



## *Constitution of the Student Government Association*

### *Colby College*

***WE*** the students of Colby College, in order to continuously enrich the experience of every member of our community, do hereby establish this Constitution for the Student Government Association, hereinafter SGA. Anchored in the pillars of Community, Integrity, and Respect, SGA is entrusted with the privilege of representing the diverse needs and aspirations of the student body with unwavering honesty and accountability. Through transparent communication and staunch advocacy, SGA shall serve as a bridge between the student body and the College Administration, dedicated to fostering and protecting a culture of unfettered intellectual curiosity, creative expression, and active citizenship. In steadfast adherence to these principles, SGA commits to the cultivation of a unified and inclusive community dedicated to the learning, fulfillment, and collective well-being of all who set foot on Mayflower Hill.

## **Article I: Membership & General Provisions**

### ***Section 1: Membership Eligibility***

1. Membership in SGA shall be open to any matriculated student of Colby College, thereby providing an inclusive opportunity to participate in governance. To hold elected or appointed office in SGA, all members must be present on campus throughout their term of service to fulfill their responsibilities effectively.

### ***Section 2: Active Participation***

1. All members of SGA shall fulfill their duties as outlined in this Constitution. Active participation is required of all members of SGA, including but not limited to attendance at formal and informal meetings, the State of SGA addresses, and any other official events, except in cases of valid excuse as determined by the Executive Board.
  - a. All students, including non-voting members of SGA, are allowed to bring forward motions. Non-SGA students are required to find an SGA Class Representative to co-sponsor motions.

### ***Section 3: Conduct & Accountability***

1. All members of SGA are expected to uphold the highest standards of conduct, reflecting the pillars of Community, Integrity, and Respect that guide SGA's mission. As representatives of the student body, SGA members have a duty to act in a manner that strengthens trust and fosters a positive impact within the Colby community. To this end, all members shall commit to the Code of Ethics, including the:
  - a. As stewards of SGA, members shall:
    - i. Conduct themselves with honesty and integrity, setting a standard that reflects positively on SGA and inspires trust within the student body.
    - ii. Engage respectfully with all members of the Colby community, actively promoting inclusivity, cooperation, and the wellbeing of the student body.
    - iii. Fulfill all duties as outlined in this Constitution, adhere to College policies as laid out in the Student Handbook, and remain answerable to their fellow peers.
    - iv. Use SGA resources responsibly and solely for the benefit of the student body, refraining from and reporting any misuse, known or suspected.
2. Members who fail to meet participation requirements, violate the SGA Code of Ethics, or breach of College rules may be subject to review by the SGA Judiciary Committee. The Judiciary Committee has the authority to impose sanctions.
3. SGA members will take into consideration the college's Statement of Principles on Freedom of Inquiry and Expression when considering potential breaches of conduct.

### ***Section 4: Resignation Procedure***

1. Any member wishing to resign from their position shall submit a formal written resignation to the Executive Board, specifying the effective date and reason for resignation to facilitate an orderly transition of responsibilities.

### ***Section 5: Term of Office***

1. The term of office for all elected and appointed SGA members shall be one academic year, unless otherwise specified at the time of election or appointment. Members are eligible for reelection or reappointment as permitted by the Election Guidelines in Article VI Section 1.

### ***Section 6: Structure of the SGA***

1. SGA shall be organized into three branches: the Executive Board, the Class Representatives, and the Committees, each branch charged with distinct responsibilities essential to the effective governance and representation of the student body. Each branch shall collaborate and support one another to fulfill the mission of SGA.

### ***Section 7: Non-Discrimination Policy***

1. The Colby College Student Government Association and its members do not and shall not discriminate, including but not limited to, on the basis of race, color, age, sex, sexual orientation, gender identity or expression, national or ethnic origin, religion, caste, disability, parental or marital status, genetic information, political beliefs, veteran or military status, pregnancy, childbirth or related medical conditions, or any characteristic protected by law, in any of its activities, initiatives, and membership.

## **Article II: The Executive Board**

### ***Section 1: Structure of the Executive Board***

1. The Executive Board shall be composed of the Presidential Leadership, Treasurer, Parliamentarian, Communications Chair, the Diversity, Equity, and Inclusion (DEI) Chair, Traditions Chair, Documentarian, Community Engagement Chair, and/or Administrative Chair, each elected or appointed in accordance with the procedures set forth in this Constitution. In the event there is a Co-Chair for any of the Executive Board positions, the two members will split the stipend equally. No members of the Student Programming Board (SPB) or Community Advisors (CAs) may serve in an Executive Board position. The total number of Executive Board positions appointed by the Presidential Leadership may not exceed 7.

### ***Section 2: Executive Powers & Responsibilities***

1. The Executive Board is vested with the authority to oversee all SGA operations, set the strategic goals of the organization, and act as the primary liaison between the student body and College Administration. The specific duties of each Executive Board member are as follows:
  - a. The Executive Board shall be composed of the Presidential Leadership, Treasurer, Parliamentarian, Chair of Communications, Co-Chairs of Diversity, Equity, and Inclusion, Traditions Chair, Documentarian, Student Engagement Chair, and/or the Administrative Chair. The Presidential Leadership may consist of a President and Vice President OR two Co-Presidents who must divide the Presidential Leadership responsibilities equally. The Chair of Communications, the DEI Chair, and the Administrative Chair can be run as Co-Chairs, at the discretion of the Presidential Leadership. All members of the Executive Board are

appointed by the Presidential Leadership except for the Treasurer. The Presidential Leadership and the Treasurer are elected by the student body.

- b. The Presidential Leadership can decide which positions to appoint and how to distribute the number of Executive Board positions, provided that there be at least one chair in the following roles: Parliamentarian, Administrative Chair, DEI Chair, Community Engagement Chair, and Communications Chair.
- c. All members of the Executive Board shall have posted weekly office hours of a cumulative two hours. Co-Chairs should share these office hours weekly.
- d. All Executive Board members shall develop a pass-down document due to the incumbent SGA Presidential Leadership no later than seven (7) days after the final Formal Meeting of the year.
  - i. Pass-down documents outline the roles and responsibilities of the position, including but not limited to specific projects or tasks undertaken by the previous person holding the position. Any helpful information, such as links, contacts, or successful strategies, should be included in pass-down documents.
- e. 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 III, Section 3, Subsection 7).
- f. All appointed members of the Executive Board have to be voted into office by the Class Representatives.

### ***Section 3: Executive Roles' Division of Labor***

1. Presidential Leadership
  - a. The Vice President shall oversee all internal operations of SGA.
  - b. The President shall manage Executive Board meetings in which they are present.
  - c. The Presidential Leadership shall serve as two student representatives to the Colby College Board of Trustees.
  - d. They shall serve as ex officio, non-voting members of the Class Representatives.
  - e. They shall serve as an ex officio, non-voting members of an All-College Committee.
  - f. The Presidential Leadership are responsible for serving as spokespeople of SGA and for organizing a State of the College Forum each semester.
  - g. At the beginning of the year, they must work to evenly divide the following responsibilities among members of 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 Project Groups; coordinating SGA orientation; appointing members of the SGA to Project Groups, SGA committees, Executive Board and Class Representatives, as necessary.
  - h. 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.

2. 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 Class Representatives, 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.
3. 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 Class Representatives 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.
    - i. 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.
4. 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.
  - b. The Chair of Communications shall inform the community of when and where SGA meetings are held.
  - c. The Chair of Communications shall maintain and update the SGA website in coordination with the Administrative Chair.
5. Chair of DEI
  - a. The Chair of DEI will be responsible for advancing diversity, equity, and inclusion external to SGA in line with non-discrimination policy of the SGA Constitution (Article 1, Section 7) and the Nondiscrimination Policy of the Student Handbook.
  - b. Chair of DEI shall head multicultural programming for SGA in collaboration with Student Organizations across campus
  - c. The Chair of DEI shall convene with the Dean of DEI on a bi-weekly basis.



- a. The Traditions Chair shall go through the archives in order to collect feasible events to bring back as “new” Colby traditions
  - b. The Traditions Chair shall work with the Director of Student Engagement and Leadership Development and Student Engagement Chair to create a calendar of events to be put on over the spring and summer before each school year.
    - i. The Traditions Chair shall work in collaboration with the Director of Student Engagement, the Parliamentarian, and the Communications Chair to add events put on by student organizations, SPB, SGA class years, etc. to the comprehensive calendar throughout the year.
  - c. The Traditions chair shall ensure that the inclusion of every member of the student body is a focal point in all decision-making
  - d. The Traditions Chair shall offer support to other clubs and organizations’ events on campus when necessary.
  - e. The Traditions Chair shall lead the Traditions Working Group in conjunction with the College Events Working Up
  - f. The Traditions Chair shall gather the opinions of the student body to determine which traditions will have the most student engagement
9. Documentarian
- a. The Documentarian shall collect documents (Echo articles, student interviews, photographs, video record, posters, etc.) and memorabilia from college events throughout each academic year to be compiled into two time capsules.
    - i. The first time capsule shall be gifted each year to the graduating class to be opened at their first class reunion.
    - ii. The second time capsule shall be donated to the Colby Archives as a record of the year.
  - b. The Documentarian shall attend college events to capture in photographs and videos each event for publishing in the archive, yearbook, and end of year video.
    - i. The Documentarian shall work with the Communications and Student Engagement Chairs to determine event scheduling and what events they will be required to attend.
      1. The Documentarian shall be able to call upon members of SGA as volunteers to capture events that they are unable to attend.
  - c. The Documentarian shall lead the Yearbook Working Group and be responsible for the creation of a digital yearbook.
    - i. The yearbook shall showcase the daily activities, major events, college developments and news, and student perspectives throughout the year.
      1. The yearbook should be compiled using photographs and videos for college events, clippings from articles, snapshots of memos, and student quotes.
      2. Students may submit content to the yearbook working group.

3. The yearbook should have a section containing photos of the senior class and details of senior events to commemorate them during their final year on the Hill.
    - ii. The Yearbook Working group shall be composed of at least one representative from each class year.
      1. This representative shall be responsible for photographing and videographing all of their class events for addition to the archive.
  - d. The Documentarian shall collaborate with the Yearbook Working group to create a ~10 minute video documentary of the academic year.
  - e. The Documentarian shall ensure that the inclusion of every member of the student body is a focal point in all decision-making.
10. Liaisons
- a. The Presidential Leadership can appoint additional members to the Executive Board as needed (see Article II, Section 2).
  - b. 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 Class Representatives) outside of SGA. Student Liaisons are unpaid positions.
  - c. Liaison membership for a student seeking representation for their club or organization is not to be approved for current members of the Class Representatives. A second member of the organization, one that is not an SGA representative, shall be appointed as the SGA liaison to that group.
    - i. Liaisons are not positions within the Executive Board or within the Class Representatives, 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.
  - d. 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).
    - i. Students from any club or organization, including the Colby Hall Staff, can serve as a liaison following the approval process of SGA.
    - ii. The number of Liaisons per year is up to the discretion of the Presidential Leadership.

### **Article III: Class Representatives**

#### ***Section 1: General Guidelines of The Class Representatives***

1. The Class Representatives shall be composed of four Class Senators and two Class Co-Presidents from each class year.
2. Any member of SGA can invite collaborators to assist on projects.

3. All Class Co-Presidents shall develop a pass-down document for the incoming representatives due to the incumbent Presidential Leadership no later than seven (7) days after the final Formal Meeting of the year.
  - a. See Article II, Section 1, Subsection 1, Item d for a description of pass-down documents.
4. Each class year of the Class Representatives are responsible for planning one class dinner per semester.
5. Each class year of the Class Representatives has the option to convene a class council.
6. 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 studying off-campus but wish to be a member of the Class Representatives must be on both ballots).
7. For cases of emergency or extreme circumstance in which case a member cannot complete their role, see Article VII, Section 1.

### ***Section 2: Class Co-Presidents***

Each class shall have two Class Co-Presidents to act as voting members of the Class Representatives.

1. 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. If one co-president is absent, the pair must abstain.
2. Each Class Co-President will be responsible for representing the interests and concerns of their respective classes on the SGA and for informing their peers of SGA motions, programs, class-specific events and other information as deemed necessary by the Executive Board.
3. All Class Co-Presidents must attend weekly SGA meetings, serve on one All-College committee, and serve on a Project Group endorsed by the Presidential Leadership.
4. Class Co-Presidents can organize and convene a class council which should receive class feedback, plan class programs, further class identity, and enhance school spirit.
5. Class Co-Presidents should provide newsletters as needed to their respective class year with announcements, class-related events, and updates about the initiatives led by SGA.
6. Senior Class Co-Presidents are responsible for planning Senior Week and appointing a Senior Week Committee for support.
7. Class Co-Presidents shall be required, if requested by the Executive Board, to come back before the start of the academic year to assist the Executive Board or participate in First-Year Orientation.
8. 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 delegated to a Class Senator if desired.
9. Class Co-Presidents can create guidelines for class council members and conditions for when they are not met. These guidelines should align with the values promoted in SGA's Code of Ethics and provide expectations that can be feasibly fulfilled by class council members. Additionally, Class Co-Presidents should take into account input from Class Senators and any other parties who actively rely on class council members for support, whether through a formal voting process or informal discussion. The

guidelines should be completed before class council applications are opened and attached to the form to ensure that applicants have a full understanding of the position before applying.

### ***Section 3: Class Senators***

1. Class Senators are responsible for representing the interests and concerns of their respective class year to SGA and for informing their constituents of SGA motions, programs and other information as deemed necessary by the SGA Executive Board.
  - a. Senators must attend all mandatory SGA events during the semester. They will vote during formal meetings.
  - b. Senators will serve on two committees and a project group endorsed by Presidential Leadership.
  - c. Senators can facilitate the creation and management of the class council as is necessary.

## **Article IV: SGA Committees**

1. Students who wish to serve on a committee as a non-SGA member must apply through a process 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 Administrative Chair.
3. There shall be two SGA Committees that must be appointed by the first week in October.
  - a. Judiciary Committee
    - i. The Parliamentarian shall call the SGA Judiciary Committee in order to hear disputes about elections, recalls, resignations, or an SGA member's violations of the Constitution. Their decisions are final.
    - ii. There will be 9 voting members, including the Administrative Chair, assigned to this committee by the Administrative Chair.
    - iii. The Judiciary Committee shall be chaired by the Administrative Chair.
    - iv. No voting or non-voting member of the Judiciary Committee shall be allowed to serve if they are involved in the dispute. In the event that a voting member has a conflict of interest, the Administrative Chair will select a replacement. In the event the Administrative Chair has a conflict, the SGA advisor will select a replacement.
  - b. Finance Committee
    - i. The SGA Finance Committee shall convene to render decisions on the allocation of SGA funds. Their decision shall be 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 Administrative Chair at the Treasurer's Discretion.
  - v. The committee should aim to have at least one member from each class.
4. All additional SGA Committees must be created no later than the second week in October.
- a. DEI Committee
    - i. The SGA DEI Committee will be chaired by the DEI Chair for the Executive Board.
    - ii. The DEI Committee will contribute to a welcoming, inclusive, environment on campus, specifically focusing on underprivileged or underrepresented students.
    - iii. Students may apply for the committee and are to be selected by the DEI Chair in coordination with the Administrative Chair at the DEI Chairs' discretion.
  - b. Oversight of Clubs on Campus (OCOC)
    - i. The OCOC Committee will be chaired by the Parliamentarian.
    - ii. OCOC will be responsible for the approval or rejection of club proposals with the support of the Office of Student Engagement.
    - iii. The OCOC Committee will serve in the appeals process of any and all Club Grievances, per the Club Grievances Process, under guidance of the SGA advisor.
  - c. All other Committees chaired by non-SGA members (staff, faculty, etc.) are responsible for requesting the renewal of their Committee. Chairs of the Committees that were active the previous year should be contacted by the first week in October by the Administrative Chair to determine the Committee's activity for that academic year.

## **Article V: Meetings**

1. The rules for meetings shall be determined by the Presidential Leadership.
2. Meetings shall be held weekly, with Formal Meetings occurring when there are motions to present and Informal Meetings occurring during all other meeting times.
3. The Parliamentarian will run formal meetings in an orderly fashion.
4. Formal meetings shall deal with motions and be aided by Robert's Rules of Order.
5. Informal meetings shall be run by the Presidential Leadership and be facilitated under Robert's Rules of Order.
6. Attendance at formal meetings is mandatory. All SGA members are allowed three unexcused absences before being referred to the Judiciary Committee by the SGA President.
7. Motions must be delivered to the Parliamentarian at least 2 days before a meeting, with extensions determined at the discretion of the Parliamentarian and Executive Board.
8. Formal meetings must have a quorum of at least  $\frac{2}{3}$  of voting members present. In situations where there are fractional votes, all parties must be present for the whole voting member to be considered present. By way of example, 14/20 voting members must be present.
9. Motions must receive at least half of the votes present to pass.

## **Article VI: Elections**

### ***Section 1: General Rules of SGA Elections***

1. The incumbent SGA Parliamentarian is responsible for coordinating all elections and scheduling all election events. If the incumbent Parliamentarian is seeking any SGA office in the election, the incumbent SGA Presidential Leadership will select an alternate Election Coordinator who is not seeking an office for the following year.
2. The Parliamentarian or Election Coordinator shall refer matters to the Judiciary Committee for adjudication when extenuating circumstances arise that require deliberation over election issues. Consequences for campaign violations such as negative campaigning or campaigning outside of the designated campaigning window are left to the sole discretion of the Parliamentarian with no appeal. If campaign violation is committed by the incumbent Parliamentarian, then the Election Coordinator will review the incident and tender the decision.
3. All voting must occur online, and the voting window must be at least 24 hours.
4. 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.
5. Results of the election can be accessed through a meeting with the Parliamentarian during which interested parties can view the results.
6. 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. See Article VII, Section 3 for the handling of vacancies.

### ***Section 2: Campaigning Guidelines***

1. Candidates should consult with the Parliamentarian about any questions or concerns about the Election.
2. 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/Election Coordinator.
3. All disqualifications will be determined by the incumbent Parliamentarian or Election Coordinator. The Judiciary may be convened to assist in cases where the Parliamentarian/Election Coordinator or SGA Advisor thinks it is necessary.
4. 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.
5. 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.
6. 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.

7. 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.
8. 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.
9. Any type of campaigning can be done as long as candidates follow the expenditure limits and their strategies are cleared by the Office of Student Engagement (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.
10. Donations of any kind are prohibited.
11. Campaign expenditures must be approved by the Parliamentarian via a budget proposal prior to the commencement of campaign period regardless of if reimbursement is requested. Reimbursement by the SGA Treasurer is available with a receipt or proof of purchase. Candidates must get approval from the Treasurer prior to any purchase. Candidates must not exceed expenditure limits set below, including tax. Assume all amounts are fixed regardless of inflation.
  - a. \$75 per SGA Presidential Leadership ticket
  - b. \$50 per Class President ticket
  - c. \$40 per Treasurer ticket
  - d. \$25 per Senator ticket

## **Article VII: Recall, Resignation, & Referenda**

### ***Section 1: Recall Process***

1. Recall is a constituency-driven process that enables students to hold their representatives accountable by voting to remove them from office.
2. A recall may be initiated if a representative fails to fulfill their duties as outlined in this Constitution or significantly breaches the trust of their constituency.
3. To begin a recall, a petition signed by at least 50% of the representative's constituency must be submitted to the Judiciary Committee for validation.
4. The Judiciary Committee shall validate the petition and, if deemed valid, organize a constituency vote within two weeks. Removal requires a simple majority of votes cast.
5. If the recall vote is successful, the representative's position shall be declared vacant immediately, and the vacancy addressed as outlined in Section 3.

### ***Section 2: Handling Grievances***

1. Grievance by members against a member of SGA
  - a. Any member of SGA may file a grievance against an officer or member of SGA.

- b. The grievance must be filed in writing with the SGA Advisor and the Parliamentarian. If the Parliamentarian is involved in the grievance, the Presidential Leadership will receive the complaint in their stead.
  - c. The Advisor may meet with the aggrieved student/s to gather additional information and will attempt to resolve the issue within SGA.
  - d. Failing resolution by the Advisor, the Directors of Student Engagement and Leadership Development (SELD) and the Director of Community Values, Conflict Resolution, and Restorative Practice (OCV) will provide the aggrieved student with information regarding resolution options, typically restorative practices or conflict resolution process to be facilitated by the OCV. The OCV will work with SGA leadership as appropriate for the circumstances.
  - e. In the event that no resolution can be met, the aggrieved parties will have the option to continue with a petition for accountability.
2. Petition to hold an SGA Member accountable
- a. A member of SGA may be held accountable if they:
    - i. Fail to fulfill their duties as outlined in the SGA constitution.
    - ii. Engage in behavior which does not meet SGA member expectations.
    - iii. Violates the SGA Constitution.
  - b. Any member may file a petition to hold an SGA member accountable. The petition must be signed by at least three (3) active members of SGA. A petition occurs when the grievance is not resolved and the Petitioner(s) choose to move forward with the process to hold an SGA member accountable.
  - c. Petitioners must submit a written statement which provides a detailed description of the reasons for accountability to the Chair of the Judiciary Committee, SGA Advisor, the Director for Student Engagement & Leadership Development (SELD), and the Director of Community Values, Conflict Resolution and Restorative Practice (OCV). The Administrative Chair will serve as Chair of the Judiciary Committee. If the Administrative Chair is involved in the petition, the SGA Advisor will appoint an alternative Chair of the Judiciary Committee.
  - d. The SGA member who is the Subject of the petition will receive the petition, presented electronically.
  - e. Once the Subject has received the petition, the Subject and the Petitioners may not communicate with each other directly, indirectly, or through third parties, except as approved by a Director of SELD. Communication can occur with other parties about the case (for example, witnesses) but should exclusively have an investigative or evidence gathering objective.
  - f. The Subject will inform the Directors how they want to proceed:
    - i. An SGA member may resign their position without prejudice with immediate effect.
    - ii. SGA hearing without a fact finding inquiry.
    - iii. Fact finding inquiry and SGA hearing.
3. Hearing without a fact finding inquiry:

- a. All parties will be responsible for collecting their own evidence and presenting it to the Judiciary Committee. See subsection 5 for procedures.
4. Fact finding inquiry and SGA hearing
  - a. If the Subject of the petition disputes whether specific behaviors they are alleged to have engaged in fact occurred, the Petitioner may request that the Office of Community Values (OCV) conduct an inquiry. An inquiry will include, at least:
    - b. The Petitioners will submit the Petition and any supporting evidence, such as witness statements, emails, text messages, social media posts. Witness statements may not be anonymous.
    - c. The members of the Executive Board may provide statements.
    - d. All submissions by the Petitioners and Executive Board members will be shared with the Subject.
    - e. The Subject will provide a response and any supporting evidence, such as witness statements, emails, text messages, social media posts. Witness statements may not be anonymous.
    - f. The OCV may conduct interviews as needed.
    - g. The OCV will provide the Petitioners, Subject and Administrative Chair with a brief written findings of fact.
5. In the hearings for any Petition, the following process must be observed:
  - a. The Chair will notify the Judiciary Committee that a petition to remove an SGA member will be heard and voted on. The meeting may not occur less than 7 business days after the petition has been received by the subject, and not less than 3 business days after all members have been notified. This will be a closed meeting to Judiciary Committee members only.
  - b. The SGA Advisor (or one of the Directors) may advise the Chair through the hearing.
  - c. The Chair will make an audio recording of the hearing.
  - d. The Subject may bring a personal advisor to the hearing. A personal advisor may be a current Colby student, faculty or staff member who is not a witness in the case or associated with SGA. The Subject must notify the SGA advisor of the identity of the personal advisor at least three business days before the hearing. The Subject must speak and respond to questions on the Subject's own behalf. The personal advisor may consult with the Subject, but may not answer, make statements, pose objections or questions unless so permitted by the hearing panel Chair.
  - e. The Petition and the finding of facts will be read to the members of SGA by the Chair, or provided in writing (copies of a written petition must be collected at the end of the meeting).
  - f. The chair will make an audio recording of the hearing.
  - g. The petition will be read to the Judiciary Committee by the chair, or provided in writing (copies of a written petition must be collected at the end of the meeting).
  - h. The Petitioner will have an opportunity to make a statement to the Judiciary Committee.
  - i. The Subject will have an opportunity to share their response verbally. They may provide written copies of their response to the Judiciary Committee.

- j. Members of the Judiciary Committee will have an opportunity to ask questions of the petitioners and the subject. The chair may rephrase questions or determine that the question is inappropriate.
  - k. The petitioners and subject may not question each other directly.
  - l. The members of the Judiciary Committee will cast secret ballots. Ballots must be on identical papers. The Chair will collect and tally the ballots. Voting options are: hold accountable, do not hold accountable, abstain.
  - m. If there is a question regarding whether a certain behavior/s occurred, members must use the preponderance of the evidence standard when deciding whether the behavior occurred or not.
  - n. A 2/3 vote of all members present is required to hold the officer or member accountable.
  - o. Accountability will be determined on a case-by-case basis by the Judiciary Committee. Possible repercussions include but are not limited to a warning, a public notification of the infraction, reimbursement of funds, suspension from SGA, or removal from SGA.
6. The SGA advisor may consult with other College staff, and may make alterations to these processes to ensure a fair process. If a modification to the process occurs, all parties involved must be immediately notified.

### ***Section 3: Addressing Vacancies***

1. In the event that a role is not filled at the conclusion of the election, the following protocols will be observed according to the role which has yet to be filled. If a singular class seat is vacant, the Class Representatives of that year will vote the replacement into that role. Otherwise, all Class Representatives vote them into the role at the next formal meeting. If there are less than 50 days left in the semester, and it is a non-voting or co-voting seat, the seat can remain vacant.
  - a. SGA Presidential Leadership: Restart the campaigning process beginning 1 week after the closing date of the last election. Reopen the submission forms for the materials to run accordingly. Repeat this process until the spot is filled OR until other instruction from the SGA advisor/administration is received.
  - b. Treasurer: By appointment of the Student Body Co-Presidents or Student Body President.
  - c. Executive Board: By appointment of the Student Body Co-Presidents or Student Body President.
  - d. Class Co-President: Restart the campaigning process beginning 1 week after the closing date of the last election. Reopen the submission forms for the materials to run accordingly. If no one runs at the conclusion of this campaign period, the Presidential Leadership will appoint a pair to serve in this role.
  - e. Class Senators: By appointment of the Class Co-Presidents.
2. In the event that a role is vacated for any reason, the following protocols will be observed according to the role which has yet to be filled.
  - a. SGA Presidential Leadership: If one of the two remains in service while the other is no longer in service, the remaining Leader will appoint their replacement. If both spots are vacant, the

Parliamentarian will hold a Midterm Election in accordance with the usual Election Regulations.

- b. Treasurer: By appointment of the Presidential Leadership.
- c. Executive Board: By appointment of the Presidential Leadership.
- d. Class Co-President: If one of the two remains in service while the other is no longer in service, the remaining President will appoint their replacement. If both spots are vacant, the Parliamentarian will hold a Midterm Election in accordance with the usual Election Regulations.
- e. Class Senators: By appointment of the Class Co-Presidents.

***Section 4: Referenda***

- 1. A constitutional amendment or special motion may be called to a vote by a three-fourths majority vote of the Class Representatives, or by a petition of two hundred (200) members of the student body.
  - a. The members of the executive board are responsible for recognizing and reformulating the student petition into a motion to be brought before all of SGA.
- 2. Once proposed, an amendment or special motion may be approved by one of two methods:
  - a. It must be accepted by a three-fourths majority vote of Class Representatives;
  - b. Or, it may be put to a special vote of the student body.
    - i. A special vote shall be called at the discretion of the Executive Board should they feel the issue warrants one.