

The Constitution
of the
Student Government Association
of
Spelman College



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Spelman Student Government Association Constitution

The Spelman Student Government Association (SSGA) is a student governance organization whose purpose is as follows:

1. To develop responsible student leadership and engagement on campus
2. To acknowledge the responsibility of students; to participate in addressing student and institutional concerns
3. To enhance communication and cooperation with students, faculty, and administration
4. To encourage accountability to Spelman Standards of Excellence, policies, processes, and protocols
5. To foster community and work with Senior Administrators improve all areas of College life

SGA is comprised of elected and appointed student representatives who serve as a liaison between the student body and the faculty, staff and administration. The SGA representatives meet regularly to discuss student engagement, matters of general student concern, and student and institutional governance and structures. SGA also works collaboratively with registered student organizations to develop global leaders, foster sisterhood among Spelman women, and to help students gain an understanding of themselves and society.

In accordance with Student Life and Engagement Fee Allocation Committee (SAFAC) guidelines, the SGA is also responsible for allocating funds to students and registered student organizations to support programming and leadership development. The House of Representatives is an extension of SGA that is comprised of all Registered Student Organizations responsible for the majority of student programming operations.

The advisor of the Spelman Student Government Association shall be a staff member from the Office of Student Life and Engagement.

SSGA Constitution Revisions

The Spelman Student Government Association (SSGA) Constitutional Revision Committee is composed of the following:

Asha Jones, Class of 2019, Chief Justice of SSGA

Jill Cartwright, Class of 2018, SGA President

Tiara Lacey, Class of 2018, SGA Vice President

Alexis Gilmer, Class of 2019, Secretary of Institutional Advancement

Cynthia Ziwawo, Class of 2019, Secretary of Enrollment Management

Kendra Brown, Class of 2019, Secretary of Business and Finance

Leah Herring, Class of 2019, Secretary of Student Affairs

Bria Paige, Class of 2019, Secretary of Academic Affairs

Dean Brown-McClure, Dean of Students

Sylvia Maddox, Director of Student Life and Engagement

Aisha Hitson, Program Coordinator and SGA Advisor

PREAMBLE

We, the students of Spelman College, dedicate ourselves to the unification of the student body through self-governance; to the encouragement of optimal student participation and cooperation with faculty, staff and administration in matters pertaining to the general welfare of the students; and to the promotion of student leadership and high standards of conduct and scholarship. We strive to expand our global awareness and to foster unity and sisterhood. We hereby pledge our loyalty to the high purpose of promoting the best interests of Spelman College by adopting the following operational standards and guidelines.

ARTICLE I. ORGANIZATION

Section 1. Name

The name of the organization shall be the Spelman Student Government Association (SSGA).

Section 2. Members

Every student of Spelman College is a member of the SSGA, and therefore granted all rights and privileges and is subject to the provisions of the constitution and SSGA approval.

Section 3. Town Hall

There shall be a Town Hall for the student body within each academic semester.

Section 4. Meetings

SGA full cabinet meetings and executive board meetings are required to be held between the hours of 8am-6pm. The exact time of full cabinet meetings and frequency will be solidified at the Transition Retreat held in the Spring semester of each academic school year. The Executive Board of SSGA is to meet weekly. Town Hall meetings will be called by the SSGA when necessary. After consulting the advisor, the President may call other meetings as necessary. However, there are no meetings during Fall Break, Spring Break, reading period, mid-terms, or finals.

Section 5. Meeting Minutes

Each Spelman Student Government meeting is required to have written minutes that are made available to the public and are to be bound at the end of each academic year. Copies of the Student Government

minutes will be distributed weekly via e-mail to the SSGA Advisor who will ensure that the Director of Student Life & Engagement and Dean of Students receive the minutes. SSGA Meeting minutes will also be posted to the SGA website. This is to ensure awareness and communication of student ideas, questions, concerns and issues, and timely responses to student questions and concerns.

ARTICLE II. GOVERNING BODIES

The governing bodies of the Spelman Student Government Association shall consist of three branches: The Executive Branch, the Legislative Branch and the Judicial Branch. The Executive Branch shall consist of the SSGA Executive Board, hereby known as Executive Board. The Legislative Branch shall consist of the House of Representatives, hereby known as the House. The Judicial Branch shall consist of the SGA Judicial Committee, hereby known as the Judicial Committee.

Section 1. The Spelman Student Government Association Advisor

1. The Advisor Shall:

- i. Serves as a liaison between the SSGA and of the college
- ii. Distribute stipends based on constitutional duties and recommendations from the SSGA President and SSGA Vice President
- iii. Confirm requisitions of rooms, equipment, media and technical support, dining services, and other requisitions for SSGA activities
- iv. Veto proposals when the desired activity violates the Spelman College Code of Conduct, Communications guidelines, or other policies and provide accompanying justification
- v. Encourage productive relationships among members of SSGA
- vi. Announce election results and board appointments at the conclusion of each election and appointment process
- vii. Serves as a mediator
- viii. Conducts performance evaluation once a semester which are based on the constitution
- ix. Conducts clearance checks at the time of application, election or appointment, one week prior to New Student Orientation and one week prior to the beginning of spring semester classes.
- x. Provides final approval on the SSGA Advisor
- xi. Other duties as assigned by the Director of Student Life and the Dean of Students

Section 2. Executive Branch

The Executive Board shall be comprised of all voting members of SGA, with the exception of the President who shall exercise a vote in the event of the tie. Those positions are as follows: President, Vice-President, Secretary of Student Affairs, Secretary of Finance, Secretary of Academic Affairs,

Secretary of Enrollment Management, Secretary of Institutional Advancement, Secretary of Spelman Technology Services, and Secretary of Institutional Research Planning and Effectiveness.

A. Executive Board Responsibilities

The Executive Board responsibilities include, but are not limited to, the following:

1. Represent the opinion of the student body in all matters
2. Actively submit proposals for improvement to campus life and operations on behalf of the student body
3. Sponsor, implement, and attend activities and programs on behalf of the SGA
4. Participate in external activities in conjunction with other student governments
5. Develop the SGA budget
6. Serves as the approving body for all new registered student organizations
7. Hold weekly office hours
8. Follow the directives and duties as assigned by the advisor

B. Qualifications of Executive Board Officers

1. All elected officers must:
 - i. Maintain a cumulative and semester GPA of 3.0 on a 4.0 scale throughout their term in office
 1. You may not have any incompletes (I) on your Spelman College transcript that do not meet the requirements of the academic bulletin.
 - ii. Meet all of the college financial requirements per the Office of Student Account Guidelines
 - iii. Have no current or pending judicial sanctions
 1. If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.
2. All elected officers must have completed one year of academic study at Spelman College must be enrolled as a full-time student during the term in office.

C. Duties of Executive Board Officer

1. The President shall:
 - i. Serve as Chief Officer of the Executive Board and official representative of the student body
 - ii. Serves as a liaison to the Spelman administration and other departments
 - iii. Preside over all Executive Board, Town Halls, general body and Town Hall Meetings
 - iv. Introduces new proposals from the House of Representatives to the Executive Board
 - v. Sign or veto proposals to submit to the SSGA Advisor
 - vi. Serve as a voting member in the case of a tie

- vii. Appoint students to vacant positions. All appointments and approvals must be made within two weeks after interviews are completed
 - viii. Delegate tasks, projects or duties as appropriate to any member(s) of the SSGA
 - ix. Maintain clear and consistent communication regarding all components of your role
 - x. Complete other duties as assigned by the SSGA Advisor
2. The Vice-President shall:
- i. Assume the duties of the President upon the request, absence, or removal of the President
 - ii. Assist the President in general policy and administration of the Executive Board
 - iii. Serve as the Speaker of the House of Representatives
 - iv. Appoint the House of Representative Secretary, Membership Director, Parliamentarian, and Committee Chairpersons (5)
 - v. Ensure that approved proposals are submitted to the appropriate Spelman College administrator within two weeks of proposal review and approval
 - vi. Report weekly on the status of submitted proposals during Executive Board and regularly during Town Hall meetings. At discretion, appoint no more than three (3) advisors to serve as interns within the parameters of the duties listed above.
 - vii. Maintain clear and consistent communication regarding all components of your role
 - viii. Serve as a voting member of the SGA Executive Board
3. The Secretary of Academic Affairs shall:
- i. Serve as the liaison between the student body and Provost and Vice President of Academic Affairs and Academic Deans
 - ii. Assume the duties of the President upon the request, absence or removal of the President and the Vice President
 - iii. Oversee student concerns pertaining to academics through various mechanisms
 - iv. Work with Undergraduate Studies and faculty departments to provide programs and services to enhance the academic experience
 - v. Maintain clear and consistent communication regarding all components of your role
 - vi. Serve as a voting member of the SGA Executive Board.
4. The Secretary of Business and Finance shall:
- i. Serve as the liaison between the student body and the Vice President of Business and Finance or Director of Business & Administrative Services
 - ii. Chair and Operate the SAFAC Committee
 - iii. Manage the SGA budget
 - iv. Manage the revenue of SGA
 - v. Ensure that all scholarships are managed and distributed annually in accordance with College financial aid standards
 - vi. Present financial report at each SGA General Body Meeting
 - vii. Handle the financial responsibilities required for all SGA hosted events

- viii. Develop SGA budget with the approval of the Executive Board by October 1.
 - ix. Maintain clear and consistent communication regarding all components of your role
 - x. Assume the duties of the President upon the request, absence or removal of the President, the Vice President, and the Secretary of Academic Affairs
 - xi. Serve as a voting member of the SGA Executive Board
5. The Secretary of Student Affairs shall:
- i. Serve as the liaison between the student body and, the Vice President of Student Affairs and Dean of Students
 - ii. Communicate student issues and concerns to the Dean of Students for immediate resolution
 - iii. Work with the Market Friday Director to ensure all responsibilities required for Market Friday are met
 - iv. Assume the duties of the President upon the request, absence or removal of the President, the Vice President, the Secretary of Academic Affairs and the Secretary of Business and Finance
 - v. Manage operations of My Sisters' Closet
 - vi. Maintain clear and consistent communication regarding all components of your role
 - vii. Serve as a voting member of the SGA Executive Board.
6. The Secretary of Enrollment Management shall:
- i. Serve as the liaison between the student body and the Vice President of Enrollment Management
 - ii. Work in collaboration with all divisions of Enrollment Management (Admissions, Financial Aid, Career Planning & Development, Cooperative Education and Registrar) to assist with recruitment, enrollment, retention and graduation of Spelman students
 - iii. Work with Career Planning & Development to promote professional and career development within student body
 - iv. Maintain clear and consistent communication regarding all components of your role
 - v. Assume the duties of the President upon the request, absence or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance and the Secretary of Student Affairs
 - vi. Serve as a voting member of the SGA Executive Board
7. The Secretary of Institutional Advancement shall:
- i. Serve as a liaison between the student body and the divisions of College Relations and Institutional Advancement
 - ii. Work with the Division of Institutional Advancement to identify and coordinate efforts to generate funds for the SGA Scholarship Program
 - iii. Help with outreach and community engagement via assistance with regional engagements (LCE)

- iv. Work with College Relations to enhance recent graduate/alumnae giving
 - v. Work with Alumnae Affairs to enhance mentoring program between students and alumnae
 - vi. Be responsible for all SGA fundraisers and student giving campaigns
 - vii. Maintain clear and consistent communication regarding all components of your role
 - viii. Serve as a voting member of the SGA Executive Board
 - ix. The Secretary of Institutional Advancement shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, and the Secretary of Enrollment Management.
8. The Secretary of Spelman Technology Services
- i. Serve as a liaison between the student body and Spelman Technology Services.
 - ii. Meet with the Vice President and the STS strategy team at least once a month.
 - iii. Work in collaboration with all areas of the STS to ensure all aspects of the division are meeting student needs.
 - iv. Establish direct lines of communication between Spelman Technology Services and Students
 - v. Maintain clear and consistent communication regarding all components of your role
 - vi. Serve as a voting member of the SSGA Executive Board.
 - vii. The Secretary of Spelman Technology Services shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, the Secretary of Enrollment Management, and the Secretary of College Relations and Institutional Advancement.
9. The Secretary of Institutional Research Planning and Effectiveness
- i. Serve as a liaison between the student body and the Office of Institutional Research Planning and Effectiveness
 - ii. Work in collaboration with the Office of Institutional Research Planning and Effectiveness to assist with initiatives and projects related to institutional performance and student achievement.
 - iii. Assist in the creation of all SSGA surveys
 - iv. Maintain clear and consistent communication regarding all components of your role
 - v. Serve as a voting member of SSGA Executive Board.
 - vi. The Secretary of Institutional Research Planning and Effectiveness shall assume the duties of the President upon the request, absence, or removal of the President, the Vice President, the Secretary of Academic Affairs, the Secretary of Finance, the Secretary of Student Affairs, the Secretary of Enrollment Management, the Secretary of College Relations and Institutional Advancement, and the Secretary of Spelman Technology Services.

D. Executive Board Meetings

The executive board holds meetings at the discretion of the SGA President. Initiatives pass on a majority (50 percent +1). 50 percent + 1 of the executive board must be present to hold a vote. The President will vote only in the case of a tie. Members should vote on all amendments. Amendments pass on a simple majority.

Attendance Policy

1. All Executive Board members are required to attend all Executive Board meetings
2. Called meetings shall be defined as a meeting called by the President of SGA
3. In the event that any Executive Board member misses three Executive Board meetings within a semester, they shall be required to meet with the SGA Advisor
4. All Executive Board Meetings shall be closed
5. Failure to abide by the above stated policies shall result in implementation of the Removal Process

Section 3. Legislative Branch

The Legislative Branch shall be comprised of the House of Representatives. The Office of the House shall consist of five (5) appointed positions: The Secretary, and the Chairs of the following committees: Student Affairs, Academic Affairs, Finance, and Special Populations. The Vice President of the SGA Executive Branch shall serve as a student advisor and shall vote only on the case of a tie. Vacancies and committee chair positions shall be appointed by the SGA Vice President.

The general membership of the House shall consist of one appointed representative from each chartered organization that has been chartered in the preceding five years of the academic year, the Vice President of the SGA Executive Board, and selected students from Spelman's general student body. Official charter status shall be verified by the Office of Student Life and Engagement, and each member may only represent one organization.

A. House of Representative Meetings

1. House General Body meeting shall be twice a month at the discretion of the Vice President.
2. Attendance Policy
 - i. Attendance is mandatory for all members of the House of Representatives.
 - ii. All House Committee Chairpersons must attend all Town Hall meetings of the Executive Branch
 - iii. No more than two absences from any one representative is permitted. A representative is allowed two tardy arrivals before it is considered an unexcused absence. If a representative has two unexcused absences, the organization's leadership will receive a letter giving notification that another absence will result in a sanction including, but not limited to, loss of SAFAC funding and loss of the organization's charter for the next academic year.

- iv. The Office members are allowed two absences. The first unexcused absence will result in a letter of warning to the member. Two subsequent absences shall result in the removal of the member from The Office of the House.
- v. Failure to abide by the above stated requirements shall result in implementation of either (1) Loss of SAFAC funding for the respective organization, (2) Loss of re-charter abilities for the following year, or both, as determined by the Vice President and Judicial Branch in conjunction with the Director of Student Life and Engagement and SGA Advisor.
- vi. In the event of a loss of re-charter abilities for the following year, an organization may appeal this decision within 30 days. Decision will be reversed if organization can prove they actively contribute to the Spelman community

B. House of Representative Responsibilities

- 1. All legislative powers shall be vested in the House of Representatives
- 2. Duties of the House of Representatives
 - i. Hear student concerns and assign to relevant committee
 - ii. Submit proposals to the SGA Advisor for review and upon approval it will be sent to the respective administration and/or Deans as appropriate
 - iii. Each representative must serve on one HOR committee and is not permitted to represent more than one organization

C. Qualifications of the House of Representatives Officers

- 1. Maintain a cumulative and semester GPA of 3.0 on a 4.0 scale throughout their term in office
 - i. You may not have any incompletes (I) on your Spelman College transcript that do not meet the requirements of the academic bulletin.
- 2. Meet all of the college financial requirements per the Office of Student Account Guidelines
 - i. Have no current or pending judicial sanctions
 - ii. If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.

D. Duties of the House of Representatives Officers

- 1. The Vice President Shall
 - i. Serve as the Speaker of the House
 - ii. Serve as a liaison to the Spelman Administration and other constituents
 - iii. Preside over all Legislative Board meetings
 - iv. Sign or veto proposals
 - v. Report weekly to the Executive Branch on the activities of the Legislative Branch
 - vi. Submit completed and approved proposals to the Executive Board for action
 - vii. Assign additional tasks, projects or duties that are within reason to any member(s) of the Legislative Board

- viii. Appoint a person from within the body of the Legislative Board to fulfill vacancies upon approval by the Legislative Branch by a two-thirds vote
 2. The Secretary shall:
 - i. Keep an accurate, legible, and permanent record of all Legislative Branch meetings
 - ii. Maintain proposals and type reports
 - iii. Create and/or maintain lines of communication between the Legislative Branch and Executive Branch
 - iv. Be responsible for recording and distribution of all minutes of all House meetings
 3. The Membership Director shall:
 - i. Keep record of all members' contact information
 - ii. Keep attendance for all meetings
 - iii. Serve as the contact person for members in case of an absence
 - iv. Will complete correspondence with organizations regarding representative's absences
 4. The Parliamentarian shall:
 - i. Maintain order and correct parliamentary procedures in all Legislative Branch meetings, as outlined by Robert's Rules or Order or a supplement of the text
 - ii. Coordinate the election process of Legislative Board
 5. Duties of the Committee Chairpersons
 - i. Represent their committee to the Legislative Branch
 - ii. Preside over all committee meetings
 - iii. Attend all Town Hall meetings of the Executive Branch
 - iv. Work with the Vice President of the Executive Board and Dean of Students to generate ideas for proposals to address student concerns within the committee's jurisdiction
 - v. Delegate tasks to committee members as necessary
 - vi. Present weekly reports to the Legislative Branch on the activities of the committee
 - vii. Submit a final proposal for review to the Speaker of the House (Vice President of Executive Board)
- E. Duties of the House of Representative Committees
1. The following standing committees shall exist to:
 - i. Student Affairs: Document and report student concerns regarding counseling services, disability services, diversity, facilities, food services, library, new student orientation, parking, public safety, student activities, student grievances, etc.
 - ii. Academic Affairs: Document and report student concerns to the regarding academics, academic advising, faculty, course offerings, grades, and other academic matters.

- iii. Enrollment Management: Document and report student concerns regarding financial aid, registration, and career planning
 - iv. Finance: Document and report student concerns regarding the financial lives of students at the institution
 - v. Special Populations: Document and report transfer, commuter and PEDs concerns.
2. Each committee must submit a minimum of one proposal per semester.
 3. Each committee will have a committee chair, secretary, and copy editor. All other members of the committee will be assigned specific roles for the proposal.
 4. At the recommendation of the Executive Branch, Legislative Branch, or student interest, additional committees may be formed. Each committee shall adopt the following procedure:
 - i. Research an issue that is of concern to the student body and write a subsequent proposal based on findings once per semester submit to the SGA Secretary of Institutional Research and Effectiveness Planning.
 - ii. Present proposal to the Vice President of the Executive Branch for review and recommendation. Upon approval, the Vice President shall present the proposal to the Executive Branch.
 - iii. The Vice President of the Executive Branch and the selected Committee Chairs will work with the SGA Advisor, Dean of Students, and Vice-President for Student Affairs to address student requests, issues and concerns with appropriate entities.

Section 4. Judicial Branch

The Judicial Branch shall work with the Dean of Students to hear student conduct violations, Proceedings. The Judicial Branch shall be comprised of the Chief Justice, and four (4) Class Justices. The Justices shall be representative of all class years. The Chief Justice shall be appointed by the SGA President with recommendations from the Dean of Students, SGA Advisor, and Executive Board of SGA for a duration of two years.

A. Duties of the Judicial Branch

1. To decide any constitutional questions concerning the interpretation of this constitution or concerning the provisions found within
2. To hear the complete case of persons accused of any conduct violation and recommend to the Dean of Students, and provide educational sanctions to those found in violation of policies and procedures
3. To execute the removal process of any SGA official
4. Serve as members of the Community Standards Review Board, Community Appeals Board, and Policies & Procedures Committee and all other related committees under the direct supervision of the Dean of Students
5. Conduct an annual review the SGA Constitution to ensure the constitution reflects the current pattern of administration and needs of the students

B. Qualifications of the Judicial Board

1. All elected and appointed officers must be in good academic, financial and disciplinary standing with the rules, regulations and guidelines according to Spelman College
2. In addition to being elected/appointed, the Student Justices must complete an application, receive training from the Division of Student Affairs, be approved by the Community Standards Review Board and Dean of Students
3. Must have previously served as a class justice or served on Community Standards Review Board

C. Duties of Judicial Board Officer

1. The Chief Justice shall:
 - i. Preside over all Judicial proceedings;
 - ii. Meet with the Dean of Students on a monthly basis to ensure awareness of student conduct issues
 - iii. Engage in education and awareness programs to assist with decreasing student infractions of the Community Standards and Code of Conduct
 - iv. Participate in a training program along with the Class Justices on the Student Conduct Administration System of the College
 - v. Review the SGA Constitution and relate to SGA appropriate recommendations
 - vi. Serve as a member of the Community Standards Review Board, Community Appeal Review Board, and Policies and Procedures Committees to assist with addressing all student concerns in regard to matters including, but not limited to discrepancies, code of conduct violations, and impeachment
 - vii. Interpret SGA Constitution and the Code of Conduct in its entirety to the broader Spelman community
2. The Class Justices shall:
 - i. Assist the Chief Justice and Dean of Students in all student conduct proceedings
 - ii. Assure that the class council is in compliance with the SGA Constitution
 - iii. Assist the Chief Justice in all duties of the Judicial Branch.

Section 5. Class Council

As a subsidiary of SGA, Class Councils are the governing bodies for each respective class – First Year, Sophomore, Junior and Senior. Their primary role is to provide leadership, programs and activities of interest to members of their class. In addition, Class Councils serve as a vehicle by which the Spelman administration may disseminate pertinent information to a specific class of students.

While their structure is a subsidiary of the SGA, Class Councils are allowed to operate independently of SGA in most circumstances. Class Council positions are elected during the SGA Election, and all

candidates must meet the same standards of SGA officers in order to be eligible. The Executive Branch of each council shall be comprised of at least eleven (11) positions: President, Vice-President, Secretary, Treasurer, Parliamentarian, Co-Social Chairpersons (2), Co-Publicity Chairpersons (2), Class Justice and SGA Representative (1).

A. Duties of Executive Board Officers

1. The President shall:
 - i. Serve as Chief Executive Officer of Class Council
 - ii. Serve as a liaison between Class Council, administration and other organizations
 - iii. Document student ideas, questions, concerns and issues and work with the Class Council advisor address and bring to a resolution
 - iv. Preside over all council meetings
 - v. Assign additional tasks, projects or duties that are within reason to any member(s) of the Executive Board
 - vi. Appoint vacant positions in conjunction with Vice President
2. The Vice President shall:
 - i. Serve in absence of President
 - ii. Oversee activities of council committees
3. The Secretary shall:
 - i. Preside in the absence of both the President and Vice-President
 - ii. Keep an accurate, legible, and permanent record of all Council meetings, including attendance records
 - iii. Document and distribute minutes to SGA and SGA Advisor
 - iv. Maintain and distribute contact information of all Council members with appropriate organizations and departments
 - v. Schedule meetings for the semester and provide that information to the SGA Chief of Staff to post to the SGA website
 - vi. Handle all correspondence of the Executive Board
 - vii. Oversee administrative duties
4. The Treasurer shall:
 - i. Keep accurate records of all expenditures made by the Class Council
 - ii. Prepare necessary paperwork for all monetary transactions of the council
 - iii. Attend all SAFAC meetings under the jurisdiction of the SGA Secretary of Finance.
5. The Parliamentarian shall:
 - i. Maintain order and correct parliamentary procedures in all meetings, as outlined by Robert's Rules of Order
 - ii. Requisition sites of all meetings and activities.
 - iii. Beginning with the 2019 election season, parliamentarian will not be a Class Council position.
6. The Co-Publicity Chairpersons shall:

- i. Create and distribute publicity concerning all Class Council meetings and activities
- 7. The Co-Social Chairpersons shall:
 - i. Plan, coordinate and implement programs and activities of the Class Council
- 8. The Class Justices shall:
 - i. Assist the Chief Justice and Dean of Students in all student conduct proceedings
 - ii. Assure that the class council is in compliance with the SGA Constitution
 - iii. Assist the Chief Justice in all duties of the Judicial Branch.
- 9. The SGA Representative shall:
 - i. Serve as liaison between the respective Class Council and the SGA
 - ii. Attend House of Representatives meetings

Article III - Elections

Section 1. Elections Commissioner and Elections Committee

A. Duties of the Elections Commissioner

1. In conjunction with the SGA Advisor, the Elections Commissioner shall determine the specific proceedings during the entire election process.
2. Convene the Election Committee to evaluate the Election Packet, identify, schedule and coordinate all dates, times and locations of election-related activities, and prepare official ballot process and procedures.
3. Create the Election Application Packet. The packet shall be made available to all candidates via an Information Session; The Student Government Constitution and Election Application Packet shall detail the election process to be followed
4. The Elections Commissioner will serve as the contact person for all questions related to the election process. The Elections Commissioner is required to organize the First Year Class Council informational in the fall semester and the SGA/Class Council informational in the spring semester.
5. Determine campaign publicity policies and ensure candidate compliance with all election policies, protocols and processes
6. Oversee all campaign and election day activities
7. Develop, implement and coordinate process to verify student names and photo IDs for on-site voting

B. Qualifications of the Elections Commissioner

1. Maintain a cumulative and semester GPA of 3.0 on a 4.0 scale throughout their term in office
 - i. You may not have any incompletes (I) on your Spelman College transcript that do not meet the requirements of the academic bulletin.
2. Meet all of the college financial requirements per the Office of Student Account Guidelines

- i. Have no current or pending judicial sanctions
- ii. If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.

C. Duties of the Elections Committee

- 1. The Election Committee will assist with overall operations of the election process.

D. Qualifications of the Elections Committee

- 1. All appointed officers must be in good academic, financial and disciplinary standing as outlined in the Spelman College Student Handbook and Community Standards and Code of Conduct
- 2. Members of the Elections Committee are appointed by the Elections Commissioner.
- 3. Four (4) committee members, one from each class, shall be appointed.

*No member of the Elections Committee may be a candidate for office or publicly endorse a candidate. This includes wearing campaign materials, assisting in the campaign process by posting publicity, soliciting votes or any similar activity. All infractions shall be submitted to the Judicial Board of SGA for review, evaluation and appropriate disciplinary action.

Section 2: Candidacy and Candidate Application Process for SGA and Class Council

A. Qualification for Candidacy

- 1. The entire election process for phase one (SGA Executive Board and class council positions) shall be completed prior to Spring Break.
- 2. The Director of Student Life and SGA Advisor Engagement may approve a varied timeline should extenuating circumstances arise

B. Qualifications of Candidates

- 1. All candidates must have a cumulative grade point average of 3.0 on a 4.0 scale at the time of nomination. This academic standard must be maintained throughout the tenure of office
- 2. All candidates must be in good financial and disciplinary standing with the College
- 3. All candidates must have completed at least one year of academic study at Spelman College and must be enrolled as a full-time student during the term in office (with the exception of Student Trustee candidates)
- 4. Students who plan to study abroad or participate in a domestic exchange program during the upcoming year may not seek office
- 5. The President and Vice President shall be a junior or senior at the time of nomination
- 6. All Presidential candidates and Vice-Presidential candidates must have one year of previous SGA experience, prior to time of election.
 - i. Must have served in an elected or appointed position for one full year prior to running.

C. Candidate Application Process

All candidates must qualify at the time of nomination. The Director of Student Life and SGA Advisor Engagement may approve a varied timeline should extenuating circumstances arise. Candidates shall fill out the application online. All candidates must petition to seek office. There shall be no write-in candidates. The guidelines are as follows:

Candidates shall submit a completed application by the published deadline. Failure to do so will result in failure to qualify for office. The Election Committee shall verify all applications, at which time candidates shall be notified of their eligibility and the balloting process shall be developed and finalized. Campaign and election-related activities shall begin and end at the appointed times as designated in the Election Application Packet.

Section 3: Voting

A. Voting Procedures

1. Online voting will occur online via a link that will be e-mailed to the student body. The Elections Committee and SGA Advisor will oversee all operations on Election Day. Voting procedures will be emailed to all Spelman College email addresses, with voting rules attached
2. Voting will take place online. Every position on the ballot shall include the option of abstention.
3. All Spelman students may vote for Executive Board positions. Students are only eligible to vote for Class Council positions of their entering class. The Office of Student Life uses the credit hours earned in tandem with the files of the Registrar's Office.

B. Tallying and Results

1. The candidate who receives the most votes shall be determined the winner. In the case of co-positions, the top two candidates with the most votes shall be declared the winners
2. Election results shall be posted within two days of election. The names of all candidates, their winning percentages, total votes captured and rank shall be available upon request to the Elections Commissioner or Office of Student Life and Engagement.

C. Run-Off Election

In the case of three (3) or more candidates running for a single position, the candidate who receives the most votes shall be declared the winner. In the case of a tie between candidates receiving the highest number of votes, a run-off shall occur. The following conditions apply for the run-off election:

1. Run-off election(s) must be completed within 10 business days of the original Election Day
2. Run-off election(s) shall be decided by a majority vote of voting participants

D. Re-Election Process

With the approval of the Director of Student Life and Engagement and SGA Advisor, infractions of the Constitution may result in a re-election process.

1. Allegation of infractions will be investigated before approval to hold a re-election is granted. Allegations must be submitted within 48 hours of the alleged infraction, and must be substantiated by fact with a witness's signature. Failure to produce tangible evidence of infractions or election tampering may result in denial of a re-election at which time the primary election results will be upheld
2. Mediation with the Director of Student Life & Engagement and the Dean of Students will be conducted to exhaust all possible options before a re-election is granted. Re-election shall only be granted as a last option. All decisions resulting from the mediation are final
3. If it is determined that a re-election process is necessary, the re-election must occur within two weeks after approval for such is given. Candidates who participated in the primary election are the only candidates who may participate in the re-election process

E. Vacant Positions

1. In the event that the Executive Board and Class Council President or Vice President positions are not filled, the positions will open for appointment following election season.
2. With the approval of the Director of Student Life and Engagement and Dean of Students of Students, infractions of the Constitution may result in a re-election process.
3. The President may appoint members in conjunction with the Vice President to other unfilled positions

Section 4. Campaigning Infractions

The Spelman College Elections Commission will utilize all means at their disposal to adjudicate election violations in the most expedient, but fair manner possible. Such means shall include:

A. Minor Infractions

If a candidate is found to have committed more than three (3) infractions that are considered to be minor in nature, her actions may result in her removal as a candidate.

Minor Infractions include and are not limited to:

1. Failure to place "Approved" statement on Campaign collateral or signage
2. Campaigning in a "Campaign free zone," such as an Academic Building on campus
3. Failure to remove campaign literature from Upper Manley after campaigning ends
4. **Campaigning outside of the Manley Blue Wall and the Manley Brick wall**

B. Major Infractions

If a candidate is found to have committed an infraction that is listed in the major category, the action may result in their disqualification as a candidate.

1. Illegal campaign contributions
2. Coercion of votes, including, but not limited to, the buying of votes
3. Campaigning on behalf of your campaign after campaigning ends

C. Violation Charges

Upon the charge of any violation of this Election Code, the Judicial Branch will employ the following guidelines in determining the verdict.

1. Evaluate the validity of the charge
2. Determine the severity and effect of the offense on the election process
3. Identify the intent of the accused and/or her campaign staff
4. Determine the number of previous violations for which the accused and/or campaign staff have been sanctioned
5. Cooperativeness of the offender and/or her campaign staff.

D. Methods to Adjudicate Elections Violations

The Judicial Branch will utilize all means at its disposal to adjudicate election violations in the most fair and equitable manner. Such means shall include:

1. Informal Hearing/Mediation
All informal adjudication methods shall be documented and attended by at least two members of the Judicial Branch
Any candidate may elect to have a formal hearing to adjudicate elections questions and concerns
2. Educational Sanctions

All sanctions will be determined by the Judicial Branch. All practices must be fair, just, and in direct proportion to the offense. The Judicial Branch will use discretion and good judgment when determining appropriate sanctions. The purpose of sanctioning is to support the academic mission of Spelman College, and to enforce the Community Standards and Code of Conduct. Sanctioning also serves to educate students about Spelman College policies and procedures, and provides opportunities for students to learn how their behavior affects the Spelman community.

Finally, we believe sanctioning facilitates a change in behavior, helps students to make informed choices and decisions as they move forward, and provides the student with an opportunity to contribute back to the community in a positive manner.

All sanctions shall be proportional to the violation committed and shall be consistent in all violations of a similar nature. Possible sanctions include but are not limited to:

1. Loss of privilege to participate in Campaign period activities
2. Temporary or permanent cease and desist of verbal campaigning

3. Removal of some or all of campaign materials
4. Open letter of apology
5. Limiting of campaign time
6. Correction of violation
7. Recommendations that the Elections Commission consider possible violations of the Student Code of Conduct
8. Disqualification of candidacy

Candidate disqualification is the highest and most severe educational sanction available to the Judicial Branch, and shall be available to adjudicate only major infractions, as well as applicable administrative violations.

E. Appeals

Any sanction given to a candidate may be appealed to the Dean of Students. The Dean of Students will have 24 hours after the appeal is filed to decide whether or not to hear the appeal. If the Dean of Students decides to hear the appeal, it will take up to three business days from the time the appeal is filed to reach a decision. The decision will be final.

Article IV. Student Trustee

The Student Trustee serves a three-year term and has the same duties and responsibilities as non-student trustees (these are outlined in detail in the Bylaws of Spelman College). The Student Trustee is first and foremost a student. As such, she is expected to comply with acceptable standards of conduct, scholarship and good standing with the College at all times. Additionally, the Student Trustee position is a liaison to SGA and is not an SGA position/office. In her role as trustee, the Student Trustee has no special obligations to the Student Government Association. The Student Trustee cannot hold an SGA office during her tenure as a Trustee for reasons of “apparent authority” and “conflict of interest”: Apparent Authority. As a trustee, the student trustee is generally clothed with the apparent, even if not real or expressed, authority to speak and act on behalf of the College. A student government officer, on the other hand, is authorized to speak and act only on behalf of the students by whom she was elected. A student government office is not, however, authorized to speak or act on behalf of the College as an institution, unless the College has expressly appointed the student officer to another position which carries with it the authority, real or apparent, to speak and act on the College’s behalf.

Section 1: Qualifications

The qualifications for candidacy, selection procedures and expectations from the Student Trustee are outlined below.

Candidates for the position of Student Trustee must meet the following criteria. The candidate:

1. Maintain a cumulative and semester GPA of 3.0 on a 4.0 scale throughout their term in office

- a. You may not have any incompletes (I) on your Spelman College transcript that do not meet the requirements of the academic bulletin.
- b. Meet all of the college financial requirements per the Office of Student Account Guidelines
2. Have no current or pending judicial sanctions
 - a. If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.
3. Must be at least a second (2nd) semester First Year who has been enrolled at Spelman for one full semester prior to the application process
4. May not hold another SGA office during her tenure as Student Trustee (including Class Council).

Article V. Appointed Positions

The applications for appointed positions shall be open to the student body after the SGA and Class Council elections.

- A. Appointed Positions of the SGA board are
 1. Chief of Staff
 2. Deputy Chief of Staff
 3. Chief Justice
 4. Market Friday Director
 5. Public Relations Director
 6. Special Events Director
 7. First Year Liaison
 8. Director of Compliance and Safety
 9. The Leadership and Civic Engagement Liaison
 10. Director of Special Populations: Pauline E. Drake, Transfer, International, and Commuter Students
- B. Qualifications and requirements for appointed positions
 1. Maintain a cumulative and semester GPA of 3.0 on a 4.0 scale throughout their term in office
 - i. You may not have any incompletes (I) on your Spelman College transcript that do not meet the requirements of the academic bulletin.
 2. Meet all of the college financial requirements per the Office of Student Account Guidelines
 3. Have no current or pending judicial sanctions
 - i. If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.

4. Maintain effective communications with business contacts, organizational members, and College officials
 5. Attend all meetings, workshops, conferences, special sessions, etc., of the organization/division which relate to the responsibilities of this leadership position without jeopardizing academic responsibilities
 - i. Appointed positions may have three excused absences from meetings per semester. If the student misses more than three meetings, they will be called to meet with the SGA Advisor and the Chief Justice.
- C. The following section outlines the duties of the various appointed positions
1. Chief of Staff
 - a. Report to the SGA President
 - b. Responsible for recording minutes at all SGA meetings.
 - c. Responsible for all operation of the Executive board of SSGA.
 - d. Responsible for maintaining the President's Calendar.
 - e. Strong organizational skills required.
 2. Deputy Chief of Staff
 - a. Report to the SGA President and the Chief of Staff
 - b. Responsible for recording attendance at all SSGA meetings
 - c. Responsible for maintaining the board's calendar
 - d. Responsible for electronic communications to the board, including updates, reminders, polls, and other correspondence
 - e. Strong organizational skills required.
 3. Chief Justice:
 - a. Preside over all Judicial proceedings;
 - b. Meet with the Dean of Students on a monthly basis to ensure awareness of student conduct issues
 - c. Engage in education and awareness programs to assist with decreasing student infractions of the Community Standards and Code of Conduct
 - d. Participate in a training program along with the Class Justices on the Student Conduct Administration System of the College.
 - e. Review the SGA Constitution and relate to SGA appropriate recommendations.
 - f. Serve as a member of the Community Standards Review Board to assist with addressing all student concerns in regard to matters including, but not limited to discrepancies, code of conduct violations, and impeachment.
 - g. Serve a two-year tenure
 - h. Interpret SGA Constitution in its entirety to the broader Spelman community
 4. Market Friday Director:
 - a. Report to the Secretary of Student Affairs
 - b. Serve as the liaison between SGA and the Market Friday Committee
 - c. Responsible for overseeing Market Friday Operations

5. Public Relations Director:
 - a. Meet with the SGA Advisor to update information for SGA on the campus website and in all campus publications
 - b. Responsible for coordinating the distribution of publicity
 - c. Responsible for working with the Office of Student Life & Engagement to inform the Spelman web team about SGA updates
 - d. Responsible for overseeing the Public Relations Committee
 - e. Responsible for maintaining the SGA website
6. Special Events Director
 - a. Works in conjunction with the Deputy Chief of Staff to coordinate all logistics for any SGA programming or special events
 - i. Work with the Division of College Relations to ensure event calendar coordination, and understanding and compliance around use of campus facilities and event planning by students and student organizations
 - ii. Work with Alumnae Affairs to enhance mentoring program between students and alumnae
7. First Year Liaison
 - a. Oversee Leadership Night during New Student Orientation
 - b. Work with the Office of the Dean of Students, Student Life & Engagement, Undergraduate Deans, First-Year Class Councils and Residence Hall Association to implement initiatives to enhance the first year experience
 - c. Promote awareness of SGA and its various functions and benefits
 - d. Assist the First Year Class Council Advisor in First Year Class Council Advisor duties
8. Director of Compliance and Safety

The purpose of the Director of Compliance and Safety is to continuously issues with compliance and safety within Spelman College. This position will oversee the inclusion of all Spelman College students in Student Government practices. In addition, the Director will work closely with the Dean of Students and Title IX Student Worker to address the concerns of students in regard to safety and compliance concerns and assist with the evaluation and implementation of compliance regulations.

 - a. Survey campus climate in regard to identity-based discrimination through Qualtrics that are provided by the college, only in consultation Title IX Office
 - b. Assist Title IX and Compliance Office in program training for RSO's
 - c. Act as a listener to student concerns in regard to compliance and safety concerns at least once a month and notify the Dean of Students and Title IX office of these concerns
 - d. Meet regularly with the Sexual Discrimination Student Committee to coordinate campus education and programming
 - e. Serve as the SGA liaison for Denim Day planning and activities along with the Title IX Director, other interested campus offices, and other students on

- the Denim Day planning committee
- f. Partner with Public Safety in substantiating prevention and awareness initiatives
 - g. Qualifications
 - i. Maintain a cumulative and semester GPA of 3.0 on a 4.0 scale throughout their term in office
 - ii. You may not have any incompletes (I) on your Spelman College transcript that do not meet the requirements of the academic bulletin.
 - iii. Meet all of the college financial requirements per the Office of Student Account Guidelines
 - 1. Have no current or pending judicial sanctions
 - 2. If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.

Article VI. SPECIAL POPULATION & PROGRAM LIAISONS

A. The Leadership and Civic Engagement Liaison

1. The Leadership and Civic Engagement Liaison will work with various departments and organizations to educate and empower each student to become catalysts for positive social change.
2. Work in collaboration with the Office of Student Life & Engagement and the Bonner Office and Leadership Development Office to develop an annual leadership conference designed to build students knowledge, skills and confidence.
3. Work with the Office of the Dean of Students to explore current, relevant and global issues that will encourage students to be civically engaged on and off campus.
4. Develop a Leadership Fellows program that trains experienced student leaders to serve as consultants and presenters to students and student organizations on beneficial leadership topics for the campus community.
5. Help with outreach and community engagement via assistance with regional engagements
6. To serve as the official representative of the Spelman Student Government Association to the Atlanta University Center Neighborhood Association. To fulfill this responsibility, the Director(s) of Leadership and Civic Engagement shall:
 - i. Attend a minimum of one (1) scheduled AUCNA meetings per fall and spring semester.
 - ii. Encourage active engagement with the AUCNA from SGA, employees, and students

- iii. Develop a strengthened relationship with the AUCNA via joint programming, correspondence, and positive representation of the values of Spelman College
- B. Director of Special Populations: Pauline E. Drake, Transfer, International, and Commuter Students
1. The Director of Special Populations serves as a liaison to the population of students listed and reports to the SGA Advisor.
 2. Work in collaboration with the listed populations to develop programs and projects designed to build community and engagement.

Article VII. Removal Process

Removal Process shall be in effect for the Executive Branch, Legislative Branch, Judicial Branch and Class Councils.

Section 1. Conditions of Removal Based on Duties and Responsibilities

All elected and appointed positions shall be held to the removal process. If the President, Chief Justice or Vice President is not performing duties in a satisfactory manner as outlined in the constitution, said officer shall meet with the SGA Advisor and the Executive Board of the branch in which the officer is a member. All pertinent documentation regarding the member in question shall be submitted to the SGA advisor five days prior via electronic submission in a word document. At this meeting, the specific guidelines for improvement are dictated to the member in question. The person will be placed on a 30-day probationary period with specific guidelines in order to allow an opportunity for improved performance. Failure to show improvement based on the outlined guidelines will result in termination from office.

If an officer/member is not performing duties in a satisfactory manner as outlined in the constitution or as additionally assigned by the President or Vice President, it will be the responsibility of the Judicial Branch and the SGA Advisor to convene and discuss any performance issues with the officer. All pertinent documentation regarding the member in question shall be submitted to the SGA advisor five days prior via electronic submission in a word document. A 30 day probationary period with specific guidelines for enhancing performance shall be established in order to allow an opportunity for improved performance. Failure to show-improvement as outlined in the probationary guidelines will result in the removal from office.

Academic, financial, and disciplinary standing status shall be checked at the end or beginning of each semester. Failure to maintain the listed qualification academic, financial and disciplinary standing with the College will be subject to immediate removal from the Executive, Judicial and Legislative Branches. Any discrepancies regarding academic, financial, and disciplinary standing must be resolved within three business days after written notification from the SGA Advisor.

Section 2. Conditions of Removal Based on Conduct

If at any point of time during your term in office you have a code of conduct violation (excluding level one violations), the Office of the Dean of Students will notify the Director of Student Life and Engagement and the SSGA Advisor for removal from office.

Section 3. Appeal

An officer or member may appeal the removal decision, in writing within 48 hours to the SGA Advisor. Upon review of the appeal, the officer or member must be allowed to state their case: SGA members will state their case for the Executive Board of SGA and class council members will state their case for the Judicial Branch. A majority vote of the respective Executive or Judicial Branch shall be final.

ARTICLE VIII. SAFAC

The Student Activity Fees Allocation Committee (SAFAC) shall be responsible for the allocation of funds to all student organizations, excluding the SGA Executive Board. Coordinated by the Secretary of Finance, SAFAC shall exist as an Allocations Committee comprised of treasurers of each registered organization. The Secretary of Business and Finance shall serve as the Chairperson of SAFAC and, in conjunction with the committee, prepare a packet outlining specific requirements. This packet shall be made available at the beginning of the academic year, and this document shall be the governing authority concerning SAFAC. Modifications to the process may be made mid-year if necessary.

Individuals and members of officially chartered student organizations may receive funding under the provisions of SAFAC. The Office of Student Life and Engagement shall provide vital evaluation of all student organization charter status.

Article IX Revision

Any revisions to be made in the Constitution shall occur in three separate stages. There shall be a mandatory student body notification and an opportunity to propose changes that will be recommended for the following academic year during the Fall Semester of every odd year. The Executive Board shall review the recommendations and discuss the proposed changes. The Executive Board shall vote and agree upon the recommended changes by the end of January of the academic year. The vote is a majority vote. The Chief Justice will bring the recommended changes to the SGA Advisor, Dean of Students, Director of Student Life and Engagement, and the final recommendations will be implemented after that meeting.

Article X. Amendment

The constitution may be amended if authorized by a majority of the participating student body under a special constitutional referendum vote or the usual election process. Each amendment has to be submitted in the Executive Board with approval by 2/3 vote and reviewed by the Advisor of SGA before being placed on the ballot. After the Constitution has been amended it shall be effective immediately.

Article XI. Bylaws

The SGA Executive Board shall have the power to pass bylaws to this Constitution if authorized by a majority of the students at any House of Representatives meeting, or by executive order of the SGA Advisor; provided the bylaws shall not conflict with the provision of the Constitution or any amendment.

Existing Bylaws as of May 2019:

1. Beginning with the 2019 election season, parliamentarian will not be a position on Class Council. The duties of parliamentarian will be transferred to Class Justice.
2. Beginning with the 2019 election season, members of Miss Spelman Advisory Board, PULSE, Class Council, and Resident Advisors are unable to serve in an appointed or elected SGA position.
3. Beginning with the 78th Administration of SGA, in the event that the Vice President has to assume the duties of the President, the Vice President has the power to appoint a Vice President.
4. Beginning with the 78th Administration of SGA, every member is required to hold and attend office hours for the student body.

Filing a Grievance: A student may file an official complaint in writing to the Judicial Branch of SGA. Within five business days the Judicial Branch will work with the Office of the Dean of Students to issue a response to concerned students. Within one month's time, the student shall receive notification of further investigation from the Judicial Branch, Dean of Students and/or Community Standards Review Board.

Article XII. Adoption

The Constitution shall be adopted by two-thirds of the vote of the Executive Board, in conjunction with the approval of the SGA Advisor, Director of Student Life and Engagement, and Dean of Students.

Article XIII. Constitution

The SGA Constitution shall remain in effect during both semesters of the academic year or until a new, revised or amended document for the upcoming academic year is adopted. As the supreme governing document of the SGA, anything in conflict with or in contradiction to this document is hereby considered null and void. The Constitution cannot be declared null or void at any time; however, amendments and bylaws are permitted. The SGA Constitution may not implement or support policies, processes, guidelines and/or programs, activities and events that contradict the Spelman Student Handbook, Community Standards and Code of Conduct and Standards of Excellence.