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# STUDENT GOVERNANCE COUNCIL CONSTITUTION

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Ithaca College  
Revised Spring 2020

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## DEFINITIONS AND ACRONYMS

<b>Term or Acronym</b>	<b>Definition</b>
Ad-hoc	Ad-hoc committees may be formed and given special duties or powers designated by this Constitution.
Executive Board Vote	A vote where the President, four Vice-Presidents, Senate Chair, and Chief of Staff vote
Friendly amendment	An amendment that makes small changes, generally consisting of grammatical changes and non-substantive material. No vote is necessary.
Simple majority	More than one half
SGC	Student Governance Council
The Constitution	The governing document of Student Governance Council.
Unfriendly amendment	An amendment that makes large changes, generally consisting of content changes. Two-thirds majority vote is necessary

## **PREAMBLE**

We, the elected student representatives of Ithaca College, in order to best advocate for and protect the rights and privileges of the Ithaca College community, do hereby adopt this Constitution of the Ithaca College Student Governance Council. The Student Governance Council serves as the only recognized representative body for the entire student community, as outlined within [\*The Governance and Committee Structure of Ithaca College\*](#). This constitution shall be subject to change as deemed necessary by the Student Body or Student Governance Council. Furthermore, this document will be reviewed every two years by the Organizational Review Committee.

## **ARTICLE I**

NAME:

The name of the organization that shall uphold the preamble of this constitution shall be the Ithaca College Student Governance Council.

## **ARTICLE II**

STATEMENT OF NON-DISCRIMINATION:

The Ithaca College Student Governance Council is an equal opportunity organization. The Student Governance Council does not discriminate on the basis of attributes including, but not limited to: race, age, sex, gender, national origin, religion, political affiliation, sexual orientation, disability, or accessibility requirements. While any student may participate in the activities and debate of the Student Governance Council, voting rights shall only be granted as outlined within the following articles. As an equal opportunity organization, the Student Governance Council will make this constitution and all governing documents accessible to the Ithaca College community as a whole.

## **ARTICLE III**

ORGANIZATIONAL AUTHORITY:

The Ithaca College Student Governance Council shall be comprised of a united Student Senate and Executive Board. Ad-hoc committees may be formed and given special duties or powers designated by this Constitution.

## **ARTICLE IV**

LEGISLATIVE BRANCH:

### **Section 1: Name**

The legislative branch of the Ithaca College Student Governance Council shall be known as the Student Senate.

## **Section 2: Seats**

The seats of the Student Senate shall consist of:

- Eight Class Senators
- Five Academic Senators
- One Transfer Senator
- One International Senator
- One Varsity Athlete Senator
- One Club Athlete Senator
- One Off-Campus Senator
- Five Senators at Large
- One Student of Color Coalition Senator
- One Graduate Senator

## **Section 3: Membership**

Membership requirements of each seat on the Student Senate shall be as follows:

- Two Class Senators will represent each undergraduate class. Class standing will be determined by the anticipated date of graduation as recorded by the Office of the Registrar.
- Academic Senators will represent each academic school. Each Academic Senator must have a major in the school that they represent. This includes one senator for each of the following schools:
  - School of Business
  - Roy H. Park School of Communications
  - School of Health Science and Human Performance
  - School of Humanities and Sciences
  - School of Music
- The Transfer Senator will be a transfer student, defined by Ithaca College as a student who has received a high school diploma (or its equivalent) and subsequently earned nine or more college credits, or enrolled full time at another college or university.
- The International Senator will be a student who has or has had a permanent residence in a country other than the United States prior to attending Ithaca College.
- The Varsity Athlete Senator will be a member of the Student-Athlete Advisory Council.
- The Club Athlete Senator will be a member of a Club Sports team.
- The Off-Campus Senator will be a student who does not live in housing on the Ithaca College campus.
- Senators at Large will be any current students, representative of the student body as a whole.
- The Student of Color Coalition Senator will be a representative of the Student of Color Coalition or any of the organizations falling under its jurisdiction.
- The Graduate Senator will be a current graduate student as recorded by the Office of the

Registrar.

Each senator shall belong to the appropriate population or constituency for the position in which they run.

#### **Section 4: Term of Office**

Senators shall have the following terms of office:

1. Senators elected in the Spring shall serve from the date of graduation in the year in which they are elected until the date of graduation the following academic year. Senators elected in the fall shall serve from the date of their election to the date of graduation that academic year. Senators appointed by the Senate during the academic year shall serve from the date of their appointment to the date of graduation that academic year.
2. Newly elected senators will be permitted to vote to appoint the Senate Chair before the date of graduation that academic year.
3. No member shall serve multiple positions within the SGC.
4. There shall be no limit to the number of times a student can run or serve for an SGC position.
5. Any Senator who wishes to resign from their position must adhere to the following guidelines:
  - a. Any Senator may resign from their position at any time.
  - b. Senators who may be considering resignation can meet with the Senate Chair or the President to discuss their thoughts before making an official decision to resign.
  - c. A formal letter of resignation must be sent to both the Senate Chair and the President. This resignation will go into effect immediately, and the Senator will be officially removed from the Senate. This letter cannot be withdrawn.
  - d. The Senator will have the option to announce their resignation to SGC and the public at the following SGC meeting. If the Senator chooses not to make an announcement, an announcement of the resignation will be made by the Senate Chair or the President.
  - e. An exit interview shall be conducted by the President or Senate Chair within two weeks of the submission of the letter of resignation.
    - i. This interview will be conducted to discuss:
      1. What the Senator liked about SGC.
      2. What the Senator did not like about SGC.
      3. Why the Senator resigned.
      4. What the Senator would change about SGC.
    - ii. The Senator who resigned may opt out of this exit interview.
  - f. Any Senator who wishes to rejoin SGC must adhere to the process for vacancies

as outlined by Article IX.

### **Section 5: Duties**

Senators shall have the following duties:

1. To conduct themselves in a respectful and professional manner in meetings.
  - a. Members who fail to conduct themselves in an appropriate manner are subject to removal from any SGC associated event or meeting at the discretion of the Senate Chair.
2. To give regular Senator Reports on their constituencies and committee work.
3. To have a working knowledge of campus issues and to disseminate information to their constituencies.
4. To engage with their constituencies in order to relay information to and from SGC.
5. To serve on at least two committees.
  - a. If time becomes a conflict then accommodations can be made by the Senate Chair and President.
6. To have a working knowledge of The Constitution.
7. Academic Senators shall meet with their respective Deans at least twice a semester.
8. Academic Senators shall serve on Academic Policy Committee.
9. The Varsity Athlete Senator will function as the primary student liaison between SGC and the Student-Athlete Advisory Council.
10. The Students of Color Coalition Senator will function as the primary liaison between SOCC and SGC and will be mandated to go to general body meetings.
11. The Graduate Senator is responsible for reporting on Graduate Council meetings at their regular Senator Report.

If a Senator is unable to fulfill their duties due to any reason during their term of office, the Senator may formally resign by submitting a resignation letter to the Senate Chair and President. The Senate Chair also has the authority to remove a Senator if deemed necessary, subject to a two-thirds majority vote by the Senate. Prior to removal of the Senator, the Senate Chair must issue three warnings.

### **Section 6: Absences**

Senators shall be held to the following absence policies:

1. All elected senators of SGC are expected to participate in all scheduled meetings and are allowed a maximum of three unexcused absences per semester.
2. Two late arrivals and/or early dismissals count as one unexcused absence.
3. Excused absences shall only be granted for reasons including, but not limited to, religious observances, family emergencies, required academic obligations, scholarship requirements, intercollegiate athletic competitions, irregular job requirements, sickness, dangerous weather, and other extenuating circumstances at the chair's



discretion.

- a. Should a conflicting event end before the SGC meeting's adjournment, all senate members are expected to attend the remainder of the SGC meeting.
  - b. The President and/or Senate Chair must both be notified of an absence at least 24 hours in advance if possible.
    - i. If this notification is not made, the absence will be unexcused.
4. Consequences for absences will follow these procedures:
- a. Two unexcused absences will result in a warning from the President or the Senate Chair.
  - b. Four unexcused absences in one semester will result in dismissal from SGC by the President or the Senate Chair.
  - c. Any member who has been dismissed shall not be eligible to serve on SGC until the beginning of the following semester.

### **Section 7: Meetings**

Meetings shall adhere to the following procedures:

1. Meetings shall be held once a week during the Fall and Spring semesters while classes are in session, unless otherwise specified by the Executive Board or by a motion of the Senate in a prior meeting.
2. The Senate Chair shall preside over meetings. If absent, their designee may serve. The President cannot preside over meetings.
3. Meetings shall follow Parliamentary Procedure.
4. Additional meetings may be called by the Executive Board, or by two-thirds majority of the elected representatives of the Senate upon submitting documented notification to the Senate Chair.
5. Meetings shall be open to any interested members of the Ithaca College community including, but not limited to, students, and community members at large. These members are free to voice their opinions but cannot vote.
6. Meetings can go into an Executive Session where only the Senate, Executive Board, and advisor may be present. An Executive Session may be called with a two-thirds majority vote of the Senate.

### **Section 8: Voting and Quorum Requirements**

Voting shall follow the following procedures:

1. One-half of all senators must be present for an official meeting to be called to order.
2. No substantive motions shall be made without two-thirds of all senators present.
3. It shall be left to the discretion of the Senate Chair as to what type of vote shall be held.
4. Each member of the Senate shall receive one vote.
5. Executive Board members, SGC assistants, students at large, and all other

- non-senators shall not have voting privileges during Senate meetings.
6. The President shall only vote in the event of a tie.

### **Section 9: Authority**

The Senate has the jurisdiction to:

1. Pass bills.
2. Vote on all budget recommendations proposed by the Appropriations Committee should that committee be unable to vote on it themselves.
3. Vote on any Appropriations Committee budget appeals.
4. Override any decision of an SGC committee by a two-thirds majority vote.
5. Override any Presidential, Executive Board, Appropriations Committee, or Elections Committee decision by a two-thirds majority vote.
6. Vote to approve all Appropriations Committee and Elections Committee members by a simple majority vote.
7. Confirm candidates for vacant seats in the Senate.
8. Establish ad-hoc committees by a two-thirds majority vote, each chaired by an SGC member..
9. Initiate impeachment proceedings of any senator or Executive Board member as stated in [Article VIII](#).
10. Override decisions of the Executive Board, Appropriations Committee, Elections Committee, or Senate Chair by a two-thirds majority vote.

### **Section 10: Documents**

The guidelines for documents are as follows:

1. Bills passed by SGC shall be divided into four classes:
  - a. Amendments shall be changes to the SGC Constitution, effective immediately upon passing, outlined by [Article X](#).
  - b. Acts are of a permanent nature and are meant to address long-term issues and initiatives, including but not limited to the establishment of ad-hoc committees. Acts can be repealed by the Senate at any point.
  - c. Resolutions shall be of a temporary nature and shall address short-term initiatives or issues. Resolutions shall expire with the Senate in which they are enacted.
  - d. Recommendations shall encourage action to be taken by decision-making bodies outside SGC, and shall only expire after the action is completed, or if formally withdrawn by the Senate.
  - e. All bills will be written according to [SGC-1617-0006](#).

## **Section 11: Appeals**

All decisions of Executive Board members and SGC Committees may be appealed to the Senate with the following guidelines:

1. All appeals must be presented to the President and/or the Senate Chair so that it may be included in the agenda for the next regularly scheduled meeting of the Senate.
2. An appeal will only be considered if the original decision violates the [Ithaca College Student Handbook](#), Allocations Handbook, and/or the Constitution of the SGC.
3. The SGC Advisor has the authority to review all claims in the event that an appeal involves personal and confidential information including, but not limited to: grades, judicial standing, or disability. The SGC Advisor shall provide SGC with a conclusion on behalf of the Office of Student Engagement or their designee.
4. Students at large are permitted to be present during the discussion for any Appropriations Committee budget appeals.
  - a. Only Senators and Executive Board members are given the right to engage in discussion during the designated discussion time.
  - b. Students at large are not permitted to contribute to the question and answer portion of the budget appeal.
  - c. The student organization representatives shall leave during the Senate vote.
  - d. Appropriations Committee members are asked to abstain from the vote.

## **Section 12: Senate Chair Selection**

The Senate Chair shall be selected and appointed as follows:

1. After Spring elections conclude, the newly-elected Executive Board and Senate members will convene to appoint the Senate Chair for the following academic year.
2. All persons interested in being appointed can declare their candidacy prior to or during the final meeting of the prior academic year to when they will serve. At this meeting, they may present their reasons for running, and advocate for their appointment and election.
  - a. After all candidates have been afforded the opportunity to present at the meeting, they shall leave the room and waive their voting rights.
3. If no one declares candidacy, the Executive Board shall appoint a designee, whom the Senate can approve by two-thirds majority vote.
4. The Senate Chair shall be voted in by a two-thirds majority vote at the first SGC meeting of the academic year.
5. Votes shall be tallied by secret ballot run by the President.
6. In the event of a tie, an instant runoff vote will be conducted. If a tie still occurs between candidates, the Executive Board shall vote to determine the new Senate Chair.
7. The newly elected Senate Chair will begin their official term, once elected, at the first meeting of the academic year.

### **Section 13: Procedural Clarification**

Meetings shall run chronologically according to the following guidelines:

1. Call to Order
  - a. The meeting shall begin when the Senate Chair announces the Call to Order.
2. Roll Call
  - a. The Senate Chair shall take attendance of every Senate and Executive Board member.
3. Approval of the Minutes
  - a. The minutes from the previous week shall be approved with a simple majority vote of the Senate.
4. New Business
  - a. New Business shall include the introduction of appeals and bills.
    - i. Any such initiatives shall be introduced during a Senate meeting by the sponsorship of at least one Senator. Any member of the Ithaca College community, except for the Executive Board, may propose a bill.
    - ii. Bills may be co-sponsored by anyone, including the Executive Board and outside organizations.
    - iii. Any initiative to be proposed to the Senate should include sufficient and appropriate research with background information on the subject matter to support its necessity.
    - iv. All initiatives must be sent to the Senate Chair at least one week before the meeting at which the initiative is to be presented.
      - Initiatives that cannot be sent to the Senate Chair at least one week before the final agenda is released may be presented to the Senate if a simple majority of the Executive Board members deem it as urgent, determined by an Executive Board vote.
        1. The Senate can override this decision with a two-thirds majority vote.
  - b. Senators may edit an initiative on the floor through an unfriendly amendment passed by majority vote.
  - c. An initiative can have friendly amendments added. The decision on whether or not to vote on these amendments shall be made by the Senate Chair.
  - d. Senators may vote by simple majority to suspend the rules of parliamentary procedure and make changes to the proposed initiative.
    - i. During this time, initiatives may change classes, as outlined by [Article IV Section 10 Subsection 1](#), if deemed necessary by the President.
  - e. The Senate may conduct a simple majority vote to table an initiative if the

- body feels as though the initiative requires further exploration.
- f. In the scenario that an introduced bill pertains specifically to a committee chaired by an Executive Board member, the respective Executive Board member shall receive one vote.
5. Continuing Business
    - a. Continuing Business shall include updates on the progress and plans of all initiatives.
      - i. Monthly updates shall be required from the prime sponsors of all initiatives that are passed, but unresolved.
  6. Officer Reports
    - a. Every member of the Executive Board, as outlined by [Article V Section 2](#), will make a report updating SGC on their respective affairs and activities.
  7. Open Agenda
    - a. Any business not on the agenda brought by anyone in attendance of the Senate meeting.
  8. Adjournment
    - a. The meeting shall be adjourned with a simple majority vote of the senate.

## ARTICLE V

### EXECUTIVE BRANCH:

#### **Section 1: Name**

The Executive Branch of the Ithaca College Student Governance Council shall be known as the Executive Board.

#### **Section 2: Membership**

Membership and the line of succession of the Executive Board of Student Governance Council is as follows:

- President of the Student Body
- Vice President of Campus Affairs
- Vice President of Academic Affairs
- Vice President of Business and Finance
- Vice President of Communications
- Senate Chair
- Chief of Staff
- Student Trustee
- President of the Residence Hall Association, or their designee
- Student Liaison to the Alumni Board

The line of succession shall continue down the Senate, as outlined by [Article IV Section 3](#). If the line of succession runs to the end of the Senate, SGC will be adjourned for the remainder of the academic year.

### **Section 3: Term of Office**

Executive Board Members shall have the following terms of office:

1. The President and all the Vice Presidents shall serve from the day of graduation the year they are elected until the day of graduation the following year.
2. The newly elected Executive Board will facilitate the election of the Senate Chair as outlined in [Article IV Section 12](#). The Senate Chair shall serve from the day of election until the day of graduation that same year.
  - a. The Student Trustee shall serve as designated by the Board of Trustees.
3. The President of the Residence Hall Association shall serve according to the provisions set forth by the [Residence Hall Association Constitution](#).
4. The Student Liaison to the Alumni Board shall serve according to the limitations set forth by their Alumni Board membership.
5. No member of the Executive Board shall serve multiple positions within SGC.
6. Any Executive Board Member who wishes to resign from their position must adhere to the following guidelines:
  - a. Any Executive Board Member may resign from their position at any time.
  - b. An Executive Board Member who may be considering resignation can meet with the Chief of Staff or the President to discuss their thoughts before making an official decision to resign and it being accepted.
  - c. A formal letter of resignation must be sent to the Chief of Staff, and the President if the resigning member is not the President. This resignation will go into effect immediately, and the Executive Board member will be officially removed from the Executive Board. This letter cannot be withdrawn.
  - d. The Executive Board Member will have the option to announce their resignation to SGC and the public at the following SGC meeting. If the Executive Board Member chooses not to make an announcement, an announcement of the resignation will be made by the Chief of Staff or the President.
  - e. An exit interview shall be conducted by the President or Chief of Staff within two weeks of the submission of the letter of resignation.
    - i. This interview will be conducted to discuss:
      1. What the Executive Board Member liked about SGC.
      2. What the Executive Board Member did not like about SGC.
      3. Why the Executive Board Member resigned.
      4. What the Executive Board Member would change about SGC.
    - ii. The Executive Board Member who resigned may opt out of this exit interview.
  - f. Any Executive Board Member who wishes to rejoin SGC must adhere to the process for vacancies as outlined by Article IX.

#### **Section 4: Executive Board Meetings**

Executive Board Meetings shall adhere to the following guidelines:

1. Executive Board Meetings shall be held once every week during the Fall and Spring semesters while classes are in session,
2. Meetings may be cancelled or rescheduled at the discretion of the Executive Board.
3. Additional Executive Board Meetings shall be convened whenever it is deemed necessary by the President, or upon the request of at least two Executive Board members.

#### **Section 5: Voting**

Voting shall follow the following procedures:

1. A simple majority of voting members must be present for any voting to occur.
2. If a vote occurs during an Executive Board meeting, the President, Vice Presidents, Senate Chair, and Chief of Staff shall each receive one vote.
3. The Student Trustee, Student Liaison to the Alumni Board, and the President of the Residence Hall Association or designee, shall be ex-officio.
4. In the event of a tie, the President shall make the final decision.

#### **Section 6: Duties and Authorities of the Executive Board**

All Executive Board members shall:

1. Attend all SGC meetings when able.
2. Keep informed on SGC business.
3. See that the purpose of SGC as outlined in the preamble is carried out.
4. Vote on initiatives that directly relate to their respective committees in general body meetings.
5. Coordinate an SGC Training Workshop at the beginning of each academic year, that thoroughly addresses Parliamentary Procedure, the bill writing process, senate responsibilities, and the Constitution.
6. Recommend candidates to fill senate vacancies in SGC according to [Article IX, Section 1](#).

#### **Section 7: Duties and Authorities of the President**

The President of the Student Body shall:

1. Act as the chief representative for the Student Body.
2. Preside over the Executive Board and see that the responsibilities of each member are carried out.
3. Be responsible for setting the agenda for the Executive Board meetings.
4. Establish ad-hoc committees with a two-thirds majority vote approval from the Senate, as stated by [Article IV Section 9 Subsection 8](#).
5. Appoint a Chief of Staff.

6. Vote in the event of a tie in SGC meetings.
7. Make the final decision in the event of a tie in Executive Board meetings.
8. Act as a consultant for members of the Senate who wish to establish an ad-hoc committee regarding business internal to SGC.
9. Co-chair the Organizational Review Committee with the Senate Chair and Chief of Staff.
10. Meet at least once per block with the President of the College.
11. Assign a designee to chair the Shared Governance Committee.

### **Section 8: Duties and Authorities of the Vice President of Campus Affairs**

The Vice President of Campus Affairs shall:

1. Review legislation on campus issues, policies, or events that affect the Student Body.
2. Work closely with the President of the Residence Hall Association on issues, policies, and procedures concerning Residential Life.
3. Act as a consultant, with the President, to any senator wishing to establish an ad-hoc committee regarding issues of campus affairs.
4. Chair the Campus Affairs Committee.
5. Be permitted to select an assistant to help fulfill the duties of the position.
6. Meet at least once per block with the Dean of Students.
7. Meet at least once per block with the Vice President of Student Affairs and Campus Life.

### **Section 9: Duties and Authorities of the Vice President of Academic Affairs**

The Vice President of Academic Affairs shall:

1. Investigate academic concerns of the Student Body.
2. Review legislation on curriculum, registration, academic procedures, and academic programs.
3. Maintain communication with all-college committees that deal with academic concerns and recommend nominees for those committees when necessary.
4. Ensure that Academic Senators are fulfilling their duties.
5. Serve as an ex-officio member of the Academic Policy Committee.
6. Meet with the Provost at least once per block.
7. Chair the Scholarship Committee.
8. Act as a consultant, with the President, to any senator wishing to establish an ad-hoc committee regarding academic affairs.
9. Be permitted to select an assistant to help fulfill the duties of the position.
10. Attend all meetings of the Academic Policy Committee, including both the Curriculum and Policy Subcommittees.



## **Section 10: Duties and Authorities of the Vice President of Business and Finance**

The Vice President of Business and Finance shall:

1. Oversee all SGC financial transactions.
2. Chair the Appropriations Committee.
3. Follow the policies and procedures outlined in the Allocations Handbook.
4. Select an assistant to help fulfill the duties of the position.
5. Coordinate meetings of the Appropriations Committee with student clubs and organizations.
6. Prepare and submit a budget proposal in coordination with the incoming Executive Board to SGC for the next academic year.
7. Work in coordination with the Office of Student Engagement to revise and update the SGC Allocations Handbook.
8. Present and submit any of the Appropriations Committee's budget decisions to the Senate if a club or organization is appealing the Appropriations Committee's decision.
9. Update the Senate of the status of the Student Activities Fund.
10. Present Appropriations Committee allocations at the discretion of the Senate.
11. Meet regularly with the Student Organizations Business Coordinator.
12. Meet at least once per block with the Vice President for Finance and Administration.

## **Section 11: Duties and Authorities of the Vice President of Communications**

The Vice President of Communications shall:

1. Be responsible for all public relations and advertising for SGC.
2. Oversee all campus outreach for SGC.
3. Preside over the Communications Committee.
4. Conduct at least one SGC outreach event per semester in collaboration with the Executive Board, as outlined by [Article XI](#).
5. Be permitted to select an assistant to help fulfill the duties of the position.
6. Meet at least once per block with the Chief Communications Officer.

## **Section 12: Duties and Authorities of the Senate Chair**

The Senate Chair shall:

1. Preside over SGC meetings.
2. Prepare and distribute SGC meeting agendas to the following groups and people at least 24 hours prior to meetings:
  - a. The Senate
  - b. The Executive Board
  - c. The Dean of Students
  - d. The Director of the Office of Student Engagement

- e. The Vice President for Student Affairs and Campus Life
- f. The Associate Vice President for Student Affairs and Campus Life,
- 3. Run the SGC Training Workshop at the beginning of the academic year.
- 4. Notify SGC of special meetings and meeting cancellations.
- 5. Track attendance of senators at SGC meetings.
  - a. The Senate Chair shall notify senators when they have been marked with an unexcused absence or unexcused partial absence.
  - b. The Senate Chair has the authority to remove a Senator as outlined by [Article IV Section 5](#).
- 6. Coordinate Guest Speaker appearances at SGC meetings.
- 7. Serve as a contact for any student at large seeking to speak during Open Agenda.
- 8. Co-chair the Organizational Review Committee with the Chief of Staff and the Student Body President or their designee.
- 9. Co-chair the Elections Committee with the Vice President of Communications, or their designees.
- 10. Be permitted to select an assistant to help fulfill the duties of the position.
- 11. Follow parliamentary procedure including but not limited to:
  - a. Keeping a speakers list in the order in which senators raised their hands.
  - b. Cutting off substantive speeches when speaking time has elapsed.
  - c. Calling on Senators with affirming or dissenting opinions.
- 12. The Senate may override the Senate Chair by a two-thirds majority vote in procedural matters.

### **Section 13: The Duties and Authorities of the Chief of Staff**

The Chief of Staff shall:

- 1. Record minutes of all SGC meetings.
- 2. Make and schedule all Executive Board meetings with outside organizations and campus officials.
- 3. Maintain a regularly updated database of initiatives passed by SGC easily accessible to the public.
- 4. Be responsible for the upkeep of the SGC website.
- 5. Maintain the Student Government Office.
- 6. Address projects as assigned by the President.
- 7. Co-chair the Organizational Review Committee with the Senate Chair, and the Student Body President or their designee.
- 8. Serve as the SGC Historian.

### **Section 14: Duties and Authorities of the Student Trustee**

The Student Trustee shall:

- 1. Fulfill their duties to the Ithaca College Board of Trustees.

2. Report to SGC after each meeting of the Board of Trustees.
3. Be responsible for the recruitment and selection of Student Trustee candidates.

**Section 15: The Duties and Authorities of the President of the Residence Hall Association**

The President of the Residence Hall Association shall:

1. Fulfill their duties to the Residence Hall Association.
2. Be responsible for reporting the business of the Residence Hall Association to SGC.
3. Not be required to attend Executive Board meetings unless specifically requested 24 hours prior to the scheduled meetings, though their presence is encouraged for all regularly scheduled SGC meetings.

**Section 16: The Duties and Authorities of The Student Liaison to the Alumni Board**

The Student Liaison to the Alumni Board shall:

1. Fulfill their duties to the Alumni Association.
2. Report the business of the Alumni Association to SGC.
3. Not be required to attend Executive Board meetings unless specifically requested 24 hours prior to the scheduled meetings, though their presence is encouraged for all regularly scheduled SGC meetings.

## **ARTICLE VI**

CLUBS AND ORGANIZATIONS:

**Section 1: Clubs and Organizations**

Clubs and organizations recognized by the Office of Student Engagement shall have the right to submit a budget proposal in writing to the Appropriations Committee if they:

1. Become a registered organization through the Office of Student Engagement.
2. Abide by all rules and procedures as stated in the Allocations Handbook.

## **ARTICLE VII**

STUDENT GOVERNANCE COUNCIL COMMITTEES:

**Section 1: Membership**

All Student Governance Council Committees will be composed of Senators and open to students at large, unless otherwise designated by this Constitution or the committee itself.

**Section 2: Meetings**

Meetings shall be held according to the following guidelines:

1. Meetings shall be held with frequency as determined by the committee chair.

2. All committee members are expected to participate in all scheduled meetings.
  - a. Should a student at large have three unexcused absences from committee meetings in one semester, they may be dismissed at the discretion of the Committee Chair.

### **Section 3: Ad-Hoc Committees**

Ad-Hoc Committees shall:

1. Be convened at the discretion of any elected SGC member and through the prescribed requirements in [Article IV Section 9 Subsection 8](#).
2. Be chaired by the calling senator, their designee, or a member of the Executive Board. If the designee is a student at large, the designee must co-chair with a Senator or Executive Board member.
3. Feature the relevant Executive Board member as an ex-officio.
4. Continue until the initiative for which it was convened is finalized.
5. Be required to keep and maintain records of their work.

### **Section 4: Appropriations Committee**

The Appropriations Committee shall:

1. Be chaired by the Vice President of Business and Finance
2. Uphold all rules and regulations outlined in the SGC Allocations Handbook
3. Assist the Vice President of Business and Finance in their duties
4. Have its initial membership approved by the Senate at its second meeting of the fall semester by a majority vote.
5. Grant members voting privileges exclusively by the Senate.
6. Stop operations if membership fails to consist of five voting students, only to resume operations when membership resumes to that of five.
7. Prospective Appropriations Committee members shall:
  - a. Submit interest to the VP of Business and Finance
  - b. If recommended to the Student Senate by the VP of Business and Finance, prospective committee members will give a brief presentation to Student Senate
  - c. Student Senate can then vote on prospective committee member
8. Require that any members requesting funds on behalf of an organization may not be present during deliberation and voting on the request.
9. Formulate, review, revise, and distribute the Allocations Handbook to SGC to be approved by the senate.
10. Have the authority to pass budgets.
11. Meet the following conditions in order for the Appropriations Committee to pass budgets:
  - a. Consist of no fewer than five members and no more than ten members.

- b. At least one third of committee members must be senators.
  - c. At least five Senate approved voting members must be in attendance.
12. Budget allocations shall be determined by simple majority vote.
  13. The VP of Business and Finance shall only vote in the case of a tie.
  14. If the above conditions are not met, the Appropriations Committee shall only have the authority to recommend to SGC the allocations of funds for recognized clubs and organizations.
  15. During the spring semester, the Appropriations Committee has the authority to allocate funds to clubs for the following academic year during the fall budget process.

**Section 5: Campus AffairsAffairs Committee**

The Campus Affairs Committee shall:

1. Be chaired by the Vice President of Campus Affairs
2. Advocate for a positive student experience outside of academics, including residential life; access to a safe and secure campus; diversity, equity, and inclusion; student involvement; community relations; health and wellness services; and other related areas.
3. Investigate and implement new initiatives to support student affairs and campus life.
4. Serve as a resource to SGC Senators by providing an additional set of diverse perspectives on campus issues.
5. Select membership through an online application process reviewed by the VP of Campus Affairs.
6. Consist of no more than ten members:
  - a. Assistant to the VP of Campus Affairs
  - b. No more than one SGC Senator
  - c. No more than nine Students-at-Large
  - d. An exception to these stipulations can be made if the Assistant to the VP of Campus Affairs also serves an SGC Senator. In this case, two SGC Senators may serve on the committee with the remaining eight spots filled by Students-at-Large.

**Section 6: Communications Committee**

The Communications Committee shall:

1. Be chaired by the Vice President of Communications.
2. Assist the Vice President of Communications in their duties.
3. Investigate and implement new ways of increasing communication with the entire campus community.

## **Section 7: Elections Committee**

The Elections Committee shall:

1. Be co-chaired by the Senate Chair and Vice President of Communications. If the Vice President of Communications and/or the Senate Chair are unable to serve as Chair, their designee may chair the Elections Committee, subject to two-thirds majority approval of the Senate.
2. Have the authority to recommend revisions of the SGC Elections Act, which shall govern elections and the Elections Committee's actions, subject to a two-thirds majority approval of the Senate.
3. Have their meetings recorded by the Chief of Staff or their designee.
4. Convene at least two weeks before elections packets are available.

## **Section 8: Investigation Committee**

The Investigation Committee will run according to the following guidelines:

1. The Investigation Committee shall only be convened after the initiation of Impeachment Proceedings Procedures, as outlined in [Article VIII](#).
2. The Senate shall approve all members of the Investigation Committee by a two-thirds majority vote.
3. The Investigation Committee shall be made up of:
  - a. Two Executive Board members.
  - b. Two Senators.
  - c. Two students at large.
  - d. The SGC Staff Advisor as an ex-officio member.
4. If quorum cannot be met due to the number of people on trial, quorum shall be waived.
5. The chair of the Investigation Committee shall not have any impeachment proceedings against them. The line of succession for the Investigation Committee Chair shall be as follows:
  - a. Senate Chair
  - b. President
  - c. The remainder of the presidential line of succession, as outlined by [Article V Section 2](#).
6. Exceptions:
  - a. The Staff Advisor does not need to be approved by the Senate.
  - b. No member(s) under investigation may serve on the Investigation Committee.
7. The Investigation Committee shall:
  - a. Determine if the offenses brought forth are deemed to be cause for removal.
  - b. Conduct private interviews with the individual(s) under investigation.
  - c. Conduct interviews with others relevant to the investigation.
  - d. Have the right to hold any public hearings they deem necessary to the investigation.

- e. Make a report of the findings on the offenses to SGC, and make a recommendation to the Senate as to whether or not to remove or the individual(s) under investigation.
8. The Chief of Staff shall take minutes during meetings.

### **Section 9: Organizational Review Committee**

The Organizational Review Committee shall:

1. Be responsible for the evaluation and modification of the SGC Constitution, all other SGC documents, and SGC as a whole.
2. Convene every two years.
3. Evaluate the SGC's effectiveness in addressing its responsibilities as outlined in the preamble.
4. Be co-chaired by the President, Senate Chair, and Chief of Staff, or their designees.
5. Be made up of:
  - a. Three or more senators.
  - b. At least one student at large.

### **Section 10: SGC and Margaret Reid Scholarship Committee**

The SGC and Margaret Reid Scholarship Committee shall:

1. Be chaired by the Vice President of Academic Affairs.
2. Consist of between four and six senators.
3. Have no members who are currently applying for either scholarship.
4. Be responsible for creating and advertising applications for the SGC Scholarship and Margaret Reid Scholarship.
5. Be tasked with allocating the scholarship funds to exemplary students who meet the qualifications for the respective scholarship they are applying for.
6. Award the scholarship funds to a recipient that displays financial need, as determined by the Office of Financial Aid.
7. Meet at least once during the selection process to finalize recipients.
8. Recognize recipients at the Office of Student Engagement Recognition Ceremony.

### **Section 11: Shared Governance Committee**

The Shared Governance Committee shall:

1. Be chaired by a designee of the President
2. Consist of three senator volunteers
3. Designate one committee member for each shared governance meeting including, Faculty Council and Tri-Council.
4. Be responsible for updating SGC on joint initiatives and updating other councils on progress of SGC initiatives.
5. Report to SGC at least once per month regarding progress on initiatives.

## ARTICLE VIII

### IMPEACHMENT AND INVESTIGATION PROCEDURES:

1. Any member of SGC may initiate impeachment proceedings against any senator(s) or Executive Board member(s) of the Student Government.
2. To initiate impeachment proceedings, the member initiating the proceedings must present a petition requesting an investigation, and a list of offenses committed by the member(s) in question at a formal meeting of SGC. The petition must include the signatures of one-half of all members of the Senate.
3. Following the motion and presentation of a petition, the Senate shall vote by two-thirds majority secret ballot to impeach the accused member(s) of SGC.
4. Upon impeachment, the Investigation Committee shall be convened by the appointed chair of the Investigation Committee, as outlined by [Article VII Section 8 Subsection 4](#).
5. The Investigation Committee shall, within one month, report their unbiased findings and then make a recommendation to the Senate to either remove or not remove each of the defendant(s) from office.
6. After the recommendation(s) of the Investigation Committee, the Student Governance Council member(s) under investigation shall have the opportunity to rebut at the following SGC meeting after the recommendations were made. The defendant(s) shall have up to 30 minutes to address the findings put forth by the Investigation Committee.
7. Following the statements of the individuals(s) under investigation, the Senate shall vote to remove the impeached individual(s) from office by three-quarters majority secret ballot vote. If more than one individual is under investigation, there will be a separate vote for each individual under investigation.

## ARTICLE IX

### VACANCIES:

#### **Section 1: Senate Seats**

Students at large who are trying to fill vacant seats on the Senate shall:

1. Submit a mid-year elections packet to the Senate Chair.
2. Correspond with the Senate Chair regarding interest in self-nomination for a Senate position.
3. Present their platform to SGC after approval of elections packet by the Senate Chair and the Office of Judicial Affairs.
4. Upon a two-thirds majority vote, be added as a new senator.



## **Section 2: Executive Board Members**

If vacancies are present on the Executive Board, the Executive Board shall:

1. Make public advertisements of the open seats.
2. Develop and implement an application process.
3. Interview the candidates for the vacant position.
4. Select the replacement to be approved by a two-thirds majority vote in the Senate.
5. Select an interim replacement for the position if a vacancy is not filled.

## **Section 3: Ex-Officio Executive Board Members**

Ex-Officio Executive Board Members shall be replaced according to the following guidelines:

1. The Student Trustee shall be replaced in a manner designated by the Board of Trustees.
2. The President of the Resident Hall Association or designee shall be replaced by the Residence Hall Association.
3. The Student Liaison to the Alumni Board shall be replaced by the Alumni Association Board.

# **ARTICLE X**

AMENDMENTS:

1. Any student, except members of the SGC Executive Board, may propose an amendment to this Constitution.
  - a. The Organizational Review Committee as a whole may propose amendments, even if it is chaired by Executive Board members.
2. All proposed amendments must be presented to the Senate at least one week prior to the vote to ratify the proposed amendment. A two-thirds majority vote in favor of the proposed amendment is required for ratification.
3. To amend the entire document and endure the existence of the Ithaca College Student Governance Council, one motion shall be made dissolving the existing Constitution and instating the new.
  - a. Executive Board members serving on the Organizational Review Committee may also make this motion.

# **ARTICLE XI**

EVENTS:

1. SGC shall be responsible to hold one event per semester per academic year catering to the entire campus community.
2. Events shall be planned by the Communications and Campus Events Committees under the joint supervision of the Vice President of Communications and the Vice

- President of Campus Affairs.
3. Senators will assist with events and event planning as needed.
  4. All members of the SGC are expected to attend Student Government events. Inability to do so will count as an absence, following the attendance policy outlined in [Article IV Section 6](#).

*This Constitution was written in April of 2020 by the Organizational Review Committee:  
Abigail Murtha (Senate Chair), Austin Ruffino (School of Business Senator), Ryan Ingerson (Class of 2022 Senator), Maxwell Powers (Senator at Large), Nikita Licudine (Senator at Large), Farwa Shakeel (President), Lila Weiser (School of Music Senator), Hannah Heriaud (Transfer Student Senator), Sebastian Chavez (Senator at Large), Soumyaa Joshi (Humanities and Sciences Senator)*