin boards. All candidates must follow the rules in the student code of conduct while campaigning.
- j. In the case of a runoff, campaigning may continue during the time period in between the first elections and the runoff elections, and may continue throughout the runoff elections.
- k. Campaign expenditures will be reimbursed through the SGA Treasurer with a receipt or proof of purchase. Candidates must not exceed expenditure limits set below:
 - i. Candidates must not exceed expenditure limits set below:
 - 1. \$75 per SGA President and Vice President ticket
 - 2. \$50 per Class President ticket
 - 3. \$30 per Treasurer ticket
 - 4. \$20 per Senator ticket

Article VIII: Code of Ethics

- 1. All members of SGA shall sign the following Code of Ethics before the first meeting of the Presidents' Council.
- 2. *The SGA Code of Ethics*
 - a. The Student Government Association of Colby College is committed to initiate positive change and, through the President's Council, to provide a forum for the gathering and expression of ideas and concerns from all students. As campus leaders and role models for the student body, we are dedicated to increased campus unity and school spirit; to full and

open communication and explanation of events, issues, and proposals for change in College policy; and to the accessibility of views from all students.

- b. The members of the SGA Executive Board and the President's Council have a responsibility to the student body to uphold the SGA Constitution, to adhere to all rules and regulations of the College as outlined in the Student Handbook, and to be an active and positive member of the Colby Community.
- c. Each member must always maintain the integrity of the SGA. Members will at all times be conscious of their status as representatives of the student body, and will avoid involvement in, or remove themselves from, situations which may tend to lessen the perceived credibility of the SGA. Members realize that they are equally accountable for our actions under the aforementioned guidelines of conduct. Members are responsible to their constituents and to the student body as a whole.
- d. SGA members must pledge as follows:

"I, in good faith, promise to honor the prestige of the office I hold. Recognizing the unusual nature of resources available to me, I promise to neither participate in nor have knowledge of inappropriate use of the resources and privileges granted to me through my position. My signature below indicates that I have read the above statement. I understand that should my actions result in a review by the SGA Judiciary Committee, all records pertaining to the incident in question will be released, in confidence, to the SGA Judiciary Committee."

Article IX: Recall, Referenda, Amendments and Bylaws

1. Recall, Resignation, & Impeachment

- a. Any elected or appointed Student Government member may be removed from office if recalled by the President's Council for either of the following reasons:
 - i. Failure to perform duties as outlined in the Constitution;
 - ii. Violation of College rules, including the misuse of SGA funds.
- b. Additionally, academic or disciplinary probation may be considered grounds for impeachment, upon recommendation by the Dean of Students.
- c. Complaints may come from any member of the President's Council against a student government leader in the form of a resolution for an Article of Impeachment against a representative or by a Petition of Impeachment with stated grounds written at the top and signed by one half of the constituency of that official.
- d. If someone is motioned to be impeached, they have a one week grace period to resign.
- e. Motions for impeachment must be made by a member of the President's Council to the Judiciary Committee. If a member of the community wishes to make a motion themselves, they must use their representative on the president's council.
- f. The Judiciary Committee reviews the motion and then all members of the student government vote. If there is a 2/3 majority, the impeachment is enacted.
- g. Members may not abstain from voting in impeachment proceedings.
- h. In cases of emergency or extreme circumstances, such as a family emergency or personal illness, the SGA Judiciary Committee, with the aid of the current class senator or class president, may appoint an interim representative to the Presidents' Council to serve in the

place of a temporarily absent class senator or class president. This interim representative must be a direct constituent of the absent class senator or class president and will fill only that individual's role. The interim representative may serve for a remainder of the semester in which the position became vacant. A special election for the following semester must then be held according to all election criteria under Article VII.

- i. A special election shall be held within three weeks to replace removed members. In the case of the removal of the SGA President and Vice President, an interim President shall be elected from within the Presidents' Council.

2. *Referenda and Amendments*

- a. A constitutional referendum may be called by a majority vote of the President's Council or by a petition of two hundred (200) members of the student body to consider amendments.
- b. If procedural questions arise, they should be referred to the bylaws rather than amendment to the Constitution.
- c. Once proposed, a constitutional referendum must be approved by one of two methods:
 - i. It must be accepted by a 3/4 majority vote of President's Council members;
 - ii. Or, it must be published with copies posted across campus at least seven (7) days prior to the vote and must be voted on by the student body in a special vote conducted by the SGA Vice-President no later than twenty-one (21) days after the publication.
 1. Posting of the amendment must include the proposed amendment and, where appropriate, the current provision being amended.
 2. Ratification requires a two-thirds (2/3) majority vote in favor of the amendment(s) with at least one third (1/3) of the student body voting.

3. *Bylaws*

a. *General Rules:*

- i. This Constitution maintains the framework for Colby's SGA, yet procedural mechanisms are necessary and will come in the form of SGA bylaws that are passed by the President's Council as they deem necessary.
- ii. Bylaws need a majority vote for approval. Records of their existence shall be kept by the SGA Secretary and sent to the Director of Campus Life and the Dean of Students.
- iii. Bylaws should be presented to the newly elected officers at their first meeting in the spring.
- iv. All bylaws will be numbered according to the year in which they were created and the order in which they were passed (ex., 96-01, 96-02, etc.).
- v. The bylaws will directly succeed the Constitution of the Colby College Student Government Association in all records.

b. *Bylaws:*

- i. **05-02** All members of the President's Council shall be made aware of proposed appointments to all College committees one week prior to the first meeting of the

year. A uniform application process, regardless of whether the applicant is a President's Council member or a student at large, shall be used when examining each applicant's qualifications.

- ii. **12-01** Members of the Executive Board may receive a stipend to be determined by the previous year's President's Council.
- iii. **12-02** Any SGA-approved club that is formally inactive (no meetings, organized events, etc.) for a year will become deactivated and will no longer remain an SGA-approved club. If future students want to reactivate said club, they will have to resubmit their constitution and signed SGA Code of Ethics form and be reapproved.
- iv. **17-01** Candidate Endorsements During Elections
 - 1. Candidates have full freedom to engage with any community member or organization to discuss their candidacy and/or the priorities of the given group. Further, clubs and organizations are permitted to spread any and all information about a candidate throughout their membership.
 - 2. Negative campaigning is not allowed.
 - 3. The SGA Executive Board cannot endorse any candidate through any channel, including social media and email. Further, members of the President's Council cannot use any SGA resources, including class and school email lists, to campaign for any candidate.
 - 4. Additionally, candidates cannot accept any monetary donations or donated campaign materials (including posters, banners, and campaign apparel) to be used in public areas, which includes residence hall common areas. SGA cannot prohibit the use of campaign materials by outside parties in private residence spaces.
- v. **17-02: Policy of Community Messaging**
 - 1. In the event that the Executive Board decides to respond to an event that affects the student community at large, a majority vote by the Executive board is necessary to trigger an emergency meeting of the President's Council to vote on the proposed statement by the Executive Board.
 - 2. An emergency meeting requires a quorum representing one half of the President's Council.
 - 3. At an emergency meeting, the Executive Board, or a representative, presents the proposed statement drafted by the Executive Board to the President's Council for a vote. A proposed statement needs approval from a simple majority of those in attendance.
 - 4. If the measure is voted down, the dissenting members of the President's Council may select two representatives to discuss additional edits with the Communications Chair and the SGA President.
 - 5. Following the conference between the dissenting members and the Executive Board, their final draft shall be distributed to the President's Council for a chance of brief review and then to the College's student body, without a second vote.

- vi. **17-03: Senator Accountability**
 - 1. Class Senators are mandated to attend one non-SGA event, at least once a month (four times per semester). These events cannot be considered wellness seminars, mandatory lectures for your courses, personal sporting events, dorm events or any other mandatory events. Senators are also required to participate and help plan at least one SGA event or initiative. This is a change from Part III, Section A, Article IV. Senators will self-report the events they attend according to the method designated by the current SGA Presidents. If the senators do not abide by these requirements then they will be liable to face potential probation and impeachment.
- vii. **17-05: Club Approval**
 - 1. The OCOC Committee shall have the only vote on club approvals. This means that the larger SGA governing body will no longer vote on club approval. The OCOC Committee shall take full responsibility for club approval or rejection. The OCOC Committee will report on which clubs are approved and which are rejected weekly to the entire SGA and ensure the approved clubs are reported in the Minutes.
- viii. **18-01: SGA Club Check-in**
 - 1. At the end of the year, the SGA Parliamentarian reserves the right to mark clubs as inactive based on their response to an “End of Year Survey,” similar to the requirement to attend the Club Leader Training at the beginning of the year. The survey should ask Club Leaders to provide information on who their faculty/staff adviser is, who the new club leaders will be for the following year, what they have accomplished during the school year, and what their goals are for the following school year. The grounds for marking a club as inactive would be failure to complete the survey, lying on the survey, not having a current club adviser (i.e. their listed advisor is no longer at Colby), and submitting a response indicative of insufficient club activity (i.e. only having met once during a semester). Being marked as inactive would require the club to re-apply to the OCOC Committee if they wished to once again become an SGA Club.
- ix. **18-03: Publicity Intern**
 - 1. The SGA Presidents may hire a Publicity Intern who would not sit on the Exec Board, but would work for them. A \$1000 stipend may be provided to the Publicity Chair, at the discretion of the Treasurer. The Publicity Intern would be chosen through an application process similar to the one used to choose Exec Board members. The Publicity Intern would have the following responsibilities:
 - a. Managing all SGA publicity material (physical and digital posters);
 - b. Producing all SGA publicity material (such as story time posters, SGA bi-annual art-sale posters, State of the College posters, any informational material needed for NESGov Conference, etc.);

- c. Work alongside Communications Chair on recreating the SGA website;
 - d. Working with Campus-Life to produce school-wide calendar each month;
 - e. Updating and managing all SGA social media accounts (Facebook, Instagram, and potentially more) on a daily basis;
 - f. Attend all formal and informal meetings.
- x. **18-04: Finance Committee Guidelines**
- 1. The Finance Committee and Treasurer will ensure longevity in equitable distribution practices by establishing this amendment to the bylaws. These Guidelines will serve as a foundation for making decisions on funding requests by all entities.
 - a. Food Policies
 - i. The Finance Committee and Treasurer consider funding food requests that serve cultural and religious purposes; since these offerings are not typically available through the Dining Services Pack-Out program which is available at no cost to club members and to SGA.
 - ii. For (bi)weekly board meetings/events that do not serve a cultural or religious purpose, requests for the funding of food will be denied and utilizing the Pack-Out program will be recommended.
 - iii. For overnight trips (i.e. COC, Mock Trial, etc.) funding for food will be considered and determined based on the number of individuals in attendance and the possibility of utilizing the Pack-Out program.
 - b. Merchandise Funding
 - i. We will not fund merchandise requests aside from stickers and posters; stickers and posters will be considered on a case-by-case basis.
 - ii. Funding for T-Shirts (or other similar items) will be considered with the caveat that the T-Shirt (or other item) will be sold and used solely for fundraising purposes in support of a non-profit organization.
 - iii. Clothing for cultural events and religious purposes will be considered for funding.
 - c. Break Trips
 - i. The Finance Committee and Treasurer will consider funding at least one Break trip on a case-by-case basis.
 - d. Stipend
 - i. We will consider funding club stipend positions that exceed the duties of traditional club operation as described below:

1. Traditional Club operations: executing club mission and purpose through programming, meetings, events, and collaborations.
 2. Typically, clubs with larger impact on the Colby Community have greater logistical duties that pose a burden outside of the scope of club operations.
- e. Political Groups
- i. Given that SGA represents the interests of the entire student body, the committee shall fund politically-minded groups in an equitable manner. Colby is a campus for all forms of political thought and will assist students in attaining a diversity of opinions.
- xi. 20-01: Election Regulations**
1. Candidates who plan on running for an SGA elected position are required to attend a facilitated meeting that explains the rules and regulations of the election.
 2. Candidates who drop out of any SGA race must immediately eliminate all social media material and paper material (i.e. banners, posters) related to their original campaign. This shall be enforced by the Judiciary Committee.
- xii. 21-01: Working Group Accountability**
1. Working groups must meet on at least a bi-weekly schedule as determined by the members of the group.
 - a. Group leaders must make an effort to find a time that works for all members of the group.
 2. Working groups must prepare a 5-10 minute presentation for the final informal meeting of each semester.
 - a. The presentation should outline what the groups goals were, if they were achieved, and how the group achieved these goals;
 - b. The group should also mention any challenges or setbacks that it faced throughout the semester;
 - c. Presentations should include reference to relevant members in administration that helped the group achieve success;
 - d. Finally, any events, motions, and initiatives that were brought about from the group should be included.
 3. Working groups have the ability to write and submit a motion that can count towards a senators' motion writing requirement.
 4. If a member of the group misses more than three (3) meetings in a semester, they are not allowed to have their name on any motions that are submitted by the group.
 5. Any violations of this bylaw will be brought to the attention of the Judiciary Committee.