



## 2024-2025 Undergraduate Student Handbook

### STUDENT GOVERNMENT ASSOCIATION CONSTITUTION AND BY-LAWS

Constitution of the Student Government Association.....	5
Preamble .....	5
Article I: Name.....	5
Article II: Purpose.....	5
Article III: Authority.....	5
Article IV: Membership and Responsibility.....	5
Section 1. Membership.....	5
Section 2. Responsibility.....	6
Section 3. Statement of Responsibilities.....	6
Article V: Organization.....	6
Article VI: Student Government Executive Board.....	6
Section 1. Function.....	6
Section 2. Members.....	7
Section 3. Selection Committee.....	7
Section 4. Duties of the Members.....	7
Section 5. Meetings.....	9
Section 6. Quorum.....	9
Article VII: Student Representatives to College Committees.....	9
Section 1. Selections.....	9
Section 2. Duties.....	9
Article VIII: Amendments.....	9
Article IX: Approval.....	9
Article X: Senate.....	10
Section 1. Name.....	10
Section 2. Purpose.....	10
Section 3. Function.....	10
Section 4. Membership.....	11
Section 5. Duties of the Officers.....	11
Section 6. Duties of the Members.....	11
Section 7. Committees.....	12

Section 8. Attendance.....	13
Section 9. Meetings.....	13
Section 10. Quorum.....	13
Section 11. Tie.....	13
Section 12. Unfulfilled Positions.....	13
Article XI: Honor Council.....	13
Section 1. Name.....	13
Section 2. Purpose.....	13
Section 3. Function.....	14
Section 4. Membership of Honor Council.....	14
Section 5. Duties of the Officers.....	14
Section 6. Appointment Committee.....	15
Section 7. Meetings.....	15
Section 8. Review Board.....	16
Section 9. Residence Hearings Committee.....	16
Section 10. Amendments.....	17
Section 11. Approval.....	17
Article XII: Student Life Committee.....	17
Section 1. Name.....	17
Section 2. Purpose.....	17
Section 3. Function.....	17
Section 4. Membership.....	18
Section 5. Duties of Members.....	18
Section 6. Officers.....	18
Section 7. Duties of Officers.....	18
Section 8. Advisor.....	19
Section 9. Mini-Project Teams.....	19
Section 10. Meetings.....	19
Section 11. Amendments.....	20
Section 12. Approval.....	20
Article XIII: Elections Board.....	20
Section 1. Name.....	20
Section 2. Purpose.....	20
Section 3. Function.....	20
Section 4. Membership.....	21
Section 5. Organization.....	21
Section 6. Meetings.....	22
Section 7. Attendance.....	22
Section 8. Amendments.....	22
Article XIV: Residents Housing Association.....	22
Preamble.....	22

Section 1. Organization.....	22
Section 2. Membership.....	22
Section 3. Purpose.....	23
Section 4. Executive Board.....	23
Section 5. Residence Hearing Committee.....	26
Section 6. Advisor to the Executive Board and Residence Hearing Committee.....	27
Section 7. Meetings.....	27
Section 8. Elections.....	28
Section 9. Vacancies.....	28
Section 10. Recalling from Office.....	29
Section 11. Ratification and Nullification.....	29
Section 12. Process of Amendments.....	29
Article XV: Association of Meredith Commuters (AMC).....	29
Section 1. Name.....	29
Section 2. Purpose.....	29
Section 3. Function.....	30
Section 4. Membership.....	30
Section 5. Officers.....	30
Section 6. General Duties of Executive Board Members.....	30
Section 7. Duties of Executive Board Members.....	30
Section 8. Advisor.....	32
Section 9. Meetings.....	32
Section 10. Amendments.....	33
Section 11. Approval.....	33
Article XVI: WINGS.....	33
Section I. Name.....	33
Section 2. Purpose.....	33
Section 3. Membership.....	33
Section 4. Organization Executive Board.....	33
Section 5. Meetings.....	37
Section 6. Attendance.....	37
Section 7. Removal of an Officer from the Executive Board.....	37
Section 8. Awards.....	37
Section 9. Amendments.....	38
Section 10. Community Engagement.....	38
Article XVII: Student Activities Fee (SAF) Committee.....	38
Section 1. Name.....	38
Section 2. Purpose.....	38
Section 3. Function.....	38
Section 4. Membership.....	39
Section 5. Duties of Members.....	39

Section 6. Duties of Officers.....	39
Section 7. Meetings.....	40
Section 8. Attendance.....	40
Section 9. Amendments.....	40
Section 10. Quorum.....	40
Section 11. Approval.....	40
ARTICLE XVIII: Diversity, Equity, Inclusion, & Belonging Board.....	40
Section 1. Name.....	40
Section 2. Purpose.....	40
Section 3. Function.....	40
Section 4. Membership.....	41
Section 5. Organization.....	41
Section 6. Meetings.....	42
Section 7. Attendance.....	42
Section 8. Amendments.....	42
Section 9. Approval.....	43
By-Laws.....	<b>43</b>
Article I: Election Systems.....	43
Section 1. Filing and Information Sessions.....	43
Section 2. Campaigning.....	43
Section 3. Disqualification.....	43
Section 4. Offices.....	44
Section 5. Eligibility for Filing.....	45
Section 6. Removal from Office.....	45
Section 7. Online and Runoff Elections Procedure.....	47
Section 8. Backup Voting Procedure.....	50
Section 9. Unfilled Elected Offices.....	50
Section 10. Contesting a Disqualification.....	51
Section 11. Contesting the Election of a Particular Office.....	51
Section 12. Contesting an Overall Election.....	52
Section 13. Assumption of Duties.....	53
Article II: Meeting, Order for Business, and Quorum.....	53
Section 1. Meeting of the Association.....	53
Section 2. Order for Business.....	53
Section 3. Quorum.....	53
Article III: Procedures.....	54
Section 1. Legislation/Regulation Procedure.....	54
Section 2. Judicial Procedure.....	55
Section 3. Review Board.....	58
Section 4. Residence Hearings Committee.....	59
Section 5. Senate Standing Committees.....	61

Section 6. Procedural Guidelines for the Student Organization Concerns Committee....	62
Section 7. Appeals Process for Removal from Office.....	68
Section 8. Appeals Process for Removal from Office.....	68

## **Constitution of the Student Government Association**

### **Preamble**

We, the students of Meredith College, organized as the Student Government Association, desiring to improve the College for present and future students, faculty, staff, and administrators and to enrich our education as women by assuming responsibility for ourselves and the Meredith community, have adopted the following constitution and by-laws.

### **Article I: Name**

The name of this organization shall be called the Student Government Association (SGA) of Meredith College.

### **Article II: Purpose**

The purpose of Student Government Association shall be to ensure, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison between students, and alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

### **Article III: Authority**

The students have freedom to shape Meredith's policies and regulations regarding student life. In its exercise of its governing powers, the Student Government Association is ultimately responsible to the president of the college under authorization by the Board of Trustees.

The SGA Executive Board shall serve as the governing body for all students and all campus organizations. The function of all campus organizations shall be overseen by the SGA Senate.

### **Article IV: Membership and Responsibility**

#### **Section 1. Membership**

All undergraduate students who are officially enrolled at Meredith College shall become members of the Student Government Association. This membership includes full-time, part-time, degree and non-degree students (Cooperating Raleigh College students are not included).

## **Section 2. Responsibility**

All students, upon coming to Meredith, accept college citizenship involving self-government under the Honor Code, which, as defined by the Student Government Association, means that:

1. All students are expected to be honest and truthful at all times.
2. All students are personally responsible for their own conduct, for their obligation to the college community, and for informing themselves of and abiding by the college regulations. If a student breaks a regulation, they are expected to correct their offense by reporting themselves to the proper authority; in an academic matter, to the instructor concerned and in a student government matter, to the solicitor general of the Honor Council.
3. All students are responsible for seeing that the Honor Code is carried out at all times. If they are aware of a violation by another student, they should call this matter to the attention of that student as a violation of their responsibility to the community.

## **Section 3. Statement of Responsibilities**

Early in their first semester, all students must sign the Meredith College Statement of Honor concerning their responsibilities as a member of the Student Government Association.

## **Article V: Organization**

There shall be a SGA Executive Board, Senate, Honor Council, Student Life Committee, Elections Board, Association of Meredith Commuters, Residents Housing Association, WINGS, DEIB Board, and Student Activities Fee Committee.

## **Article VI: Student Government Executive Board**

### **Section 1. Function**

1. It shall be the function of the SGA Executive Board to serve as the executive branch of the Association. The SGA Executive Board shall put into effect such changes in the constitution and regulations of the Association, in consultation with the individual branches, as have been approved by Senate and the Vice President for College Programs.
2. The SGA Executive Board shall receive and investigate grievances, discuss problems arising within the SGA, propose legislation, and make other recommendations and suggestions for appropriate action to the proper board.
3. It shall be the function of the SGA Executive Board to educate the student body concerning the form, function, and regulations of the Student Government Association.
4. It shall be the function of the SGA Executive Board to uphold Meredith's community standards and promote the Ethical Code of Student Leaders. Additionally, the SGA Executive Board shall set and maintain an expectation for community membership through positive representation of self and Meredith College.
5. It shall be the function of the SGA Executive Board to foster and facilitate a community that is inclusive.

6. It shall be the function of the SGA president, vice president, secretary and treasurer to hear and rule on any appeals brought forward by the SAF Committee.

## Section 2. Members

1. **Voting Members:** The voting members of the Association shall consist of a vice president, secretary, treasurer, freshman member-at-large, the Senate chair, the Honor Council chair, the Student Life Committee chair, the Elections Board chair, the Residents Housing Association chair, the Association of Meredith Commuters president, the DEIB Board Chair, and the WINGS president.
2. **Non-Voting Members:** The president shall only vote in the case of a tie. The advisor is a non-voting member.

## Section 3. Selection Committee

It shall be the function of the Selection Committee to select, through an application/interview process, all SGA Executive Board offices not filled during campus-wide elections. The Selection Committee shall be comprised of the current Student Government Association president, the newly elected Student Government Association president, the student who currently holds the office being appointed or a selected member of that organization, the Student Government Association Executive Board advisor, and the SGA advisor of the branch of the office being appointed. The SGA advisor of the branch of the office being appointed may choose to opt out of participating in the interviews.

## Section 4. Duties of the Members

1. **President:** It shall be the duty of the president to preside over all meetings of the Student Government Association Executive Board and Selection Committee, to attend meetings of the Board of Trustees, to attend meetings of the faculty, to attend meetings of the staff, to review the reports of the college committees, to appoint a parliamentarian if they so choose, to meet regularly with the Vice President for College Programs, write a report each semester to the Board of Trustees, and to perform other duties that may fall upon the president of the Association.
2. **Vice President:** It shall be the duty of the vice president to assist the president in all student government affairs, to preside over all meetings of the SGA Executive Board in the absence of the president, and to assume all other powers and duties delegated by the president of the association. It shall also be the duty of the vice president to attend Hillsborough Street Student Committee meetings, and appoint students to faculty committees, and to appoint student representatives to the college committees (see Article VII. Section 1). A vacancy which occurs in the office of the president shall be filled by the vice president.
3. **Secretary:** It shall be the duty of the secretary to record and distribute minutes to members of the SGA Executive Board, the advisor of the committee, the Dean of Students, the Vice President for College Programs, and the president of the College. The secretary shall also be responsible for all correspondence of the SGA Executive Board including the Halo Happenings. The secretary shall submit articles to the *Meredith Herald* when deemed necessary by the SGA Executive Board. The secretary shall perform other duties as necessary.

4. **Treasurer/Student Activities Fee Chair:** It shall be the duty of the treasurer to keep a strict and permanent account of all receipts of the Association except for those SGA branches which have their own treasurer, to submit the records to the director of Student Leadership and Service for an annual audit, and to perform other duties as necessary. The treasurer shall also serve as chair of the Student Activities Fee Committee. The treasurer shall preside over all meetings of the SAF Committee and to perform duties as necessary (see other duties listed under Article XVII).
5. **Freshman Member-At-Large:** It shall be the duty of the freshman member-at-large to attend all freshman class meetings, support different SGA branches as determined by the SGA Executive Board, stay in touch with the freshmen class executive board, and to perform other duties as necessary. The Freshman Member-At-Large shall also manage the SGA social media account, ensure that all meetings and events are publicized, and report SGA Executive Board's activities and events to campus publications. They shall be appointed from the freshman class through an application and interview process by SGA Executive Board members at the beginning of the fall semester.
6. **Senate Chair:** It shall be the duty of the Senate chair to preside over all meetings of the Senate and perform other duties as necessary (see other duties listed under Article X. Section 5.1).
7. **Honor Council Chair:** It shall be the duty of the Honor Council chair to preside over all meetings of the Honor Council and to perform other duties as necessary (see other duties listed under Article XI. Section 5.1).
8. **Student Life Committee Chair:** It shall be the duty of the Student Life chair to preside over all meetings of the Student Life Committee and to perform other duties as necessary (see other duties listed under Article XII. Section 7.1).
9. **Elections Board Chair:** It shall be the duty of the Elections Board chair to coordinate campus and class elections, to preside over all meetings of the Elections Board, and to perform other duties as necessary (see other duties listed under Article XIII. Section 5.B.1).
10. **Residents Housing Association Chair:** It shall be the duty of the Residents Housing Association chair to preside over all meetings of the Residents Housing Association, to represent resident students, and to perform other duties as necessary (see other duties listed under Article XIV. Section 4.5).
11. **Association of Meredith Commuters President:** It shall be the duty of the Association of Meredith Commuters president to preside over all meetings of the commuter students, to represent commuter students, and to perform other duties as necessary (see other duties listed under Article XV. Section 7. A).
12. **WINGS President:** It shall be the duty of the WINGS president to preside over all WINGS meetings, to represent non-traditional age students, and to perform other duties as necessary (see duties listed under Article XVI. Section 4.2.A).
13. **Diversity, Equity, Inclusion, and Belonging Board Chair:** It shall be the duty of the Diversity, Equity, Inclusion, and Belonging Board Chair to oversee its board and ensure that diversity, equity and inclusion are priorities for the Meredith student body (see other duties listed under Article XVIII. Section V.B).



14. **Advisor:** It shall be the duty of the advisor to counsel the Student Government Executive Board on all business before them and to serve as a non-voting member.

### **Section 5. Meetings**

The SGA Executive Board shall meet regularly to consider the business of the student body. During the year there may be joint meetings with any branch of the SGA as a place where the SGA Executive Board can go to obtain more student input as the need arises. As deemed necessary by the SGA president, special guest meetings may be held to increase campus wide communications. Special guests may include faculty council chair, staff affairs committee chair, Student Athlete Advisory Committee, campus programming organizations, and campus publications. All meetings require mandatory attendance from the SGA Executive Board members. If a member of the Executive Board cannot attend a meeting, a representative or member of the organization's board will take that member's place in attendance, approved at least 24 hours ahead of time by the SGA President. In the event of an emergency or sickness the day of a meeting, proper notifications will be communicated to the SGA President immediately and the member will work towards finding a replacement to attend the meeting that evening.

### **Section 6. Quorum**

Two-thirds of the members of the SGA Executive Board shall constitute a quorum.

## **Article VII: Student Representatives to College Committees**

### **Section 1. Selections**

The SGA vice president, in consultation with the other Executive Board members, shall recommend an SGA Executive Board member to be appointed to the following college committees: Campus Technology Committee, Undergraduate Admissions, Convocation, Disabilities Panel, Library, General Education, Bookstore Advisory, Undergraduate Research Advisory, Wellness Committee, and Council on Institutional Effectiveness. Appointments shall be made by the SGA vice president during the summer or early fall semester. The SGA vice president will contact the college committee chairs to discuss placements on the committees.

### **Section 2. Duties**

It shall be the duty of all student representatives to attend all meetings of their respective committees and to report to the SGA president within one week of the meeting, if necessary.

## **Article VIII: Amendments**

Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Board.

## **Article IX: Approval**

Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Board. Amendments must be approved by a two-thirds

majority vote of the SGA Executive Board, a two-thirds majority vote of the Senate, and approval by the Vice President for College Programs.

## **Article X: Senate**

### **Section 1. Name**

The name of this organization shall be Senate.

### **Section 2. Purpose**

It shall be the purpose of Senate to maintain a standard of excellence in Meredith College's student organizations, SGA constitution and regulations, and student policies.

### **Section 3. Function**

1. It shall be the function of the Senate to receive recommendations concerning updates and/or amendments in the present constitution and regulations of the SGA. Once approved by the Senate the updates and/or amendments will be referred to the appropriate college vice president for approval.
2. It shall be the function of the Senate to oversee all campus organizations, to review organizational constitutions every four years, and to receive proposals of new organizations. Organization constitution proposals and changes will undergo at least one reading by the Senate. This reading should take place during a meeting of the Senate, unless given prior approval by the Senate chair. Additional readings will be conducted as needed per constitution. Once approved by a quorum vote of Senate, the constitution will go into effect.
3. It shall be the function of the Senate to revoke any constitution of an organization that has not been active for two or more years or of an organization that violates Meredith's policies as stated in the Student Handbook. The Senate may call a hearing while considering whether or not to revoke any organization's constitution. Constitutional offenses of the Honor Code will result in a hearing by the Honor Council.
4. National Honor Societies with only a faculty representative on campus and no student leadership may meet individually with their appointed senator to review the constitution. The senator will then bring the revised constitution to the senate meeting for approval by the Senate. The faculty representative will not be required to attend the Senate approval meeting if they have met with the senator individually.
5. It shall be the function of the Senate to consider legislation/regulation changes proposed to the Senate by an organization, a senator, the SGA Executive Board, or any student. After passage by the Senate, legislation/regulation changes will be referred to the appropriate college vice president for approval.
6. It shall be the function of the Senate to give reasons for any refusal of any legislative proposal. The proposal may be called before the student body by a referendum (in which a minimum of 25% of the undergraduate student body constitutes a quorum; a two-thirds vote can override the Senate's refusal of a legislative proposal). If the refusal is overridden by this vote of the student body, the proposal must be referred to the SGA Executive Board, which may concur or disagree with the vote. In either case, the action

of the SGA Executive Board and the results of the referendum must be given to the appropriate college vice president for a decision.

7. It shall be the function of the Senate to require a meeting of the SGA when deemed necessary.
8. It shall be the function of the Senate to hold referendums when the need arises as deemed necessary by the Senate or the SGA Executive Board.
9. It shall be the function of the Senate to play a role in the student organization registration process and the active/inactive status determination in conjunction with the Office of Student Leadership and Service.

#### **Section 4. Membership**

1. **Voting Members:** Three senators elected from each class by the class, two AMC senators elected by AMC, one WINGS senator elected by the WINGS, and one faculty representative who shall be appointed for a two-year term by the Faculty Council.
2. **Non-Voting Members:** The chair (who shall vote only in case of a tie), the vice chair, and the advisor who is the assistant director of Student Leadership and Service or their designee. The advisor may not be one of the vice presidents or deans of the College.

#### **Section 5. Duties of the Officers**

1. **Chair:** It shall be the duty of the chair of the Senate to serve as an active member of and to attend all meetings of the SGA Executive Board, to preside over all meetings of Senate, to serve as a non-voting member and to vote in the case of a tie, to call any meetings they may deem necessary, to appoint committees as needed so that all senators share equal responsibility, to determine which organizations need to be reviewed in an academic year, coordinate with organizations to attend Senate, and to sign and file all approved constitutions.
2. **Vice Chair:** The Senate vice chair shall be appointed (see Article X. Section 12). The selection shall be made from the rising sophomore, junior, or senior classes through an application/interview process. It shall be the duty of the vice chair to record and distribute the proceedings of the meetings of the Senate to all members of the Senate, the senate advisor, the SGA secretary, the Office of Student Leadership and Service, and to the Vice President for College Programs, have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested, and to serve as a non-voting member. The vice chair shall also be held responsible for coordinating campus-wide communication on behalf of Senate when deemed necessary by the Senate Chair, including communications regarding organization changes (such as newly approved organizations, status changes to current organizations, and newly inactivated organizations) to the Office of Student Leadership and Service and the Director of Student Leadership and Service in a timely and efficient manner, and to assist the chair in all other matters necessary to the function of Senate. This may include, but is not limited to, article submissions to the *Meredith Herald* and *Halo Happenings*.

#### **Section 6. Duties of the Members**

1. It shall be the duty of each member to serve as a liaison between their constituents and the Senate.

2. It shall be the duty of each member to serve on subcommittees appointed by the chair.
3. It shall be the duty of each member to communicate the activities of the Senate with their constituents.
4. It shall be the duty of each member to participate fully in the constitution process. They shall contact the president or chair of the organization prior to the date the organization's constitution is to be reviewed. After initial contact, they shall schedule a time to meet with the president or chair to review the constitution and discuss any changes that need to be made. After that meeting, they shall remain in contact with the representative to ensure that all necessary constitutional changes are made and that the organization attends a meeting as scheduled. Individual circumstances will be reviewed by the Senate chair to ensure that the senator has upheld the constitution process.
5. It shall be the duty of each member to participate in the review of student organizations who have submitted mid-year progress reports (as well as student organization appeals for some senators). Senators will vote on the change of any organization appeals.
6. Failure to comply with the above process will result in the following:
  1. First Offense—A written warning from the Senate chair shall be issued and the member will write a letter of apology to the assigned organization's president or chair.
  2. Second Offense—A second offense may result in immediate removal from office.

## **Section 7. Committees**

1. **Student Organization Concerns Committee:** It shall be the function of the Student Organization Concerns Committee to serve as a liaison between the student body and the Senate. The committee shall deal with any incoming concerns, comments, or questions regarding a student organization on Meredith's campus. The committee shall delegate concerns to the appropriate senators, who will follow the procedures listed in the SGA Constitution By-Laws, Article III, Section 6. The committee also serves as the Appeals Committee for appeals requests to the SGA Officer Removal from Office Process, as listed in By-Laws Article III, Section 8.
2. **Active/Inactive Committee:** It shall be the function of the Active/Inactive Committee to follow up on concerns about student organizations not abiding by their constitutions and/or the requirements of student organizations. A review process will take place in the spring semester to determine the status of all student organizations. (See By-Laws for student procedures of the Senate Ad-Hoc Committees.)
3. **Organization Status Appeals Committee:** It shall be the function of the Organization Status Appeals Committee to make decisions related to appeals by student organizations regarding their status. This committee shall be comprised of the Senate chair, a senator from each class, and a member of the professional staff in the Office of Student Leadership and Service. Student organizations wishing to appeal a change in status must write a letter of appeal to the Organization Status Appeals Committee. The timeline for the appeals process will be determined and communicated to organizations by an email from the Senate.

## **Section 8. Attendance**

Each Senate member will be allowed one excused absence and one unexcused absence per semester. In the event of an additional absence, they will be relieved of their position by a letter from the Senate chair. This attendance policy shall apply only to regularly scheduled meetings.

## **Section 9. Meetings**

The Senate shall meet at least twice a month. The Senate shall hold special meetings when deemed necessary by the chair.

## **Section 10. Quorum**

Two-thirds of the voting members shall constitute a quorum; unless otherwise voted on.

## **Section 11. Tie**

In the case of a tie in the second run-off of an election, the Senate shall make the final decision of the tie. The process will be as follows:

1. The Elections Board chair will notify the Senate chair that there is a tie in the second run-off.
2. The Senate chair will immediately notify all of the senators to let them know of an emergency meeting (note: the senators shall be ready for an emergency meeting on Friday morning at 10 a.m. after run-offs during elections).
3. The candidates for the position shall come to the emergency meeting ready to give a two to three-minute speech on why each wants the position.
4. After both candidates have spoken, the Senate will vote by secret ballot. The tie will be broken by a simple majority vote. The Senate's decision is final.

## **Section 12. Unfulfilled Positions**

Unfulfilled Senate positions will be filled through an application/interview process by the appropriate class (for class representatives) and by AMC (for AMC senators), and by the WINGS (for the WINGS senator). The Senate chair position will be filled by application/interview or appointment by the SGA Selection Committee. The Senate vice chair position will be filled by application/interview process held by the newly elected chair and the Senate advisor to serve the following academic year. The outgoing chair may provide a recommendation for vice chair as deemed appropriate.

# **Article XI: Honor Council**

## **Section 1. Name**

The name of this organization shall be Honor Council.

## **Section 2. Purpose**

The purpose of the Honor Council shall be to foster and protect the community environment (both socially and academically), to promote personal integrity and responsibility in each student, and to model ethical leadership by example and precept.

### Section 3. Function

1. It shall be the function of the Honor Council to operate under the premise that the student is not responsible until proven otherwise through clear and convincing evidence.
2. It shall be the function of the Honor Council to render a decision and to impose sanctions which may withdraw privileges from any registered Meredith College student who has violated the Honor Code (CRC students are included). The sanctions of delay of graduation, suspension, and expulsion shall be subject to the approval of the Vice President for College Programs. Meredith College students who are accused of sexual violence will be referred to the Dean of Students for resolution and grievance procedures outlined in the College's Sexual Misconduct Policy.
3. It shall be the function of the Honor Council to request that any member of the Meredith community appear before the council at the hearing of a case to give pertinent information. These witnesses shall have no vote.
4. It shall be the function of the Honor Council to remove automatically from office any person placed on probation who holds a major campus officer position as described in the By-Laws of the Student Government Association Constitution, Article I, Section 6. In cases of reprimand, removal from office will be decided by a vote of the Honor Council voting members on a case-by-case basis.

### Section 4. Membership of Honor Council

1. **Voting Members:** Voting members shall consist of: two representatives elected from the freshmen, sophomore, junior, and senior classes; one representative elected from AMC to hear cases involving traditional-aged commuter students; one representative elected from WINGS to hear cases involving WINGS students.
2. **Non-voting Members:** Non-voting members shall consist of: chair (who will cast the deciding vote in the event of a tie), solicitor general, support counselor, secretary, clerk, and the Assistant Dean of Students, who shall serve as the administrative advisor. If the Assistant Dean chooses to appoint a designee, the designee will work closely with the Assistant Dean of Students and will attend all meetings of Honor Council but will not vote. If appointed, the designee shall serve as the advisor for the academic year.
3. **Quorum:** The minimum number of council members present at any hearing will be eleven and will constitute a quorum. These members shall include the chair, solicitor general, support counselor, secretary, clerk, and advisor as non-voting members, and four voting members (one HC representative from each class), all to be scheduled for rotating duty at the discretion of the Chair.

### Section 5. Duties of the Officers.

1. **Chair:** It shall be the duty of the chair to preside over all meetings, to serve as a non-voting member and to call necessary hearings of the council to order. The chair shall meet with the advisor on a regular basis. The chair shall serve as an active member and attend all meetings of the SGA Executive Board and the Review Board. If the chair is unable to be at a meeting or hearing, they shall consult with the advisor and choose another HC officer (preferably the Clerk) to preside over the meeting in their absence. This individual will serve as the acting chair for the hearing and will be held to all of the

same duties listed above. Members will not vote if presiding in the chair's absence, unless to break a tie.

2. **Solicitor General:** It shall be the duty of the solicitor general to receive complaints of alleged violations, to investigate all complaints to determine whether there is sufficient evidence to proceed with the hearing, to formulate charges after consultation with the advisor (if need be), to present charges, and to inform students of their rights upon the reception of the complaint. It shall be the duty of the solicitor general to refer cases involving minor violations of residence hall rules and policies to the Residence Hearings Committee. Meredith College students who are accused of sexual misconduct will be referred to the Dean of Students for resolution and grievance procedures outlined in the College's Sexual Misconduct Policy. In cases of academic dishonesty, the solicitor general will inform the reporting professor of the outcome of the Honor Council hearing if the student does not choose to appeal to the Review Board.
3. **Support Counselor:** It shall be the duty of the support counselor to obtain and handle facts of the student's case; to make available to the solicitor general the facts, evidence, and names of witnesses in order to create an accurate and balanced presentation; and to support the student in the hearing and in meetings with the solicitor general. The support counselor will be available to the student after the case for questions and/or concerns.
4. **Secretary:** It shall be the duty of the secretary to record the proceedings and decisions of all meetings of the council. A copy of the final action form shall be distributed to the solicitor general and support counselor. The secretary shall distribute council minutes to the advisor and administrative advisor, the Vice President for College Programs and the Dean of Students Office by uploading them into the Honor Council Google Drive folder within 48 hours of the case.
5. **Clerk:** It shall be the duty of the clerk to inform the Honor Council and Review Board advisors of upcoming cases, to maintain order with witnesses and others outside the case, to assist other officers with correspondence and paperwork, and to fill in for others in the case of emergency absences.
6. **Vacancies:** It shall be the duty of the current officers, in consultation with the advisor, to fill any vacancies which should occur in a fair and timely manner.
7. **Academic Requirements:** A student must have a minimum GPA of 2.4 to be appointed to any of the above offices.

## **Section 6. Appointment Committee**

It shall be the function of the appointment committee to select through an application process the solicitor general, support counselor, secretary, and the clerk. The committee shall be comprised of the current chair, the newly elected chair, the current solicitor general, the current support counselor, and the advisor. Appointments shall be made by the end of the spring semester except for the clerk, who will be selected in the fall.

## **Section 7. Meetings**

The Honor Council shall meet regularly to hear cases and conduct official Honor Council business. When the Assistant Dean, Honor Council Advisor, Chair, or Solicitor General is made aware of a case, the Honor Council shall meet to hear and evaluate the evidence, render a

decision, and impose a sanction if merited. The Honor Council shall not meet during fall exam weeks except to hear a case involving a graduating senior. A summer Honor Council composed of the new or retiring chair or their designee, one or two student representatives to Honor Council (either new or retiring members), one staff or faculty member, a summer residence director, and the advisor shall hear cases occurring after the final day of classes of the spring semester through the final day of summer school classes except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process shall not include a Review Board.

### **Section 8. Review Board**

1. **Purpose:** From any determination of a violation and imposition of a sanction by the Honor Council, with the exception of actions by the Residence Hearings Committee, the student charged may appeal to the Review Board.
2. **Function:** The Review Board shall consist of a Review Board Chair chosen by the newly elected/appointed Honor Council Chair through an interview process each year. The rest of the board consists of four students (three student representatives and one secretary) appointed by the Review Board Chair and Honor Council Chair annually and two faculty representatives appointed by Faculty Council, scheduled for rotating duty by the chair. Any vacancies in the Review Board shall be filled by the Review Board Chair, advisor and Honor Council Chair.
3. **Voting Members:** Voting members shall consist of the three student representatives appointed from any of the four academic classes (freshman, sophomore, junior, and senior) and one faculty representative appointed to the Board.
4. **Non-Voting Members:** Non-voting members shall consist of the Review Board chair (who will cast the deciding vote in the event of a tie), Honor Council chair or designee, the secretary, the Dean of Students or her designee.
5. **Quorum:** Although all members do not vote, three student members, one faculty member, the Dean of Students or her designee, the Honor Council chair or designee, the solicitor general, and the support counselor shall constitute a quorum of the Review Board.

### **Section 9. Residence Hearings Committee**

1. **Function:** The Residence Hearings Committee is a branch of the Honor Council coordinated by the Residents Housing Association. The Residence Hearings Committee shall hear appeals of residence fines and minor residence cases referred by the Honor Council Solicitor General.
2. **Membership and Organization:** The Residence Hearings Committee consists of residence representatives, the vice chair of the Residents Housing Association, a clerk, and a residence director advisor. The residence hall representatives are scheduled for rotating duty by the vice chair of the Residence Housing Association. Two residence representatives shall be present at each hearing. The vice chair of the Residents Housing Association shall preside over all hearings and shall not vote except in the case of a tie. The clerk shall inform students of their rights, shall explain to the student the nature of the hearing and the case, shall complete any necessary paperwork with the student, shall record all proceedings and decisions of all meetings of the committee, and



shall not vote. The clerk also shall submit written decisions to the vice chair of the Residents Housing Association, the Chair of the Honor Council, the Solicitor General of the Honor Council, the advisors of the Hearings Committee and the Honor Council, the director of residence life, the Assistant Dean of Students, the Dean of Students, and the Vice President for College Programs. The clerk shall be selected through an interview process by the vice chair of the Residents Housing Association and the advisor to the Hearings Committee. The residence director advisor shall serve as a non-voting member. The actual number of Residence Hearings Committee members at any hearing shall be five.

3. **Retrials with Honor Council:** The decision of the Residence Hearings Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general within 48 hours of the original hearing.
4. **Quorum:** Two residence representatives, the vice chair of the Residents Housing Association, the clerk, and the Residence Director advisor to the Hearings Committee shall constitute a quorum of the Residence Hearings Committee.

### **Section 10. Amendments**

Amendments may be proposed by any member of the Honor Council at any time.

### **Section 11. Approval**

The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

## **Article XII: Student Life Committee**

### **Section 1. Name**

The name of this organization shall be the Student Life Committee.

### **Section 2. Purpose**

The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

### **Section 3. Function**

It shall be the function of the Student Life Committee to:

1. serve as an open forum before which any student, faculty, staff, administrator, or trustee may appear to discuss matters related to student concerns and student life;
2. create focus groups or subcommittees composed of members of the Meredith community that will study issues related to student life; promote, aid, or conduct any research and planning necessary to meet the changing needs of the Meredith community;
3. originate legislation or regulation change which will require approval of the SGA Senate;
4. originate amendments to the SGA Constitution in the form of legislation that will require SGA Senate approval;
5. be an avenue for student input through means such as forums, surveys, and e-mail.

## Section 4. Membership

Membership in the Student Life Committee shall consist of voting members and non-voting members.

1. **Voting Members:** Three Student Life Committee members shall be elected from each class by the class or appointed by the chair in the case of a vacancy. One Student Life Committee member shall be chosen from the following organizations: Meredith International Association, Association of Meredith Commuters, WINGS, Residents Housing Association, and Black Student Union. One member shall be chosen from the Meredith College faculty. The chair shall vote in the case of a tie; if chair is absent the vice chair votes in the case of a tie.
2. **Non-Voting Members:** The chair, the vice chair, the secretary, and the advisor shall serve as non-voting members.

## Section 5. Duties of Members

It shall be the duty of each member to:

1. serve as a liaison between the member's constituents and the Student Life Committee;
2. raise and address campus concerns;
3. serve on any subcommittees to which the member is appointed by the chair;
4. serve additional functions as assigned by the chair; such as Social Media Chair who is responsible for handling all social media pages, creating flyers, and coordinating with the secretary as needed, etc.

## Section 6. Officers

1. The officers of the Student Life Committee shall consist of the chair, the vice chair, and the secretary.
2. The chair shall be elected from the rising junior or senior class through the campus-wide elections process. The vice chair and secretary shall be chosen by application/interview process within the Student Life Committee.

## Section 7. Duties of Officers

1. **Chair:** It shall be the duty of the chair to:
  - a. preside over all meetings of the Student Life Committee;
  - b. seek information and clarification on procedure and policy that is related to Student Life Committee business;
  - c. present all necessary information to the members;
  - d. call any meetings deemed necessary;
  - e. appoint and oversee all subcommittees;
  - f. serve as an active member on the SGA Executive Board;
  - g. serve on the president's review board, if called upon;
  - h. facilitate the activities that gather student input;
  - i. direct concerns to the appropriate campus body, with the aid of the Student Life Committee;
  - j. serve as parliamentarian at meetings;
  - k. meet with the advisor of the Student Life Committee as necessary;
  - l. submit required reports to the Office of Student Leadership and Service.

2. **Vice Chair:** It shall be the duty of the vice chair to:
  - a. preside at the meetings in the event of the chair's absence;
  - b. assist the chair in corresponding with students, faculty, staff, and administrators;
  - c. assist the chair in committee matters;
  - d. serve as a non-voting member except in the case of a tie and absence of the chair;
  - e. oversee all subcommittees assigned by the chair;
  - f. meet with the chair and advisor when necessary;
  - g. assist the chair with forum planning.
3. **Secretary:** It shall be the duty of the secretary to:
  - a. preside at the meetings in the event of the vice chair's absence;
  - b. aid in publicizing all Student Life Committee meetings and events to the Meredith community;
  - c. submit articles to the *Meredith Herald* when necessary;
  - d. assist in coordinating any publicity deemed necessary by Student Life Committee;
  - e. record all changes concerning the Student Handbook and forward those changes to the Dean of Students;
  - f. record and distribute the proceedings of the meetings and forums to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.

### **Section 8. Advisor**

The advisor of the Student Life Committee shall be a faculty or staff member appointed to serve for an unlimited term by the Director of Student Leadership and Service. The advisor shall advise the committee on procedure and shall provide information and guidance to the members and the chair. The advisor shall meet at least once a month with the chair.

### **Section 9. Mini-Project Teams**

Mini-Project Teams may be appointed at the discretion of the chair to study any campus concern and report their results to the Student Life Committee. Members from the Student Life Committee and the Meredith community may be appointed by the chair to serve on special subcommittees.

### **Section 10. Meetings**

1. **Regular Meetings:** The Student Life Committee shall meet at least once each month at a time of most convenience.
2. **Special Meetings:** Special meetings may be called by the chair, a Meredith student, faculty member, staff member, or administrator. The request must be written and given to the chair at least two days prior to the date of the proposed meeting.
3. **Regular Attendance:** All Student Life Committee members will be allowed one excused and one unexcused absence per semester. In the event of an additional absence, they may be relieved of their position on the Student Life Committee by a letter from the chair.

This attendance policy shall apply to regularly scheduled meetings and Student Life Committee sponsored functions. Exceptions to the attendance policy may be made at the discretion of the chair.

4. **Special Attendance:** Any member of the Meredith community may attend any meeting of the Student Life Committee except in cases when the chair deems the meeting closed. Any member of the Meredith community who wishes to address the committee during the business portion of the meeting must notify the chair at least two days before the meeting to be added to the agenda.
  - a. The Student Life Committee may request the special appearance of designated students, faculty, staff, or administrators when appropriate to the agenda.
5. **Forums:**
  - a. The chair shall organize one forum per semester (suggested months are: August/September; January) for the purpose of reviewing current agenda items with the student body, offering an outlet for student concerns, and gathering new information for the agenda.
  - b. Persons to be invited to all Student Life forums: the Dean of Students, the Vice President for College Programs, the Assistant Dean of Students, the director of Residence Life, the director of Student Leadership and Service, and any other administrators deemed necessary by the chair. Administrative attendance is not necessary for the forum to proceed.
  - c. All minutes shall be shared with the Meredith Library and Archives as well as be available upon request by any other campus entity.
6. **Quorum:** Two-thirds of the voting members shall constitute a quorum.

## **Section 11. Amendments**

Amendments to the constitution may be proposed at any meeting of the Student Life Committee by a two-thirds vote of the voting membership.

## **Section 12. Approval**

This constitution shall become effective immediately upon approval by a two-thirds vote of members present and a two-thirds vote of the SGA Senate.

# **Article XIII: Elections Board**

## **Section 1. Name**

The name of this organization shall be Elections Board.

## **Section 2. Purpose**

The purpose of the Elections Board shall be to supervise and promote all class and campus elections, and to supervise all referendums as called by the SGA Executive Board.

## **Section 3. Function**

1. It shall be the function of the Elections Board to hold elections for the freshmen class in the fall, campus-wide and class elections in the spring, and any other special elections

requested by the SGA Executive Board, in accordance with the by-laws for the elections system.

2. It shall be the function of the Elections Board to maintain current and accurate information on all elected positions and election procedures.
3. It shall be the duty of the Elections Board to investigate and rule on any election contestation, in accordance with the By-Laws for the elections system.
4. It shall be the duty of the Elections Board to encourage students to run for office during the election season and during the off season through programming and mentoring.

#### **Section 4. Membership**

The board shall be composed of a chair elected by the student body, two student representatives elected by each class, one representative appointed by the WINGS, and one representative elected by AMC. A vice chair shall be appointed by a committee consisting of the current Elections Board chair, the incoming Elections Board chair, the current vice chair, and the Elections Board advisor. The assistant director of Student Leadership and Service shall serve as advisor.

#### **Section 5. Organization**

1. **Officers:** The officers of the Elections Board shall consist of the chair and the vice chair. The chair shall be elected through the campus-wide elections process. The vice chair shall be appointed by a committee consisting of the current chair and current vice chair, the incoming chair, and the advisor.
2. **Duties of the Officers and Advisor:**
  - a. **Chair:** It shall be the duty of the chair to:
    - i. coordinate campus and class elections;
    - ii. preside over all meetings of the Elections Board;
    - iii. serve as an active member of and to attend all meetings of the SGA Executive Board;
    - iv. report all activities of the Elections Board to the SGA Executive Board;
    - v. serve on at least one campus committee.
  - b. **Vice Chair:** It shall be the duty of the vice chair to:
    - i. perform any duties requested by the chair;
    - ii. record and distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.
    - iii. assume the duties of the chair, along with the advisor, during the election season if the chair is in a contested race.
  - c. **Advisor:** It shall be the duty of the Elections Board advisor to:
    - i. check the eligibility of candidates with the Office of the Registrar and the chair of the Honor Council;
    - ii. check the academic and probationary status of every person holding an elected office after each semester;

- iii. assume the duties of the chair, along with the vice chair, during the election season if the chair is in a contested race.

## **Section 6. Meetings**

The chair of the Elections Board shall hold weekly meetings during election periods and additional meetings as deemed necessary by the chair and the advisor.

## **Section 7. Attendance**

Each Elections Board member should be present at Elections Board meetings and Elections events. Each Elections Board member will be allowed a total of two excused absences per semester. If an Elections Board member is unable to attend, 24-hours notice should be given to the Elections Board chair and advisor. In the event of an additional absence, the member will be relieved of the position by a letter from the Elections Board chair. The Elections Board advisor will be notified along with the president of the class or organization for which the student represents. The attendance policy shall apply only to regularly scheduled meetings.

## **Section 8. Amendments**

This constitution and election by-laws may be amended any time deemed necessary by Elections Board. Any amendments to the constitution require a quorum vote of the full board. Two-thirds of the members of Elections Board shall constitute a quorum. The chair will only vote in the case of a tie. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and SGA Senate.

# **Article XIV: Residents Housing Association**

## **Preamble**

We, the students of Meredith College, in order to provide collective self-governance in all areas of Residence Life and provisions of the Student Constitution, do hereby ordain this Constitution of the Residents Housing Association of Meredith College.

## **Section 1. Organization**

The Residents Housing Association of Meredith College, hereafter referred to as RHA, shall consist of the Executive Board and General Body.

## **Section 2. Membership**

### **1. Officers:**

- a. The officers of RHA shall consist of those residents elected or appointed in accordance with this Constitution, including, but not limited to, the Chair, Vice Chair, Secretary, RHC Clerk, Treasurer, Publicity Chair, Events and Fundraising Chair, National Communications Coordinator (NCC), National Communications Coordinator In-Training (NCC-IT), Fire Marshal, and Student Life Representative.
- b. All elected and appointed officers of RHA shall be enrolled students at Meredith College, shall reside in a Meredith College residential community and shall remain in good academic standing with a GPA of 2.0 or higher, with the exception

of the RHA Chair who shall remain in good academic standing with a GPA requirement of 2.5 or higher.

2. **General Body Membership:** The membership of RHA shall consist of all students attending Meredith College who currently reside in a residence hall or on campus apartment.
3. **Resident Advisors and Community Assistants:** Resident Advisors (RA) or Community Assistants (CA) employed by the Office of Residence Life shall be active members of the RHA General Body and are not eligible to run for any executive positions for RHA.

### **Section 3. Purpose**

The purpose of RHA shall be to provide a living and learning environment in the residence halls and apartments where each student is able to develop as a well-rounded individual and as a contributing member of the community. RHA strives to provide an atmosphere which is conducive to the intellectual, social, emotional, physical, spiritual, and vocational development of students. RHA is committed to serving the total educational experience of individual students by providing a climate for the exchange of ideas, an atmosphere for broadening intellectual activity, and a setting for the interaction of students on campus.

RHA shall:

1. Provide a structure for the governance of residence halls and apartments;
2. Create programs to engage and challenge on campus residents;
3. Provide staff and residents an opportunity for leadership;
4. Discuss residence hall and apartment issues, policies, and procedures;
5. Assess student needs and provide leadership in meeting those needs within the residence hall and apartment environments;
6. Encourage campus involvement while also supporting residence hall apartment unity, which starts within the residential community and extends to the campus community;
7. Support and uphold the Meredith College Honor System, including participation in the Residence Hearings Committee (RHC).

### **Section 4. Executive Board**

1. **Membership and Term of Office:** The Executive Board of RHA shall consist of the chair and the executive officers. The executive officers shall consist of, but not be limited to, the following positions that will be selected by application/interview process with the chair.
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. RHC Clerk
  - e. Treasurer
  - f. Publicity Chair
  - g. Events and Fundraising Chair
  - h. Recognition Chair
  - i. National Communications Coordinator (NCC)

- j. National Communication Coordinator-In-Training (NCC-IT)
  - k. Student Life Representative
  - l. Fire Marshal
2. All officers, upon request of the chair, shall be subject to recall by the Executive Board and may be removed from their positions by a two-thirds vote with three-fourths of members present.
  3. The term of office for an executive officer will begin May 1st. The term of office shall conclude at the end of the academic year.
  4. In the absence of an acceptable candidate for a RHA executive board officer position that resides in a Meredith member community, the current chair, advisor, and Director of Residence life, may, at their discretion, appoint to the executive board an officer that does not reside in a RHA Member community.
  5. **Chair:** It shall be the duty of the chair to:
    - a. preside over all meetings of the RHA executive board and the RHA general body;
    - b. call any meetings deemed appropriate;
    - c. appoint (following the application and interview process and counsel with the advisor) the Vice-Chair, Secretary, Treasurer, RHC Clerk, Publicity Chair, NCC, Events and Fundraising Chair, NCC-IT, and the Student Life representative;
    - d. serve as a voting member in the case of a tie and to appoint committees as needed;
    - e. serve as an active member of and attend all meetings of the SGA Executive Board and shall report all RHA activities at SGA meetings;
    - f. plan and preside over the meetings of the RHA full board;
    - g. submit required reports to the Office of Student Leadership and Service.
  6. **Vice Chair:** It shall be the duty of the vice chair to:
    - a. preside over all meetings of the RHA Executive Board and the RHA full board in the absence of the chair;
    - b. serve as a voting member except when the chair is absent, in which case the Vice Chair votes only in the case of a tie;
    - c. perform all other duties when the chair is absent;
    - d. assist the Chair in filling all vacant positions after the initial application/interview process is completed;
    - e. be responsible for any duties delegated by the chair;
    - f. fill the position of chair if a vacancy occurs;
    - g. preside over all meetings of RHC.
  7. **Secretary:** It shall be the duty of the secretary to:
    - a. record the proceedings and decisions of the RHA Executive Board and of any RHA business sessions;
    - b. assist the clerk of the RHC when necessary;
    - c. serve as a voting member and shall be responsible for any other duties delegated by the chair;
    - d. record and distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes



readily available to Meredith College students, faculty, staff and administration as needed/requested.

8. **RHC Clerk:** It shall be the duty of the clerk to:
  - a. guide students through procedures related to RHC. This duty shall include maintaining communication with the student involved and the solicitor general of the Honor Council;
  - b. attend all RHC hearings which shall be scheduled on a weekly basis according to the number of cases to be heard;
  - c. keep records of preliminary hearing information as well as the plea and sanction assignment of the student involved;
  - d. be responsible for any other duties delegated by the RHC Chair;
  - e. serve as the RHC chair if a vacancy occurs;
  - f. serve as an active and voting member of the RHA Executive Board.
9. **Treasurer:** It shall be the duty of the treasurer to:
  - a. manage the budget of RHA, and allocate money to the members of RHA in accordance to the budget, to balance RHA's account;
  - b. to update the monthly balance of each individual RA and Oaks staff to receive purchase order requests and have those requests approved by the director of the Office of Student Leadership and Service;
  - c. to receive requests for work to be done in the Copy Center, and to monitor RHA's Copy Center account;
  - d. serve as a voting member, to work closely with the SGA treasurer, and to be responsible for any other duties delegated by the chair;
  - e. submit required reports to the Office of Student Leadership and Service.
10. **National Communications Coordinator (NCC):** It shall be the duty of the NCC to:
  - a. serve as a liaison between the Meredith College RHA and the North Carolina Association of Residence Halls (NCARH);
  - b. organize Meredith College's involvement with affiliated conferences;
  - c. maintain a close relationship with the executive board of NCARH;
  - d. serve on the executive board as a voting member and to be responsible for any other duties delegated by the chair;
  - e. serve as an active member of the RHA Executive Board.
11. **National Communications Coordinator-In-Training (NCC-IT):** It shall be the duty of the NCC-IT to:
  - a. serve as a liaison between the Meredith College RHA and the North Carolina Association of Residence Halls (NCARH);
  - b. help the NCC organize Meredith College's involvement with affiliated conferences;
  - c. maintain a close relationship with the executive board of NCARH;
  - d. be responsible for any other duties delegated by the chair;
  - e. serve as an active member of the RHA Executive Board;
  - f. serve as a voting member of the RHA Executive Board.
12. **Publicity Chair:** It shall be the duty of the publicity chair to:
  - a. organize publicity volunteers and publicize for all RHA events;

- b. serve on the executive board as a voting member and to be responsible for any other duties delegated by the chair.
13. **Events and Fundraising Chair:** It shall be the duty of the events and fundraising chair to:
- a. coordinate RHA events with the assistance of the Chair and the Events department;
  - b. coordinate additional events RHA decides to create during the year under the supervision of the chair;
  - c. serve on the executive board as a voting member and shall be responsible for any duties delegated by the chair;
  - d. coordinate all fundraisers including sales and fundraising events, as well as calculating profit margins, finding vendors, communicating and working with the Office of Student Leadership and Service;
  - e. work with the publicity chair as needed to plan and advertise for fundraising sales and events;
  - f. assume responsibility for ordering merchandise for fundraising sales and coordinating sales times with the general body of RHA.
14. **Student Life Representative:** It shall be the duty of the Student Life representative to:
- a. represent RHA in Student Life Committee meetings and events,
  - b. serve as a liaison between RHA and the Student Life Committee,
  - c. raise and address campus concerns, and
  - d. serve on any subcommittees to which the representative is appointed by either the RHA chair or the Student Life chair;
  - e. serve on the executive board as a voting member and shall be responsible for any other duties delegated by the chair.
15. **Chief Fire Marshal:** It shall be the duty of the Chief Fire Marshal to:
- a. assist in setting up and overseeing fire drills;
  - b. serve as a voting member

## **Section 5. Residence Hearing Committee**

1. **Residence Hearing Committee:** The Residence Hearing Committee is a branch of the Honor Council coordinated by RHA. The Residence Hearing Committee will be hereby referred to as RHC. The Residence Hearing Committee shall hear appeals of residence hall and apartment fines and minor residence hall and apartment cases referred by the Honor Council solicitor general. The RHA Vice Chair shall preside over all hearings and shall not vote except in the case of a tie. The clerk shall inform the student of the rights of the accused, shall explain to the student the nature of the hearing and the case, shall complete any necessary paperwork with the student, shall record all proceedings and decisions of all meetings of the committee, and shall not vote. The clerk also shall submit written decisions to the RHA Vice Chair, the chair of the Honor Council, the solicitor general of the Honor Council, the advisor(s) of the Hearing Committee and the Honor Council, the director of Residence Life, the Assistant Dean of Students, the Dean of Students, and the Vice President for College Programs. The clerk shall be selected through an interview process by the RHA Chair and the advisor to the Residence

Hearing Committee. The Residence Director advisor shall serve as a non-voting member.

2. **Residence Representatives:** Residence Hall and Oaks Apartments Representatives shall exhibit a strong leadership role in their residence community, and be a liaison between the residential staff in their residence community and the RHA Executive Board. The representatives shall serve as voting members of the RHC on a rotating basis. All representatives are strongly encouraged to be active in a residence life programming committee or weekend programming. A representative should attend all RHA meetings, events, and Residence Hall Staff meetings when deemed necessary by a Residence Life staff member.
  - a. **Retrial Policy:** The decision of the Residence Hearing Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general within two business days of the original hearing. See By-laws Article III, Section 4 for more information.
  - b. **RHC Quorum:** Two Residence Representatives, the RHC Chair, the clerk, and the Residence Director Advisor to the Hearing Committee shall constitute a quorum of the Residence Hearing Committee.

## **Section 6. Advisor to the Executive Board and Residence Hearing Committee**

The director of Residence Life shall provide a member(s) of its professional staff to serve as advisor(s) to RHA and RHC. The advisor(s) may, with the approval of the Chair, appoint another professional staff member as co-advisor. The advisor(s) shall serve as a non-voting member(s).

## **Section 7. Meetings**

1. **RHA Executive Board:** The RHA executive board shall hold regular meetings twice a month at a regularly scheduled time. The RHA executive board may be called into session whenever deemed necessary by the chair.
2. **Residence Hearing Committee:** The hearings shall be on specified nights given by the advisor and the RHA Vice Chair. The actual number of Residence Hearing Committee members at any hearing shall be five.

The Residence Hearing Committee will not meet in the summer. Summer fine appeals should be directed to the summer Honor Council Board. Any meetings that the RHA Vice Chair and/or Clerk schedule must not interfere with or overlap with any RHA General Body or Executive Board meetings. Any meetings that will interfere or overlap with RHA meetings should be brought to the attention of the RHA Chair and RHA advisor. If RHC meetings are scheduled during RHA meetings, these absences will not be considered excused.
3. **General Body:** The RHA general body shall meet once a month to consider the business of RHA. This meeting shall be planned and facilitated by the RHA Executive Board under the leadership of the Chair and shall be a forum for ideas, concerns, and information exchange, and may include a time for fellowship. The Chair may call an RHA general body meeting with the consultation of the advisor(s).
4. **Attendance:** RHA executive board members are required to attend all executive board and general body meetings. If an executive board member cannot make a meeting,

notification must be given to the chair in advance.

The attendance process is as follows:

- a. each member shall be permitted two excused absences per semester;
  - b. if a third absence occurs, the member will be notified with a warning;
  - c. if a fourth absence occurs, then a meeting with the RHA chair and advisor(s) will occur, with a warning that any further absences may result in a recall process;
  - d. after five or more absences, a recall process may be called by the RHA chair if deemed necessary.
  - e. Excused absences include, but are not limited to the following:
    - i. Representation of Meredith College: SA meeting/connection, athletics, attending a conference, a Teaching Fellows event, club meeting, etc.
    - ii. Illness
    - iii. Family Emergency
    - iv. \*Note: Work conflicts or having a test the following day does not qualify as an excused absence.
    - v. All RHA executive board members and representatives shall attend the RHA general meetings, and any others deemed necessary by the chair. The representatives shall attend the staff meetings in their residence community. Excessive absences from residence hall staff meetings shall be reviewed by the RHA executive board to determine the need for disciplinary action.
5. **Quorum:** Two-thirds of the voting members of the RHA executive board shall constitute a quorum.
6. **Meeting Etiquette:** Meetings are to be conducted in a professional manner and setting. Any disruption: verbal attacks, disrespectful behavior, vulgar and/or derogatory comments will not be accepted at all in the meeting sessions. Any individual(s) found being disruptive in any way would be given one warning; if the individual(s) disruptive behavior continues the individual(s) will be asked to leave the meeting room. Repetitive disruption from the same individual(s) at multiple meeting sessions will require that individual(s) not be able to attend all future meetings for that semester. The right to remove and/or ban the disruptive individual(s) is at the discretion of the chair.

## **Section 8. Elections**

The RHA Chair shall be elected in the campus-wide election held in the spring of each academic year. Once elected by majority vote, the chair may begin the process of appointing the RHA Executive Board with the consultation of the RHA advisor(s). The appointment process for an executive board member shall be an application, interview with the chair and advisor(s), and followed by an appointment process.

## **Section 9. Vacancies**

Vacancies shall be filled by appointment by the Chair following the application and interview process and in consultation with the advisor. Any vacancies in the executive board by the end of the spring semester will be filled during the following fall semester.

## **Section 10. Recalling from Office**

1. **Recall of Officers:** All RHA Executive Board members can be removed from office upon a vote of two-thirds of all members of RHA Executive Board in the affirmative of removal. Each RHA Executive Board member's removal must be voted upon in separate instances.
2. **Grounds for Recall of RHA Executive Board Officers:**
  - a. Violations of the RHA Constitution are grounds for the proposal of recall.
  - b. Violations of Meredith's Student Handbook and/or Meredith's Honor Code are grounds for the proposal of recall.
  - c. Poor academic standing with Meredith College is grounds for the proposal of probation.
3. **Resignation:** At any time, any officer within any position may resign due to any academic, health, and/or other personal concerns without any required explanation to RHA. A resignation is deemed official when an officer submits a formal letter, dated and signed, to the RHA Chair and advisor. Upon receipt of the letter, the RHA Executive Board will present the information to the RHA general body at the next RHA meeting with the election proceedings outlined in Section 9 - Vacancies.

## **Section 11. Ratification and Nullification**

1. **Ratification:** This constitution shall take effect as the governing documents of RHA when ratified by a two-thirds majority of votes cast by the RHA Executive Board, and by SGA Executive Board and Senate. Upon such ratification, all previous constitutions of RHA shall be rendered null and void.
2. **Nullification:** This constitution shall be considered null and void only when a new constitution is ratified.

## **Section 12. Process of Amendments**

The constitution may be amended at any time deemed necessary by the RHA Executive Board. Any amendments to the constitution require a quorum vote of the RHA Executive Board. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and Senate.

## **Article XV: Association of Meredith Commuters (AMC)**

### **Section 1. Name**

The name of this organization shall be the Association of Meredith Commuters, hereinafter referred to as AMC.

### **Section 2. Purpose**

The purpose of the AMC shall be to represent the body of commuters in the Student Government Association as well as to provide a network of support and services to all commuters.

### **Section 3. Function**

It shall be the function of AMC to:

1. Provide the opportunity for Meredith's commuter student population to meet on an as-needed basis to address concerns.
2. Inform students of campus-wide functions and the AMC's programs and activities.
3. Provide activities that serve the needs of the commuters.
4. Provide the Commuter-of-the-Week program to all commuter students with the benefit of higher selection chances based on attendance at AMC meetings and events.
5. Encourage campus involvement and commuter unity.
6. Instruct, support, and uphold the Meredith College Honor System.

### **Section 4. Membership**

The members of the organization shall be comprised of all commuter students enrolled at Meredith College.

### **Section 5. Officers**

1. Any student who has been a commuter at Meredith College for a minimum of one year or is currently a commuter student is eligible for Executive Board membership.
2. The Executive Board of the organization shall consist of a president, vice president, secretary, treasurer, publicity and social chair, two senators, one Student Life Committee representative, one honor council representative, one elections board representative, one DEIB representative, four class representatives one from each class, and one WINGS representative.
3. The president shall be elected from the rising sophomore, junior or senior class during campus-wide elections. The remaining officers shall be selected by the current president from the rising sophomore, junior, or senior classes, except for the freshmen class representative selected in the Fall. If positions are not filled, AMC will elect members to the positions.

### **Section 6. General Duties of Executive Board Members**

It shall be the duty of all executive board members to:

1. Attend scheduled AMC executive meetings and body meetings. Each executive board member will be allowed two absences per semester. Only one of the absences may be unexcused. Additional absences will be cause for review by the executive board and may result in dismissal from office. Dismissal from office will require a two-thirds majority vote of the executive board;
2. Raise and address commuter student and campus concerns;
3. Serve on any subcommittees to which they are appointed.

### **Section 7. Duties of Executive Board Members**

1. It shall be the duty of the president to:
  - a. preside over meetings of commuter students and executive board, to serve as an active member of and attend all meetings of the SGA Executive Board, and to attend meetings with the advisor of AMC;

- b. be responsible for facilitating orientation and check-in of commuter students during the fall and spring semesters; appoint committees as needed;
  - c. appoint committees as needed;
  - d. oversee all committees and report committee actions to advisor;
  - e. submit required reports and other requested information to the Office of Student Leadership and Service.
2. It shall be the duty of the vice president to:
- a. preside over meetings of commuter students in absence of the president of AMC or at the request of the president of AMC;
  - b. appoint committees as needed in absence of AMC president;
  - c. reserve speakers, event locations, and catering when necessary;
  - d. assist the president in all commuter student affairs;
  - e. become president of AMC if a vacancy occurs.
3. It shall be the duty of the secretary to:
- a. record the proceedings and decisions of AMC and the executive board;
  - b. distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs within one week of meetings;
  - c. have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested;
  - d. manage all correspondence, and report AMC activities and upcoming events to the *Meredith Herald*.
4. It shall be the duty of the treasurer to:
- a. maintain strict fiscal accounting of all receipts of AMC;
  - b. balance the AMC account with the Office of Student Leadership and Service at least once per semester;
  - c. complete purchase orders or check requests as needed;
  - d. submit required reports to the Office of Student Leadership and Service.
5. It shall be the duty of the publicity and social chair to:
- a. direct the planning of social events;
  - b. publicize commuter meetings and events;
  - c. maintain pictures of AMC events and other events that AMC sponsors;
  - d. provide committee reports to the president.
6. It shall be the duty of the social chair to:
- a. assist with planning and preparing for events (i.e. setting up tables, gathering supplies, ensuring that food orders have arrived, etc.)
  - b. help facilitate events and track attendance.
  - c. draft post-event surveys to collect student feedback
  - d. assist Social media and Publicity Chair as needed
7. It shall be the duty of the historian to:
- a. keep a collection of pictures of events
  - b. keep a copy of AMC's Constitution for reference throughout the year
  - c. keep track of member contact info and other information
  - d. send updates as needed

- e. help in other capacities as needed by the president or other officers
8. It shall be the duty of the senators to:
    - a. attend all Senate meetings;
    - b. voice the concerns and opinions of commuters in Senate;
    - c. participate in the Senate process;
    - d. report Senate proceedings to AMC as necessary.
  9. It shall be the duty of the Student Life Committee representative to:
    - a. attend all Student Life Committee meetings;
    - b. voice commuter concerns in the meetings;
    - c. report minutes of meeting at subsequent AMC commuter student body or executive board meetings.
  10. It shall be the duty of the honor council representative to attend required Honor Council hearings involving traditional-aged commuter students and to report to AMC as deemed necessary, without violating the confidentiality of the Honor Council.
  11. It shall be the duty of the honor council representative to attend required Honor Council hearings involving traditional-aged commuter students and to report to AMC as deemed necessary, without violating the confidentiality of the Honor Council.
  12. It shall be the duty of each class representative to:
    - a. serve as a liaison between student constituents and AMC;
    - b. raise and address commuter concerns in meetings;
    - c. serve on any subcommittee when appointed by the chair;
    - d. help plan events as needed.
  13. It shall be the duty of the WINGS representative to attend required WINGS meetings, voice commuter concerns in the meetings, and report to AMC as necessary.
  14. It shall be the duty of the DEIB representative to:
    - a. attend one student life forum per semester;
    - b. reach out to organizations and clubs on campus to be a point of contact for events, gather DEIB information, and relay DEIB resources;
    - c. assist the Chair with any duties they assign.
  15. It shall be the duty of event co-chairs to:
    - a. Help with planning commuter events
    - b. Work with the treasurer, social chair, VP and other necessary officers to plan event budgets
    - c. Assist during the event by checking in students as needed, monitoring incoming and outgoing traffic, and ensuring that everything is organized and the event runs smoothly

### **Section 8. Advisor**

It shall be the duty of the faculty/staff advisor to oversee the actions of AMC as deemed necessary. The Assistant Dean of Students shall serve as the advisor.

### **Section 9. Meetings**

AMC shall conduct a meeting at least once per semester or as deemed necessary by the president. The SGA Executive Board may request a special meeting of AMC. The executive



board shall conduct a monthly meeting and any special meeting as requested by the president or board members.

### **Section 10. Amendments**

Proposed amendments must be circulated and/or posted on the AMC bulletin board in Cate Center for general members at least two weeks prior to any regular meetings of AMC. Those students in attendance constitute a quorum. Amendments must be approved by a two-thirds vote of the attending members of AMC, Senate, and the SGA Executive Board.

### **Section 11. Approval**

The constitution shall become effective immediately upon approval by two-thirds of the voting organization members and by the SGA Senate.

## **Article XVI: WINGS**

### **Section I. Name**

The name of this organization shall be WINGS Adult Student Organization, hereafter referred to as WINGS. This organization is distinct from the Wings program which is defined as Meredith's adult education program for undergraduate students.

### **Section 2. Purpose**

The purpose of WINGS shall be to provide resource information, fellowship, support, and leadership opportunities for all WINGS members, to serve as a liaison to the campus community, and to voice members' concerns through WINGS representation on the SGA Executive Board.

### **Section 3. Membership**

Membership shall consist of all Meredith students seeking undergraduate education who are admitted to Meredith College as Wings students, as well as any other undergraduate students who may see themselves in a non-traditional student role and wish to participate in WINGS. The Director of Wings shall serve as the WINGS advisor.

### **Section 4. Organization Executive Board**

The Executive Board shall consist of the following officers: the president, vice president, secretary, publicity chair, treasurer, senator, Honor Council representative, Student Life representative, Elections Board representative, DEIB Representative, and the WINGS advisor.

1. **Selection of Officers:** The Executive Board officers shall be selected as follows:
  - a. The president shall be elected during campus-wide elections held by the Elections Board. In the event this position is unfilled, the SGA Selection Committee shall proceed with appointments as stated in the By-Laws of the SGA Constitution.
  - b. After campus-wide elections, WINGS organization members will be encouraged to run for the remaining WINGS organization officer positions (this includes all other executive board positions). Wings students interested in running must notify

the president-elect and the WINGS advisor of their interest in a WINGS organization leadership position verbally or in writing.

- c. Candidates interested in serving in a WINGS organization officer position will formally address general members at the March meeting to demonstrate their intention of fulfilling the positions. If positions are contested, voting will be held accordingly.
  - d. The remaining unfilled officer positions will be filled by vote of WINGS Executive Board members.
  - e. The new officers shall take office at the last meeting of the school year, or at any time afterward if a position is not filled by the date of the last meeting of the school year.
2. Duties of Executive Board Officers
- a. **President:**
    - i. It shall be the duty of the president to call and preside over all meetings of the WINGS organization Executive Board and the general membership.
    - ii. The president shall serve as an active member of and attend all meetings of the SGA Executive Board and shall report all activities of the WINGS organization to the SGA.
    - iii. The president shall meet regularly with the WINGS advisor, and members of the Executive Board.
    - iv. The president shall also be responsible for monitoring the functions of the members of the Executive Board and for overseeing the budget. In the event a vacancy occurs in an office, the president may, with the Executive Board's approval, appoint a WINGS organization general member to fill the office.
    - v. The president-elect shall plan for the organization's programs for the coming year and shall choose standing committee chairs and other chairs as needed.
    - vi. The president will present awards at the Celebrating Student Achievement Day in April of each year.
    - vii. The president shall submit required reports to the Office of Student Leadership and Service.
    - viii. The president will work with the treasurer to prepare a projected annual budget for the upcoming year.
  - b. **Vice President:**
    - i. The duties of the vice president shall be to assist the president and to preside over meetings in their absence.
    - ii. The vice president shall be responsible for representing the WINGS organization on the Meredith Activities Board and must adhere to the Meredith Activities Board constitution.
    - iii. The vice president shall be responsible for taking minutes at board meetings in the absence of the secretary.
    - iv. The vice president shall plan, coordinate, and implement social activities.

- v. The vice president shall assist the president with writing the required reports, if requested.
  - vi. The vice president shall report to the WINGS organization president on their designated responsibilities.
- c. **Secretary:**
- i. It shall be the duty of the secretary to take attendance and record and distribute the proceedings of the meetings to all members of the organization, the advisor within one week of meetings. If requested, minutes will also be distributed to the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs;
  - ii. It shall be the duty of the secretary to have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested;
  - iii. It shall be the duty of the secretary to record minutes of all WINGS organization Executive Board and general meetings and send copies of these minutes and report attendance each month to the advisor. The secretary should also keep all minutes readily available and present them if requested by the WINGS Executive Board, College administration, faculty, or staff.
  - iv. Board meeting minutes shall be taken by the secretary, and should be emailed or posted electronically to all executive board members within 48 hours of transcription to all executive members.
  - v. Minutes taken at the general member meetings should be posted in WINGS organization Google Group within 48 hours of transcription.
- d. **Publicity Chair**
- i. It shall be the duty of the publicity chair of WINGS to design, distribute and coordinate the distribution of information about meetings and events to both current and new adult students to encourage participation in WINGS organization general membership meetings and to encourage the involvement of the entire Meredith community in WINGS organization events as advertised.
  - ii. It shall be the duty of the publicity chair to report these events to the Meredith Herald as deemed appropriate.
  - iii. It shall also be the duty of the publicity chair to maintain an online and/or photographic record of WINGS organization events and news by advertising on electronic news communications and posting in WINGS organization Google Group or Facebook Group.
  - iv. The publicity chair will also be responsible for the upkeep of any WINGS organization bulletin boards.
  - v. The publicity chair shall serve on any subcommittee to which they are appointed and shall report to the WINGS organization president on their designated representative responsibilities.
- e. **Treasurer:**

- i. It shall be the duty of the treasurer to maintain an accurate record of all financial transactions of the WINGS organization.
  - ii. The treasurer shall assist the president in preparing a projected annual budget for the following year.
  - iii. The treasurer shall monitor the funds allocated by the Office of Student Leadership and Service.
  - iv. The treasurer shall give financial reports, as requested, at WINGS organization Executive Board meetings.
  - v. The treasurer shall be responsible for the oversight of fundraising activities for the WINGS organization, including fundraising for the WINGS Angel Award.
  - vi. The treasurer, in cooperation with the Executive Board, general membership, and fundraising committee(s), shall oversee all fundraising efforts and ensure that any raised funds remaining in the main WINGS account at the end of the year be transferred to the Angel Award Scholarship account. This transfer of funds shall not include any unspent amount of the funds received from the Office of Student Leadership and Service (SLS) at the beginning of the academic year.
  - vii. The treasurer shall hold a seat on the SAF board and attend the proposal meetings held by the SAF chair.
- f. **Senator:**
  - i. It shall be the duty of the senator to attend all meetings of the Senate and to represent students in the Wings program.
  - ii. The Senator shall serve on any sub-committees to which they are appointed.
  - iii. The Senator shall report to the WINGS organization president or a designated representative.
- g. **Honor Council Representative:**
  - i. It shall be the duty of the Honor Council representative to attend any meetings of Honor Council involving a WINGS member.
  - ii. The Honor Council representative will attend these cases, scheduled by the Honor Council chair.
  - iii. The Honor Council representative shall report to the WINGS organization president or a designated representative.
  - iv. Honor Council proceedings and sanctions are to be kept in complete confidence and are not to be discussed with anyone.
- h. **Student Life Representative:**
  - i. It shall be the duty of the Student Life representative to attend all meetings of the Student Life Committee. Their job is to represent and present the concerns of WINGS members.
  - ii. The Student Life representatives shall serve on any subcommittee to which the student is appointed. The student shall report to the WINGS organization president or their designated representative.
- i. **Elections Board Representative:**

- i. It shall be the duty of the Elections Board representative to attend all meetings of the Elections Board and to represent WINGS organization members.
  - ii. The Elections Board representative shall report to the WINGS organization president or a designated representative.
- j. **DEIB Representative:**
  - i. Attend a Student Life Forum once per semester.
  - ii. Reach out to organizations and clubs on campus to be a point of contact for events, gather DEIB information, and relay DEIB resources.
  - iii. Assist the chair with any duties they assign.
  - iv. Attend monthly DEIB meetings.
  - v. Attend bi-weekly student collective meetings (if unable to attend a meeting the DEIB representative will find someone to attend in their place).
- k. **Advisor:**
  - i. It shall be the duty of the faculty/staff advisor to counsel the Executive Board and oversee the actions of the WINGS organization, as deemed necessary.

## **Section 5. Meetings**

1. The WINGS Executive Board shall hold regular meetings during the academic year. Members wishing to present agenda items should notify the president by the president's requested deadline. The president may call additional meetings at their discretion.
2. The business of the Executive Board meeting shall not be discussed with non-Executive Board members.
3. All official records and notes from the year ending shall be transferred to incoming officers at the last meeting of the spring semester.

## **Section 6. Attendance**

All WINGS Executive Board members should be present at all Executive Board meetings. Each Executive Board member will be allowed one excused absence per semester. If an Executive Board member is unable to attend Executive Board meetings, 24-hour notice should be given to the WINGS president and the advisor. In the event of an additional absence, they will be required to meet with the WINGS president and the advisor to discuss the circumstances surrounding the absence and determine an appropriate resolution. The attendance policy shall apply only to regular scheduled Executive Board meetings; attendance at all other WINGS events is strongly encouraged.

## **Section 7. Removal of an Officer from the Executive Board**

The Executive Board shall seek the removal of an officer as outlined in the SGA By-laws Article III, Section 7.

## **Section 8. Awards**

The WINGS organization annually sponsors awards, including the following to be presented at the Celebrating Student Achievement Day Awards programs.

1. **The Angel Award.** The Angel Award is a competitive scholarship offered to a student in the Wings program selected by the Executive Board and the WINGS advisor following the submission of applicable scholarship materials. The funding for this award will come entirely from WINGS organization fundraising/donations that support this scholarship.
2. **Outstanding Member Award(s).** The Outstanding Member Award(s) is/are given to the WINGS member(s) nominated as being most influential in the lives of WINGS members during the current school year. Current WINGS members submit nominations with an explanation of the reason for submitting the nominee's name. The WINGS member whose name is submitted most often will receive the reward; in the event of a tie, the Executive Board will make a final decision based on statements from the nominators.
3. **Outstanding Board Member Award(s).** The Outstanding Board Member Award(s) is/are given to the Executive Board member(s) who has/have demonstrated outstanding leadership to the board and service to WINGS members. Nominations will be submitted with an explanation of the reason for submitting the nominee's name. The Executive Board member whose name is submitted most often will receive the award; in the event of a tie, the WINGS advisor will make the decision based on statements from the nominators.

## **Section 9. Amendments**

Proposed amendments will be made available to general members upon request, and be announced for discussion at general meetings. Amendments must be ratified by a two-thirds vote of the attending board members of the WINGS organization and approved by two-thirds majority of the SGA Senate.

## **Section 10. Community Engagement**

The WINGS organization organizes at least one community service project per academic year. Community service project(s) will be organized by WINGS Executive Board members; participation may be open to the entire student body.

## **Article XVII: Student Activities Fee (SAF) Committee**

### **Section 1. Name**

The name of this organization shall be the Student Activities Fee Committee, hereinafter referred to as the SAF Committee.

### **Section 2. Purpose**

The purpose of the SAF Committee shall be to oversee the SAF fund to the inclusion and benefit of the Meredith community.

### **Section 3. Function**

It shall be the function of the SAF Committee members to:

1. Be responsible for accepting and reviewing all SAF fund requests from clubs, organizations and individual students;
2. Notify the SAF fund requestor of the determination no later than one week after the SAF Committee decision;

3. Ensure the appropriate use of SAF funds through evaluations and reimbursement documentation. The SAF Committee will require the evaluations and reimbursement documentation within a reasonable time period after the event;
4. Communicate to the SGA Executive Board the result of SAF decisions when requested.

#### **Section 4. Membership**

1. **Voting Members:** The voting members of the SAF Committee shall consist of: one representative from the freshman class, sophomore class, junior class, senior class, and a Wings student. Of these members, one must be a commuter. The members will be selected by their respective class presidents through an application/interview process. In the event this is not possible, the chair shall assume the responsibility of filling the vacant position(s).
2. **Non-Voting Members:** The chair and the advisor(s) shall serve as non-voting members. The Director of Student Leadership and Service, or their designee, shall serve as the Advisor.

#### **Section 5. Duties of Members**

It shall be the duties of the members to:

1. Be active members at every meeting;
2. Read the material prior to meetings and be ready to address all the submissions of the student body;
3. Discuss previous instances (possibly in previous years) that are relevant to the topic at hand in discussing financial matters; however, the previous instances should not be the sole determining factor;
4. Excuse themselves from voting regarding a SAF funds request from an organization in which they are an officer, although they are still encouraged to participate in the discussion.

#### **Section 6. Duties of Chair**

1. It shall be the duty of the chair of the SAF Committee to:
  - a. serve as Student Government Association treasurer;
  - b. serve as an active member and attend all meetings of the SGA Executive Board;
  - c. preside over all meetings of the SAF Committee;
  - d. serve as a non-voting member and to vote in the case of a tie;
  - e. oversee the appeals process at the SGA Executive Board level;
  - f. call any meeting they may deem necessary;
  - g. keep a strict, accurate, and permanent account of all funds received and distributed;
  - h. submit required reports to the Office of Student Leadership and Service.
  - i. Record and distribute the proceedings of the meetings to all members of the organization, the advisor, the SGA secretary, the Office of Student Leadership and Service, and the Vice President for College Programs and have minutes readily available to Meredith College students, faculty, staff and administration as needed/requested.

## **Section 7. Meetings**

The SAF Committee shall hold meetings as deemed necessary by the chair.

## **Section 8. Attendance**

Each SAF Committee member will be allowed one excused absence per semester. In the event of an additional absence, the SAF chair will talk with the SAF committee member about their attendance rate & what they missed during the meeting. In the event of three absences, they will be relieved of their position by a letter from the SAF Committee chair. The SAF Committee advisor(s) will be notified and the application process will begin immediately to fill that position. The attendance policy shall apply only to regularly scheduled meetings.

## **Section 9. Amendments**

This constitution may be amended any time deemed necessary by the SAF Committee. Any amendments to the constitution require a quorum vote of the full board and must be discussed at a meeting prior to voting. The chair will only vote in the case of a tie. All amendments must be approved by the SGA Executive Board and SGA Senate.

## **Section 10. Quorum**

Two-thirds of the voting members shall constitute a quorum.

## **Section 11. Approval**

This constitution shall become effective immediately upon approval by a majority vote of members present and a two-thirds vote of the SGA Senate.

# **ARTICLE XVIII: Diversity, Equity, Inclusion, & Belonging Board**

## **Section 1. Name**

The name of this organization shall be the Diversity, Equity, Inclusion, & Belonging Board, hereinafter referred to as DEIB Board.

## **Section 2. Purpose**

The purpose of the DEIB Board shall be to organize and assist with SGA inclusivity projects and events on campus, work with the student body to collaborate on belonging initiatives, and ensure a diverse and equitable environment on campus. It functions as a crucial resource, advocating for students and connecting their needs with institutional responses.

## **Section 3. Function**

It shall be the function of the Diversity, Equity, Inclusion, & Belonging Board to:

1. Serve the SGA Executive Board by being the lead on DEIB challenges, issues, events and initiatives on campus.
2. Review policies and concerns that are brought to the DEIB Board and advocate for positive change for the student body.
3. Collaborate with student organizations to host a program and/or create guidelines that help all organizations grow their own cultural competency skills to help make programming and events more inclusive.



4. Meet with the DEIB coordinator to communicate the student experiences as they relate to faculty and staff.

#### **Section 4. Membership**

The board shall be composed of a DEIB chair elected by the student body, two student representatives elected by each class, one representative appointed by the WINGS, and one representative appointed by the AMC. A vice-chair shall be appointed by a committee consisting of the current DEIB chair, the incoming DEIB chair, the current vice-chair, and the DEIB advisor(s). The Assistant Director of Student Leadership and Service (or another SLS designee) and the DEI Coordinator shall serve as advisors.

1. Voting Members
  - a. Voting Members shall consist of the two representatives elected from each class by the class, one representative appointed by WINGS, and one representative appointed by the AMC.
2. Non-voting Members
  - a. Non-voting members shall consist of the Chair, the Vice-Chair, and the advisors.
3. Quorum
  - a. Two-thirds of the members of the DEIB Board shall constitute a quorum. The Chair will only vote in the case of a tie.

#### **Section 5. Organization**

1. **Officers:**
  - a. The officers of the DEIB Board shall consist of the chair and the vice-chair. The chair shall be elected through the campus-wide elections process and serve a term of one academic year.
  - b. The vice-chair shall be appointed by a committee consisting of the current DEIB chair and current vice-chair, the incoming DEIB chair, and the advisor. The vice chair will serve a term of one academic year.
  - c. The representatives of the DEIB Board shall consist of two student representatives elected by each class, a WINGS appointed representative, and an AMC appointed representative. The representatives will serve a term of one academic year.
2. **Duties of Officers:**
  - a. **DEIB Chair:** It shall be the duty of the chair to:
    - i. Preside over all meetings of the DEIB board;
    - ii. Serve as an active member of and attend all meetings of the SGA Executive Board;
    - iii. Report all activities of the DEIB Board to the SGA Executive Board;
    - iv. Serve on at least one campus committee;
    - v. Serve on the Traditions Review Committee;
    - vi. Serve on the Student Collective, assisting the DEI Coordinator;
    - vii. Submit required reports to the Office of Student Leadership and Service.
  - b. **Vice-Chair:** It shall be the duty of the vice-chair to:
    - i. Perform any duties requested by the chair;

- ii. Assume other powers and duties delegated by the DEIB Chair, in absence of the DEIB Chair;
  - iii. Record and distribute the proceedings of the meetings to all members of the organization, the SGA secretary, the office of SLS, the Vice President for College programs, and have minutes readily available to Meredith College students, faculty/staff, and administration as needed/requested;
  - iv. Support DEIB efforts towards programming and planning events and activities for the student body.
- c. **Representatives:** It shall be the duty of the representatives to:
- i. Attend one Student Life Forum per semester;
  - ii. Reach out to organizations and clubs on campus to be a point of contact for events, gather DEIB information, and relay DEIB resources;
  - iii. Assist the Chair with any duties they assign.
- d. **Advisor:** It shall be the duty of the DEIB advisor to:
- i. Connect DEIB board members to Meredith Community members.
  - ii. Contribute to discussions related to DEIB issues and assist members by being a resource for them.

## Section 6. Meetings

1. **Regular Meetings:** The DEIB Board shall hold regular bi-weekly meetings.
2. **Special Meetings:** Special meetings may be called by the DEIB chair, a faculty member, a staff member, or an administrator. The request must be written and given to the chair at least two days prior to the date of the meeting.
3. **DEIB Programs:** The DEIB Board will host one community program a semester that is welcoming to all of the student body. An educational program could replace one of the meetings for the month. Examples of potential programs could include a poetry slam, authentic self night, or something that would embody the elements of DEIB work in a joyful event.

## Section 7. Attendance

1. Each board member will be allowed two excused absences per semester.
2. A third absence will result in the member being notified with a warning.
3. A fourth absence will result in a meeting with the DEIB Chair and advisor(s), with warning that any more absences may result in the person being asked to step down.
4. Exceptions to the attendance policy may be made at the discretion of the chair.

## Section 8. Amendments

This constitution and election by-laws may be amended at any time deemed necessary by DEIB. Any amendments to the constitution require a quorum vote of the full board. Two-thirds of the members of DEIB shall constitute a quorum. The chair will only vote in the case of a tie. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and SGA Senate.

## **Section 9. Approval**

The constitution shall become effective immediately upon approval by two-thirds of the voting organization members and by the SGA Senate.

## **By-Laws**

### **Article I: Election Systems**

#### **Section 1. Filing and Information Sessions**

Students shall file for candidacy with the Elections Board prior to the date specified by the Elections Board. Refer to the elections handbook for more information regarding elections information sessions. A candidate wishing to file and run for office while studying abroad must contact the elections board chair by the end of the first week of classes at Meredith.

#### **Section 2. Campaigning**

Campaigning is allowed within the regulations set forth by the Elections Board. The Elections Board shall issue each prospective candidate an election handbook outlining campaign procedures, timeline, required materials, and events. The handbook includes approved campaigning locations and guidelines for campaigning. All campaigning must be approved by the Elections Board and the Office of Student Leadership and Service. During the week of campaigning, the Elections Board will supervise campaigning, and candidates will be notified of campaign violations. Candidates may not solicit organizations

**Speeches:** All candidates running for any positions in fall and spring elections must participate in speeches. A candidate who is not able to attend the speeches must notify the Elections Board Chair within 48 hours prior to the speeches.

**Tabling:** All candidates running for any positions in fall and spring elections must participate in tabling on one or both of the designated polling days. A candidate who is not able to attend the tabling event must notify the Elections Board Chair within three (3) business days prior to the tabling event.

#### **Section 3. Disqualification**

The Elections Board sets forth campaign guidelines in the best interest of the elections process. A violation of the campaign or election guidelines could result in removal from the elections process. A rule violation hearing will take place within 48 hours once a potential infraction has been brought to the attention of the Elections Board. A Campaign Violation Hearings Committee will be formed and will include the Elections Board chair, Elections Board vice chair, Elections Board advisor, and Honor Council chair. Both the individual who reported the infraction and the candidate involved will be allowed to present evidence individually to the Campaign Violation Hearings Committee, who will then deliberate behind closed doors. The decision will be emailed to the individual who reported the infraction and the candidate involved within 12 hours of being made. If an infraction is found to have occurred, a candidate will receive a warning from the Elections Board. If a second infraction is found to have occurred, a

candidate will automatically be removed from the elections process. Immediate disqualification will occur with serious infractions. Serious infractions will be defined at the discretion of the Elections Board chair, Elections Board advisor, and Elections Board vice chair. See “Contesting a Disqualification” (Section 10) for additional information.

## Section 4. Offices

1. (See chart, below)

	Campus-wide	Class	Major office	Sophomore	Junior	Senior
SGA President	•		•			•
SGA Vice President	•		•		•	•
SGA Treasurer/SAF Chair	•		•	•	•	•
SGA Secretary	•		•	•	•	•
SGA Senate Chair	•		•		•	•
Honor Council Chair	•		•		•	•
Student Life Chair	•		•		•	•
Elections Board Chair	•		•	•	•	•
AMC President	•		•	•	•	•
RHA Chair	•		•	•	•	•
WINGS President	•		•	•	•	•
Diversity, Equity, Inclusion, and Belonging Chair	•		•		•	•
MRA President	•		•		•	•
MAB President	•		•		•	•
Class Presidents		•	•			
Class Vice Presidents		•	•			
Class Secretaries		•				
Class Treasurers		•				
Class Historians		•				
Class Corn Co-Chairs		•				
Class Stunt Co-Chairs		•				
Honor Council Reps (2)		•				
DEIB Reps (2)		•				
Elections Board Reps (2)		•				
Class Senators (3)		•				
Student Life Reps (3)		•				

2. **Special Requirements:**

- a. Elected co-chair positions shall be limited to Corn and Stunt. A candidate may run as a chair without a co-chair. Refer to Section 9 for the guidelines for filling an empty co-chair position.

- b. A candidate running for AMC president must be a commuter during the term of office.
  - c. A candidate running for RHA Chair must live in a residence hall or in the Oaks apartments during the term of office.
3. **Other Major Offices:**  
The chief freshman and WINGS transfer advisors are considered to be major offices but are selected by the director for First Year Experience after an application and interview process. A student advisor who wishes to file for a major office must consult the Co-Director of First Year Experience before filing. First time Resident Assistants and Community Assistants are not allowed to hold a major office position. Returning Resident Assistants and Community Assistants are required to consult with the Director of Residence Life before filing for major office positions. Publications editors, MIA president, and BSU president, are major offices but are selected by their organizations. Freshman member-at-large is a major office and is selected by the SGA executive board.
4. **Office Limits:** No student shall hold more than one major office during a school term. (See Section 4.1 and Section 4.3 for more information.)

### **Section 5. Eligibility for Filing**

1. Any student who has been declared ineligible to serve in office by Honor Council because of probation or reprimand may not hold any of the positions previously specified in Section 4.1 and 4.3. A student who will be serving probation during a term of office may not run for or be appointed to an office. For example, a student whose probation will be completed at the end of the spring semester may file for or be appointed to a position to be served the following academic year. Students who will be on a Study Abroad program during one or both semesters of term of office are also ineligible to file, with the exception of Corn or Stunt co-chairs, granted they will be on Meredith's campus during the semester their event is held. If circumstances prevent an elected officer from attending classes at Meredith during a term of office, the student must notify the SGA Executive Board as soon as they are aware of this situation. A candidate wishing to appeal eligibility must submit in writing the appeal within two business days to the Elections Filing Appeals Committee.
2. Any current student who wishes to file for a major office, as listed in Section 4.1 and 4.3, must have and maintain a 2.5 or above Meredith GPA. Any current student who wishes to file for any other officer positions listed in Section 4.1 must have and maintain 2.25 or above Meredith GPA. A grade check will be implemented by the Elections Board advisor during Elections Information Week.
3. The Elections Filing Appeals Committee for any issues mentioned in Section 5 will consist of the Elections Board Chair, the Elections Board advisor, and the Honor Council Chair.

### **Section 6. Removal from Office**

1. A student must be removed from any officer position if found in violation of academic status, is declared ineligible by Honor Council, or fails to perform the duties of the office

as outlined in the organization's constitution or job description. The Officer Eligibility Appeals Committee will facilitate the appeals process for all reasons listed above.

- a. Any student who holds a major office on campus, as listed in Section 4.1 and 4.3, must maintain a 2.5 or above Meredith GPA. Any student who holds any other elected campus position listed in Section 4.1 as well as Presidents and Vice Presidents within a Registered Student Organization on campus not listed in Section 4.1 and 4.3 must maintain a 2.25 or above Meredith GPA. Any student who holds an officer position within a Registered Student Organization on campus must maintain at least a 2.0 or above Meredith GPA. These GPA requirements do not reflect the GPA requirements of Honor Societies on Campus. If an organization has a higher GPA requirement than the ones aforementioned, that GPA requirement will supersede the requirements listed previously.
- b. The advisor to the Elections Board will check the academic status of every person holding an officer position in May, August, and January with the Office of the Registrar. An officer may self-identify as no longer eligible to hold a position by the end of the first week of classes in the fall or spring semester, or the end of the first week of the first summer session of classes. An officer who does not self-identify a violation will be contacted by the Elections Board advisor immediately following the check of academic status with the Office of the Registrar. An officer wishing to appeal the decision of removal from office must submit a written appeal to the Elections Board chair and the Elections Board advisor within two business days after being notified of the decision. An officer not wishing to appeal the decision has two business days after the decision is made to notify the chair/president of the organization. At the end of the two business days following the notification of the decision, the Elections Board advisor will notify the officer's chair/president of the student's removal from office.
- c. The Officer Eligibility Appeals Committee for removal from a position shall consist of the Elections Board chair, the Elections Board advisor, the chair/president of the respective organization, the advisor of the respective organization, and the Honor Council chair.
- d. In the case that the chair/president of the organization is the student under review, the vice chair of Elections Board or an advisor from the Student Leadership and Service Office will fill the role of the chair/president of the organization on the Officer Eligibility Appeals Committee.
- e. In the case that a chair/president of an SGA branch is the student under review, the SGA President will fill the role of the SGA branch chair/president on the Officer Eligibility Appeals Committee.
- f. A student who holds any campus or class office included on the Section 4.1 chart and Section 4.3 will be removed from office if placed on probation or otherwise declared ineligible by Honor Council (see Article XI, Section 3.4). The advisor to the Elections Board will check the Honor Council status of every person holding an elected office in May, August, and January. Any student found in violation will be contacted by the Elections Board advisor.

- g. A student who holds any position on the Section 4.1 chart and Section 4.3 will be removed from office for not performing the duties as outlined in the organization's constitution or job description (for additional information, see Article VI, Section 1.4). Once the officer is removed, the Office of Student Leadership and Service and the Elections Board must be notified in writing of the removal.
  - h. A student choosing to study abroad after being elected or appointed to a position listed in Section 4A and 4C will be removed from office and the position will become an application and interview process for the organization within which this position resides. Exceptions are made for Corn and Stunt Co-Chairs who will be physically attending classes at Meredith during the semester of their event. An exception is also granted for students who are studying abroad during the summer.
2. A student who is removed for any reason from an elected office will be suspended for the current academic year from holding any elected office or another office in that organization. A student who resigns from an elected office will be suspended for the current academic year from holding another office in that organization.
  3. Any candidate who wishes to appeal a removal from office must submit in writing the appeal within two business days to the Officer Eligibility Appeals Committee (see Bylaws, Article I, Section 6, 1c).

**Section 7. Online and Runoff Elections Procedure**

1. **Validation:** For any campus-wide or class election to be valid, the Elections Board must supervise the election.
2. **Schedule of Elections:**
  - a. Fall Elections—see chart (below)
  - b. Spring Elections—see chart (below)

<b>Fall Elections:</b> The election period shall progress as follows:	
Second week in which classes are in session	On the first business day following the drop/add period, Elections Board will obtain an official registration list from the college for the appropriate semester. This list will be considered the official balloting list for use in elections. During this week, election information will be available for prospective candidates. The Elections Board shall hold at least two informational workshops to educate candidates on campaign procedures. Filing will begin this Friday at 5:00 p.m.
Third week in which classes are in session	The filing period shall begin on the previous Friday at 5:00 p.m. and continue until Friday of the second week at 5:00 p.m. No candidate may file for general election once this period is closed. Candidates shall submit all proposed campaign materials for approval. Campaign materials that have not been approved by the Elections Board may not be used. Any campaign material that goes up before the designated time will be taken down, and the candidate will be notified by the Elections Board. A candidate who continues to violate elections procedures will be disqualified (see Section 3, Disqualification).

Fourth week in which classes are in session	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule candidate speeches during this week. Candidates shall submit receipts for materials to the Elections Board Chair.
Fifth week in which classes are in session	If online ballots are used, then polling shall begin at 8:00 a.m. on Monday and run until 5:00 p.m. on Tuesday. Ballots are to be sent via email by 8:00 a.m. on Monday morning. The Elections Board shall schedule candidate Meet and Greet tabling events during this polling period.
<b>Spring Elections:</b> The election period shall progress as follows:	
Second week in which classes are in session	On the first business day following the drop/add period, Elections Board will obtain an official registration list from the college for the appropriate semester. This list will be considered the official balloting list for use in elections. During this week, election information will be available for prospective candidates. The Elections Board shall hold at least two informational workshops to educate candidates on campaign procedures. Filing will begin this Friday at 5:00 p.m.
Third week in which classes are in session	Filing will last a week. The filing period shall begin on the previous Friday at 5:00 p.m. and continue until Friday of the third week at 5:00 p.m. No candidate may file for general election once this period is closed. Candidates shall submit all proposed campaign materials for approval. Campaign materials that have not been approved by the Elections Board may not be used. Any campaign material that goes up before the designated time will be taken down, and the candidate will be notified by the Elections Board. A candidate who continues to violate elections procedures will be disqualified (see Section 3, Disqualification).
Fifth week in which classes are in session	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule candidate speeches and/or one Meet and Greet event during this week. Candidates shall submit receipts for materials to the Elections Board Chair.
Sixth week in which classes are in session	If online ballots are used, then polling shall begin at 8:00 a.m. on Monday and run until 5:00 p.m. on Tuesday. Ballots are to be sent via email by 8:00 a.m. on Monday morning. The Elections Board shall schedule candidate Meet and Greet tabling events during this polling period.

**3. Voting Procedure:**

- a. **Polling:** Polling shall take place online with a vendor as designated by the Elections Board and the Office of Research, Planning, and Assessment. The polling website will be open from 8:00 a.m. on Monday until 5:00 p.m. on Tuesday for fall and spring elections.
- b. **Voter Eligibility:** Eligible voters are limited to full-time and part-time Meredith students enrolled as undergraduate degree-seeking students and continuing



Study Abroad students. Enrolled students who meet the criteria for eligibility three weeks before voting begins will receive a ballot.

- i. **Fall Freshman Class Elections**  
All eligible voters may vote in the Fall Freshman Class Elections. An official freshman registration list from the college will be considered the official balloting list for use in elections.
- ii. **Spring Class Elections**  
All eligible voters may vote in the Spring Class Elections for their class in accordance with their official college credit hours. Students wishing to change their class voter affiliation must notify the Elections Board advisor via email/online form by the date determined by the Elections Board. If there is a problem with a ballot or a ballot has not been received by an eligible voter, a student must inform the Elections Board advisor or chair no later than 12:00 p.m. the first day of campus elections polling. To receive a ballot for a class other than the classification originally obtained from the Registrar, a student must have notified the Elections Board advisor through the appropriate process no later than the Wednesday before polling begins.
- iii. **Campus Wide Elections**  
All eligible voters may vote in the Campus Wide Elections in the spring.

**4. Election Administration and Results:**

**a. Ballot Administration:**

- i. Ballots and candidate videos will be set up by the Elections Board chair (or designee).

**b. Results:**

- i. The Elections Board chair (or designee) will receive an email from the Office of Research, Planning, and Assessment with elections results following the close of polls at 5:00 p.m. on Tuesday.
- ii. The Elections Board chair (or designee), the Elections Board advisor (or designee), the Elections Board vice chair (or designee), and the Honor Council chair (or designee) shall verify the results.
- iii. Elections Board will use plurality as defining the winner i.e. the person with the most number of votes.

**5. Notification and Vote Disclosure:**

- a. Upon completion of tabulation and certification, the Elections Board will notify candidates of results via email within 5 hours of the closing of the polls. If a candidate wins by less than 2%, then a recount is needed. A copy of the results will be emailed to the Office of Student Leadership and Service, the Vice President for College Programs, the Dean of Students, and class advisors for each class.
- b. The day following the close of polls, notification of election results will be emailed to all students. A copy of the results will be available in the Office of Student Leadership and Service. Results will also be sent to the *Meredith Herald*.

6. **Run-off Elections:** A run-off election will occur when candidates have the same number of votes.

## Section 8. Backup Voting Procedure

1. **Validation:** For any campus-wide or class election to be valid, the Elections Board must supervise the election.
2. **Schedule of Elections:**
  - a. Fall Elections—see chart (above)
  - b. Spring Elections—see chart (above)
3. **Voting Procedure:**
  - a. Polling.  
Polling shall take place online with a vendor as designated by the Elections Board and the Office of Research, Planning, and Assessment. The polling website will be open from 8:00 a.m. on Monday until 5:00 p.m. on Tuesday for fall and spring elections.
  - b. Voter Eligibility.  
Eligible voters are limited to full-time and part-time Meredith students enrolled as undergraduate degree-seeking students and continuing Study Abroad students.
4. **Election Results:**
  - a. The Elections Board chair (or designee) will receive an email from the Office of Research, Planning, and Assessment with elections results following the close of polls at 5:00 p.m. on Tuesday.
  - b. The Elections Board chair (or designee), the Elections Board advisor (or designee), the Elections Board vice chair (or designee), and the Honor Council chair (or designee) shall certify the results.
  - c. Elections Board will use plurality as defining the winner, i.e. person with the most number of votes.
5. **Notification and Vote Disclosure:**
  - a. Upon completion of tabulation and certification, the Elections Board will notify candidates of results via email within 5 hours of the closing of the polls. A copy of the results will be emailed to the Office of Student Leadership and Service, the Vice President for College Programs, the Dean of Students office, and class advisors for each class.
  - b. The day following the close of polls, notification of election results will be emailed to all students. A copy of the results will be available in the Office of Student Leadership and Service. Results will also be sent to the *Meredith Herald*.
6. **Run-off Elections:** A run-off election will occur when candidates have the same number of votes.

## Section 9. Unfilled Elected Offices

1. **Application/Interview Process:** Unfilled elected offices shall be filled through an open application and interview process within each class or organization. For example, if the position of MAB president is not filled during the election, MAB is responsible for filling the position. Class status may be disregarded for appointments except in the case of class offices. Any student who applies or is appointed to an elected office on campus

must maintain the same eligibility requirements as listed in section 5. The application/interview process shall be the responsibility of the newly elected president or chair (in the case of no president being elected, it is the responsibility of the advisor and/or the current president) and shall progress as follows: publicize the unfilled positions, make applications available, turn in a list of prospective applicants to the Elections Board advisor for academic and probationary status checks, and schedule and conduct interviews and make selections. All selections must be reported to the Elections Board and to the Office of Student Leadership and Service.

2. **Appointment Process:** If no one applies for unfilled positions during the application/interview process, the current president/chair and the successor, in consultation with the advisor, have the power of appointment.
3. **Deadlines:** Fall appointments for unfilled freshmen class positions must be made by October 1. Spring appointments for unfilled class and campus-wide positions must be made by April 15.

## **Section 10. Contesting a Disqualification**

1. **Eligibility:** Any candidate may contest a disqualification. See [“Disqualification” \(Section 3\).](#)”
2. **Procedures:**
  - a. A written notice of contestation must be given to the Elections Board chair within two business days of the disqualification.
  - b. The notice of contestation must include the name of the contestor, the reasons for the contestation, and the contestor’s proposed solution.
  - c. The Elections Board chair must expediently contact the following:
    - i. all Elections Board members;
    - ii. all involved candidates;
    - iii. the Elections Board advisor;
    - iv. an Honor Council representative.
  - d. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. An Honor Council representative must be present at the meeting.
    - i. Upon invitation, contestors or candidates may present concerns to the Elections Board.
    - ii. No involved candidate may take part under any circumstances in the voting at the meeting.
  - e. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board.
  - f. A contestor or candidate who is not satisfied with the Elections Board’s decision may present concerns to the SGA Executive Board. If still not satisfied, the contestor or candidate may appeal to the Vice President for College Programs for a final decision.

## **Section 11. Contesting the Election of a Particular Office**

1. **Eligibility:** Any candidate may contest an election of a particular office.
2. **Procedures:**

- a. A candidate's total votes will not be disclosed unless the candidate makes a written request to the Elections Board chair within 24 hours of posting time of the results. The chair may only release the total percentage of the requesting candidate's votes and not the results of other candidates. After the disclosure, the candidate may request a recount. All percentages and vote totals are confidential, except for the total number of voters for each ballot.
- b. A candidate choosing to contest the election of a particular office after receiving the percentage of votes must submit a notice of contestation within 24 hours of the receipt of the election's percentage. The contestor must keep information obtained regarding voting percentage confidential during the contestation process and for at least 60 days after the contestation process is finished.
- c. The notice of contestation must include the name of the contestor, the reasons for the contestation, and the contestor's proposed solution.
- d. The Elections Board chair must expediently contact the following:
  - i. all Elections Board members;
  - ii. all involved candidates;
  - iii. the Elections Board advisor;
  - iv. an Honor Council representative.
- e. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. The members of the Elections Board, in the presence of the Elections Board chair, the Elections Board advisor, and an Honor Council representative will then recount the votes of that particular office.
- f. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board.
- g. A contestor or candidate who is not satisfied with the Elections Board's decision may present concerns to the SGA Executive Board. If still not satisfied, the contestor or candidate may appeal to the Vice President for College Programs for a final decision.

## **Section 12. Contesting an Overall Election**

1. **Eligibility:** Any voter or candidate may contest an election.
2. **Procedures:**
  - a. A written notice of contestation must be given to the Elections Board chair within two business days of the election.
  - b. The notice of contestation must include the name of the contestor, the reasons why the election is being contested, and the contestor's proposed solution.
  - c. The Elections Board chair must expediently contact the following:
    - i. all Elections Board members;
    - ii. all involved candidates or contestors
    - iii. the Elections Board advisor;
    - iv. an Honor Council representative.

- d. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. An Honor Council representative must be present at the meeting.
  - i. Upon invitation, contesters or candidates may present concerns to the Elections Board.
  - ii. No involved candidate may take part under any circumstances in the voting on contestation at the meeting.
- e. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board. All percentages and vote totals are confidential.
- f. A contester or candidate who is not satisfied with the Elections Board's decision may present concerns to the SGA Executive Board. If still not satisfied, the contestor may appeal to the Vice President for College Programs for a final decision.

### **Section 13. Assumption of Duties**

Officers shall assume the duties of the office after the installation which shall be no later than April 30, with the exception of Honor Council. Honor Council shall train new members during April and May.

## **Article II: Meeting, Order for Business, and Quorum**

### **Section 1. Meeting of the Association**

1. **Called Meetings:** The president of the Association may call a meeting of the Association at any time. A meeting must be called by the president at the written request of ten percent of the members. This request must state the object of the meeting. A meeting also will be called in the event that the Senate deems a Student Government Association meeting necessary.
2. **Forums:** The Student Government Association may schedule forums throughout the year in order to receive input from the student body. The Student Government Association will inform the student body of forums at least two weeks in advance.

### **Section 2. Order for Business**

All business meetings of the Association and its governing bodies shall be conducted according to Robert's Rules of Order.

### **Section 3. Quorum**

If a two-thirds quorum is not present, the SGA President may invoke the one-tenth rule. Once this rule is approved by the majority of those present, it shall take effect for the transaction of ordinary business.

## Article III: Procedures

### Section 1. Legislation/Regulation Procedure

1. **Origin of Legislation/Regulation Concerns and Proposals:** Legislation/regulation concerns and proposals may originate from any member of the Meredith community and be presented to the appropriate branch of the Student Government Association. Legislation is any change in the SGA constitution. Regulations are any rules and guidelines not found in the SGA constitution.
2. **Consideration of Legislation/Regulation Concerns and Proposals:**
  - a. Once a legislation/regulation concern or proposal is presented to the appropriate branch, the branch will consider whether or not to take action on the concern or proposal. If the branch chooses to take action, it will work with its constituents within its jurisdiction to address the concern or proposal.
  - b. If a concern or proposal is deemed an official legislation/regulation change, the originating branch shall inform the SGA Executive Board of the proposed change and send the concern or proposal to Senate, which may either approve or reject the change (See Constitution of the Student Government Association, Article X, Section 3D,E).
  - c. If approved by the Senate, a legislation/regulation change will be referred to the SGA Executive Board. If the SGA Executive Board rejects the change, it shall give a written reason for refusal to both the Senate and the originating body. If approved, the change will be sent to the appropriate college vice president. Legislation changes will always be referred to the Vice President for College Programs.
  - d. The appropriate college vice president may take one of three actions.
    - i. If approved by the appropriate college vice president, the legislation/regulation change shall be sent to the appropriate channels through which it will take effect.
    - ii. If amended by the appropriate college vice president, an explanation of the vice president's action must be sent to the SGA Executive Board. The amended legislation/regulation change will go back to the originating body and Senate for approval. If both bodies approve the amended change, it will then be referred to the SGA Executive Board for final approval, after which it will take effect.
    - iii. If the appropriate college vice president vetoes the legislation/regulation change, an explanation will be sent to the SGA Executive Board, Senate, and the originating body.
  - e. If the appropriate college vice president does not take action on the proposed legislation/regulation change within a two-week period, a special conference will be called by the chair of the originating body to discuss the proposed change. This conference will consist of the appropriate college vice president, SGA president, Senate chair, and chair of the originating body.

## Section 2. Judicial Procedure

1. **Preliminary Procedure:** This procedure shall be followed by the Honor Council in the preliminary investigation of cases.
  - a. **Initiation of Charges:**
    - i. When an accusation is made to the solicitor general by a member of the college community (any student, faculty member, administrator, staff member, or person directly serving the College), a thorough investigation of the charges shall be undertaken by the solicitor general.
    - ii. Formal charges following investigation shall be served on the student by the summons signed by the solicitor general.
    - iii. The summons shall be delivered to the student by the solicitor general in person or in writing at least seven days prior to the time set for hearing.
    - iv. The summons shall specify the charge.
    - v. The solicitor general shall notify the chair, support counselor and the Assistant Dean of Students of the initiation of formal charges.
    - vi. Prior to any discussion of the alleged offense between any students and the solicitor general, or any college official investigating the matter, students shall be informed of their rights. Failure to inform students of their rights shall cause all incriminating statements made by them prior to such time to be inadmissible in any proceeding on the alleged offenses.
    - vii. The solicitor general shall present students with alternatives open to them regarding responding to the formal charges after informing them of the following rights granted under this instrument.
      1. The right before the hearing to written notification of hearing, time, place and charge.
      2. The right to be presumed innocent until proven otherwise through clear and convincing evidence.
      3. The right to refuse to respond to questions that would tend to be self-incriminating.
      4. The right to a fair, impartial, and confidential hearing.
      5. The right to a speedy hearing.
      6. The right to choose the services of the support counselor or the council of another student presently enrolled at the College who have no formal legal training. The student may request the presence of a member of the Counseling Center staff to be present during the hearing. The Counseling Center staff member is intended to provide support for the student but is not to address the Honor Council, answer questions, or have any other official speaking role during the hearing.
      7. The right to present material and character witnesses from members of the Meredith College community only, and to testify and present evidence in their own behalf. Written testimony from off-campus persons may be presented at the hearing.
      8. The right to a separate hearing upon request.

9. The right to know the evidence and to face witnesses testifying against them.
  10. The right to question any material witnesses or to challenge and refute any evidence.
  11. The right to plead not responsible without fear of being tried for lying in relation to that plea if proven responsible. This right does not disallow being tried for lying if the student lies in order to support a plea.
  12. The right to a recording of the presentation at the hearing, if notification is given within 48 hours of the hearing, for the benefit of the student in the appeal to the Review Board.
  13. The right to immediate oral notification of the Honor Council's findings regarding decision and sanction. If the student is not present at the hearing, the chair will write or call the student at the first opportunity. The chair or the secretary will deliver official notification of the Honor Council action to the student.
  14. The right to be free from a retrial under this procedure for the same offense, after acquittal under this procedure.
  15. The right to submit an appeal to the Dean of Students by noon on the Wednesday following the Honor Council hearing.
  16. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the student's own free will and in writing.
- viii. If the student fails to appear before the Honor Council and the Honor Council chooses to proceed with the hearing, all hearing-related rights shall be automatically waived, and the student may be subject to a more severe sanction if deemed appropriate by the council.
- ix. In response to the student's right to the service of the support counselor:
1. If the student waives the right to the service of the support counselor, the student and the solicitor general shall have the preliminary conference at which time the solicitor general shall obtain the facts of the case and a plea from the student. This waiver brings to an end the preliminary procedure.
  2. If the student exercises the right to the service of the support counselor, the student and the support counselor have a preliminary meeting to discuss the facts and determine the plea. The next step in this case is the preliminary conference.
  3. Service of a support counselor is not available during the summer.
- x. Honor Council reserves the right to hear an emergency hearing if students are believed to be of harm to themselves, the Meredith community, or have been arrested off-campus on a felony charge. The Emergency Board shall consist of the Honor Council chair, support counselor, solicitor general, Honor Council advisor, Assistant Dean of



Students or designee, a faculty or staff representative, and two Honor Council board members.

**b. Preliminary Conference:**

- i. In order to enable the student to prepare a defense, a preliminary conference must take place at least ninety-six (96) hours before the hearing. However, upon request for waiver by the student, the hearing may be held in a period either less than or greater than ninety-six (96) hours. Request for departure from the time requirement shall be filed by the student with the solicitor general.
- ii. The support counselor and the student shall meet with the solicitor general for the preliminary conference at which time the summons shall be issued. The plea and facts shall be presented to the solicitor general and the solicitor general shall explain the charge and the nature of the evidence against the student.
- iii. The plea presented to the solicitor general during the preliminary conference cannot be changed within the immediate twenty-four hour period prior to the hearing unless approved by the advisor and chair.
- iv. Upon revelation of the facts of the case, any material witnesses shall be served with a written summons by the solicitor general to appear at the hearing. Failure to comply with such a summons is a violation of the Honor Code and shall be treated as such. No material witness may appear in a hearing who has not been officially summoned by the support counselor or the solicitor general.
- v. Character witnesses may be contacted by the student and must comply with deadlines set by the support counselor. Members of the Meredith College community may appear at the hearing while nonmembers are invited to submit letters which will be read at the hearing.

**2. Jurisdiction:**

- a. After completion of the preliminary procedures, the case is presented to the Honor Council. During the presentation of a case, any member of the Honor Council may question a student but only in areas directly related to the case. The voting members of Honor Council, who serve on a rotating basis, shall render a decision and determine appropriate sanctions by simple majority. In the event of a tie vote on either accepting a plea or rendering a decision by voting members of the Honor Council, the chair of the Honor Council shall cast the deciding vote. The student is notified of the decision and sanction in writing at the conclusion of the hearing. The chair, solicitor general, or advisor of the Honor Council also notifies the accuser (if they are a staff or faculty member) of the decision and the registrar of the decision and sanction. In the event of delay of graduation, suspension, or expulsion, if after a 48-hour period following notification the student has not appealed, the decision will be submitted to the Vice President for College Programs for final approval.
- b. The student may appeal any Honor Council decision. The route of appeal begins with the Review Board, whose action is final except in cases involving delay of

graduation, suspension or expulsion. All cases of delay of graduation, suspension and expulsion go to the Vice President for College Programs for approval.

- c. A recording will be made of the hearing (not including the deliberation), and the student will be allowed a copy. This recording is for the benefit of the student in an appeal to the Review Board. If the student fails to give notice of desiring a copy of the recording within 48 hours of oral notification of the Honor Council decision and sanction, the recording will no longer be made available to the student.
- d. In the event that a student fails to respond to the summons to appear before the Honor Council, the Honor Council may choose to proceed with the hearing without the student present. Such action by the student shall be considered a violation of the Honor Code and deserving of a sanction.

### **Section 3. Review Board**

1. **Method of Appeals to Review Board:** A student may appeal to the Review Board by giving a written notice of appeal to the Dean of Students by noon on the Wednesday following the Honor Council hearing. The notice of appeal must plainly identify the charge from which the appeal is taken and state a reason for the appeal. The Review Board hearing shall typically occur on the Friday following the receipt of the notice of appeal unless preempted by another student appeal or a campus break or holiday.
2. **Record of Appeals:** The appeal is considered solely on the record of the Honor Council proceedings. This record consists of the minutes and the recording of the proceedings. The Honor Council secretary shall be responsible for making the Honor Council records available to the Review Board by noon on Wednesday before the review.
3. **Consideration of Appeal: Scope of Review:**
  - a. **Consideration of Appeal:** The Review Board shall consider the appeal based solely on the record. It shall not receive any new evidence. It may permit written briefs, oral arguments, or both, by the student charged, the support counselor, or the solicitor general upon request. Such briefs and arguments shall be confined to matters considered by the Review Board to be within the scope of its review as defined in the following paragraph. An appellant shall have a maximum of five minutes to present their appeal.
  - b. **Scope of Review:** Review of hearing is confined to these questions: (1) whether there is clear and convincing evidence in the record to support the decision and/or the sanction; and (2) whether the hearing was free of substantial error prejudicial to the student charged which would have affected the outcome; and (3) whether the sanction imposed is appropriate to the offense (looking at total context).
4. **Determination of Appeal / Notice of Action:**
  - a. **Determination of Appeal:** Members of the Board sitting on an appeal shall review all records of the Honor Council proceedings and any written briefs. The members sitting on an appeal shall together then hear such oral arguments as are received, and the Board shall reach a decision. A majority vote shall decide

the action on the appeal both in respect of the finding of violation and of the imposition of a sanction. A decision shall be rendered within seven (7) days after receipt of the appeal unless an extension is deemed necessary by the Review Board.

- b. **Notice of Action:** Written notice of action taken on appeal shall be given in person by the chair or secretary of the Board of the student charged within 24 hours of the Board's decision.
5. **Action Available to Review Board:** On the basis of its review of the record and its consideration of any briefs and arguments received, the Review Board may; (1) affirm both the findings of violation and the sanction imposed; (2) remand for a rehearing if it determines that substantial error prejudicial to the student charged was committed at the hearing; (3) reverse and dismiss the charge if it determines that there is not substantial evidence on the record to support a finding of violation; (4) affirm the finding of violation but reduce the sanction to one deemed more appropriate than that imposed; or (5) where violation was admitted, reduce the sanction to one deemed more appropriate.
6. **Finality of Action on Appeal by Review Board:** The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the Vice President for College Programs in cases provided in Section 3.7.
7. **Appeal to the Vice President for College Programs:** In cases wherein the Review Board affirms a sanction of delay of graduation, suspension or expulsion, the student charged may appeal the sanction to the Vice President for College Programs within 48 hours of the Review Board's decision. The student shall present their appeal in writing to the Dean of Students who shall then present the appeal accompanied with relevant case documents to the Vice President for College Programs. Review is based solely on the record of the appeal presented before the Review Board and any written brief filed with the Review Board by the student charged. The Vice President for College Programs may, in a conference with the student charged, hear and consider oral argument but may not consider any new evidence. Review by the Vice President for College Programs is confined solely to the question of appropriateness of the sanction in total context. The Vice President for College Programs shall reach a decision with the help of an advisory committee and give a formal written notice within ten days after receiving the written notice of appeal. The advisory committee includes the Provost, the chair of the Faculty Council, and the chair of the Student Life Committee. The Vice President for College Programs may affirm the imposition of a sanction by the Review Board or change it to one deemed by her to be more appropriate. The action of the Vice President for College Programs is final.

#### **Section 4. Residence Hearings Committee**

1. **Method of Fine Appeals to Residence Hearing Committee:** A student may appeal a residence hall fine (except for fines for life and safety violations) to the Residence Hearing Committee by giving a written notice of the appeal to the clerk within 48 hours of receiving the fine. The written notice must identify what fine is being appealed and why the fine is being appealed. The clerk will notify the appellant of the date and time of the hearing.

2. **Consideration of Fine Appeals:** The clerk will introduce any material and/or character witnesses. The appellant shall have a maximum of five minutes to present the appeal. Members of the committee sitting on an appeal may ask questions of the material witnesses and appellant. The committee shall reach a decision by majority vote while the appellant waits in another room. The decision of the committee is final. Written notice of the decision shall be given by the clerk.
3. **Procedure for Minor Violations of Residence Policies:** This procedure shall be followed by the Residence Hearings Committee when a minor violation of residence hall policy is referred by the solicitor general of the Honor Council.
  - a. The solicitor general of the Honor Council provides the clerk with the information from the preliminary investigation of the case.
  - b. Prior to any discussion by the student and the clerk of the alleged offense, the accused shall be informed of the following rights.
    - i. The right before the hearing to written notification of hearing time, place, and charge.
    - ii. The right to be presumed innocent until proven otherwise through clear and convincing evidence.
    - iii. The right to refuse to respond to questions that would be self-incriminating.
    - iv. The right to a fair, impartial, and confidential hearing.
    - v. The right to a speedy hearing.
    - vi. The right to testify and present evidence in self-defense.
    - vii. The right to have one character witness from the Meredith College community.
    - viii. The right to a separate hearing upon request.
    - ix. The right to know the evidence and to face witnesses who are testifying.
    - x. The right to question any material witnesses or to challenge and rebut any evidence.
    - xi. The right to plead not responsible without fear of being tried for lying in relation to that plea if proven otherwise. This right does not disallow being tried for lying if the student lies in order to support a plea.
    - xii. The right to a recording of the hearing, if notification is given within 48 hours of the hearing, for the benefit of the student if a retrial of the hearing is requested with the Honor Council.
    - xiii. The right to immediate oral notification of the Residence Hearings Committee's findings regarding decision and sanction. The student will receive a written notification of decision and sanction from the clerk.
    - xiv. The right to request, within 48 hours of the hearing, a retrial with the Honor Council.
    - xv. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the student's own free will and in writing.
  - c. After informing the student of these rights, the clerk shall explain the procedures of the hearing, explain the charge and the nature of the evidence against the

student, and provide a hearing summons stating the date, time, and place of the hearing. The student must tell the clerk in advance of the hearing the name of the character witness if a witness is chosen.

- d. The RHA vice chair will preside over hearings. During the hearing, the clerk presents the evidence and material witnesses. The student then testifies in self-defense and invites the character witness to join the hearing when directed by the vice chair of the Residence Hearings Committee. The members of the committee are allowed to ask questions of the clerk, witnesses, and student. The committee will reach a decision by majority vote while the student waits in another room. The clerk notifies the student of the committee's decision orally and in writing. In the event that the student fails to appear for the hearing, the committee may choose to proceed in the student's absence.
- e. The clerk shall submit written decisions to the vice chair of the Residence Hearings Committee, the chair of the Honor Council, the solicitor general of the Honor Council, the advisors of the hearings committee and the Honor Council, the Director of Residence Life, the Assistant Dean of Students, the Dean of Students and the Vice President for College Programs.

## **Section 5. Senate Standing Committees**

### **1. Student Organization Concerns Committee:**

- a. Any student who has an organizational concern shall fill out a Student Organization Concern Form. This form is located on the Office of Student Leadership's My Meredith Page. Individuals with questions about this form or process should contact SGA Senate or the Office of Student Leadership and Service.
- b. The Student Organization Concerns Committee will investigate the concern based on the procedural guidelines listed below in By-Laws Article III, Section 6.
- c. The Student Organization Concerns Committee also serves as the Appeals Committee for appeals requests to the SGA Officer Removal from Office Process, as listed in By-Laws Article III, Section 8.

### **2. Active / Inactive Committee:**

- a. It shall be the function of the Active/Inactive Committee to follow up on concerns about student organizations not abiding by their constitutions and/or the requirements of student organizations. A review process will take place in the spring semester to determine the status of all student organizations. (See By-Laws for student procedures of the Senate Ad-Hoc Committees.)

### **3. Organization Status Appeals Committee:**

- a. An Organization Status Appeals Committee will be made up of the Senate Chair, a senator from each class, and a member of the professional staff in the Office of Student Leadership and Service.
- b. Student organizations wishing to appeal a change in status must write a letter of appeal to the Organization Status Appeals Committee by submitting a written appeal to the Senate chair or advisor. The timeline for the appeal process will be determined and communicated to organizations by an email from the Senate.

## **Section 6. Procedural Guidelines for the Student Organization Concerns Committee**

The following guidelines will be used by the SGA Senate Student Organizations Concerns Committee when an organization concern is reported to the SGA Senate. The Student Organizations Concerns Committee will be referred to as “the committee” in the remainder of these guidelines. The committee will operate during the academic year. If an organization concern is reported over the summer, the concern will be held for review until the start of the fall semester.

### **1. Committee Membership:**

#### **a. Committee Membership and Roles:**

- i. **Senate Chair:** The Senate Chair will serve as a non-voting member of the committee. In the instance of a tied vote, the Senate Chair will vote to break the tie.
- ii. **Senators:** Three senators will be appointed by the Senate Chair to serve on the committee each academic year, as outlined in the SGA Senate Constitution. Senators serve as voting members of the committee. One Senator serving on the committee will take minutes for recording purposes during the committee meetings and organization concerns review meetings.
- iii. **Senate Advisor:** The Senate Advisor will serve as an advisor of this committee. This individual will serve as a non-voting committee member.

#### **b. Conflict of Interest:**

- i. It is a conflict of interest for a committee member to serve on the committee and meet either of the following:
  1. Be the individual who reported the organization's concern to the Senate.
  2. Serve as an officer for the organization who the reported concern pertains to. An exception is in place if the Senator serves as the Senate Representative for the organization that is under review (class, WINGS, or AMC).
- ii. If a committee member is found to have a conflict of interest, then that committee member must temporarily step away from the committee duties while this organization's concern is being reviewed. This committee member's role will be filled by another member of the Senate, designated by the Senate Chair or Senate Advisor.

### **2. Procedures for Reporting an Organization Concern:**

- a. Any individual from within the Meredith Community (student, faculty, staff) may submit a report of concern regarding a Meredith undergraduate student organization using the Student Organization Concerns Reporting Form. The individual who submits a Concerns Report will be referred to as “the reporter” in these procedures. The reporter has the right to remain fully anonymous within their form submission. If the reporter does include their name in their Concerns Report, their name will remain private and be known to only the Senate Chair and Senate advisor but not the remaining committee members.

- b. The Student Organization Concerns Reporting Form is available on the SLS MyMeredith website or can be acquired from the Senate or a member of the Student Leadership and Service staff.
3. **Procedures for Processing an Organization Concern:**
- a. When a Concern Report is submitted, the Senate Chair and Senate Advisor will review the submitted report and complete the following:
    - i. Respond to the individual who submitted the Concern Report within two business days to acknowledge the report has been received.
    - ii. Identify and inform any necessary additional campus stakeholders who need to be informed of the reported concern. Additional campus stakeholders may include, but are not limited to campus administrators, the SGA President, the SGA Executive Board Advisor, etc.
  - b. The Senate Chair will inform the members of the committee that a concern has been reported, schedule a committee meeting, and provide a copy of the Concerns Report to committee members for review prior to the committee meeting.
  - c. The Senate Chair will contact the organization in question to inform them of the reported concern. The Senate Chair will offer to meet with the organization president to explain the concerns review process and offer the opportunity for the organization to provide a written statement for the committee's review. If the organization president, or their designee, chooses to meet with the Senate Chair then the Senate advisor and club advisor should be invited to the meeting as well.
  - d. The committee will meet to discuss the Concerns Report and decide which of the following steps should be taken to review and address the concern. The committee will vote to decide which method to proceed with. In the instance of a tied vote, the Senate Chair will vote to break the tie.
    - i. **Request for Additional Information:** If more clarity is needed from the reporter in order for the committee to make a decision on which meeting format below should be used to address the concern, the Senate Chair will contact the reporter to ask for either an additional written statement or schedule time for the reporter to meet with the committee briefly in person.
    - ii. **Facilitate an Organization Concern Discussion and Plan of Action Meeting:**
      - 1. Applicable for concerns in which the committee does not believe additional information through a question/answer conversation is needed and can be resolved through the sanction meeting below.
      - 2. This sanction is an educational meeting with the organization to convey the reported concern, provide educational information and awareness on why this concern is a problem, and develop a plan of action to resolve the existing concern and prevent the concern from occurring in the future. Following the meeting, the committee member and/or Senate advisor will send a summary email to the

club representatives present and the Senate Chair to summarize the agreed upon plan of action.

3. This meeting would be between a designated member of the committee, the Senate advisor, the club president, and the Meredith College faculty/staff club advisor. If the club president is unable to attend then the club president may designate another club representative to attend in the club president's place. The Senate Chair would designate which member of the committee would represent the committee for this meeting. If the club wishes to have additional organization officers present, they must request permission to do so from the Senate Chair at least 48 hours in advance of the organization's review and plan of action meeting. Organization officers are defined as current Meredith students who serve an officer position for the organization and are listed on the officer roster on file with the Student Leadership and Service Office. Individuals external to Meredith College will not be permitted to be present during the organization concerns review and plan of action meeting.

iii. **Facilitate an Organization Concerns Review Meeting:**

1. Applicable for concerns which require more significant information for consideration and opportunity for the committee to have a question/answer conversation with the reporter or organization. The committee will hold a review meeting to review the reported concern.
2. If the committee decides an Organization Concerns Review Meeting is needed, the Senate Chair will contact the organization to inform them of the reported concern, to schedule the Organization Concerns Review Meeting. At this time the organization will be given a summary of the reported concern.
3. If the committee decides an Organization Concerns Review Meeting is needed, the Senate Chair will contact the organization to inform them of the reported concern, to schedule the Organization Concerns Review Meeting. At this time the organization will be given a summary of the reported concern.
  - a. Committee Preparation (Five Minutes) - Committee discusses any outstanding questions or thoughts regarding the report.
  - b. Reporter Statement (Five minutes) - Optional at the discretion of the reporter. The reporter will be given the option to speak to the committee to convey their concern further. This statement would be in addition to what was submitted in the initial Concerns Report. The reporter may choose to issue this statement in-person, provide a written statement for the committee's review, or may choose to opt



- out of providing a statement during the Organization Concerns Review Meeting.
- c. Committee Question and Answer with the Reporter (Five minutes) - If the reporter is present, the committee members may ask the reporter questions to gain any clarity needed.
  - d. Committee Debrief and Break (Ten minutes) - The committee will have time to debrief and consult as a committee. If this consultation time is not used in full, the committee may take a break during this time.
  - e. Organization Representative Statement (Seven minutes) - The organization representative (the club president or their designee) will have the option to speak on behalf of the organization regarding the reported concern.
  - f. Committee Question and Answer with the Organization Representative (Ten minutes) - The committee members may ask the organization representative questions to gain any clarity needed.
  - g. Committee Debrief and Conclusion (Estimated 25 minutes) - The committee will debrief the meeting privately and vote to decide what sanction is deemed appropriate by the committee based on the gravity of the concern. In the instance of a tied vote, the Senate Chair will vote to break the tie. The sanction and right to appeal will be reported to the organization in person at the end of the Organization Concerns Review Meeting and via an email from the Senate Chair within 24 hours after the Organization Concerns Review Meeting. The reporter will be emailed with a summary of the committee conclusion within 96 hours after the Organization Concerns Review Meeting deliberation is complete. If the committee is unable to reach a decision and requires more time to deliberate then a follow-up deliberation meeting will be scheduled and the organization and reporter will be informed of this extended deliberation time.
4. Participating Representatives
- a. Committee Preparation (Five Minutes) - Committee discusses any outstanding questions or thoughts regarding the report.
  - b. Reporter Statement (Five minutes) - Optional at the discretion of the reporter. The reporter will be given the option to speak to the committee to convey their concern further. This statement would be in addition to what was submitted in the initial Concerns Report. The reporter may

choose to issue this statement in-person, provide a written statement for the committee's review, or may choose to opt out of providing a statement during the Organization Concerns Review Meeting.

- c. Committee Question and Answer with the Reporter (Five minutes) - If the reporter is present, the committee members may ask the reporter questions to gain any clarity needed.
- d. Committee Debrief and Break (Ten minutes) - The committee will have time to debrief and consult as a committee. If this consultation time is not used in full, the committee may take a break during this time.
- e. Organization Representative Statement (Seven minutes) - The organization representative (the club president or their designee) will have the option to speak on behalf of the organization regarding the reported concern.
- f. Committee Question and Answer with the Organization Representative (Ten minutes) - The committee members may ask the organization representative questions to gain any clarity needed.
- g. Committee Debrief and Conclusion (Estimated 25 minutes) - The committee will debrief the meeting privately and vote to decide what sanction is deemed appropriate by the committee based on the gravity of the concern. In the instance of a tied vote, the Senate Chair will vote to break the tie. The sanction and right to appeal will be reported to the organization in person at the end of the Organization Concerns Review Meeting and via an email from the Senate Chair within 24 hours after the Organization Concerns Review Meeting. The reporter will be emailed with a summary of the committee conclusion within 96 hours after the Organization Concerns Review Meeting deliberation is complete. If the committee is unable to reach a decision and requires more time to deliberate then a follow-up deliberation meeting will be scheduled and the organization and reporter will be informed of this extended deliberation time.

**4. Sanctions following an Organization Concerns Review Meeting:**

- a. Applicable sanctions that the committee can select as a decision from the Organization Concerns Review Meeting include the items below. The committee may select one or multiple sanctions as part of the committee decision. This list of sanctions is not written in a sequential order.
  - i. Issue a Warning to the Organization
  - ii. Develop a Plan of Action

- iii. Require an Educational Initiative, such as but not limited to participation in an educational training or workshop facilitated by an expert on the subject matter, coordinated by the Club President and Advisor. This plan and selected facilitator should be proposed to and approved by the Senate Advisor prior to facilitation. If the organization believes they need support in finding a facilitator they can reach out to the Office of Student Leadership and Service. The committee may choose for this workshop/training to be required for club officers only or both officers and club members.
- iv. Change of Organization Status to Probationary
- v. Revoke the Organization Constitution and Deem the Organization Status as Inactive
  - 1. This sanction includes removal of all privileges associated with being a recognized Meredith organization, including the ability to operate on campus.
  - 2. This sanction may be selected in a case in which a student organization has violated policies and procedures in the Meredith College Student Handbook.
- vi. In addition to the sanctions listed above, the committee may also encourage the club to acknowledge the concern before its members or within the Meredith student body with the goal of acknowledging awareness of the concern and issuing a commitment to enhance the club operations and/or student experience. If recommended by the committee, this would be as an encouragement only for the organization to consider.
- b. The Senate Chair will inform the organization of the sanction and right to appeal in person at the end of the Organization Concerns Review Meeting as well as via email within 24 hours after the Organization Concerns Review Meeting. The Senate Chair will provide the report with a summary of the committee conclusion by email within 96 hours after the Organization Concerns Review Meeting deliberation is complete. If the committee is unable to reach a decision and requires more time to deliberate then a follow-up deliberation meeting will be scheduled and the organization and reporter will be informed of this extended deliberation time.

**5. Appeal Process:**

- a. If an organization wishes to appeal the committee decision and sanction, then the club must issue a written appeal to the Senate Chair within 48 hours of having received the written notice of the sanction. In total, this appeal should be received no later than 72 hours after the conclusion of the Organization Concerns Review Meeting.
- b. The written appeal will be reviewed by members of the Organization Concerns Appeal Committee and a decision will be made and provided to the organization within 10 business days of the receipt of the appeal.
- c. The Appeals Committee may choose to maintain the decision set by the Senate Organization Concerns Committee, overturn the decision made, or adjust the

sanctions issued onto the organization if conclusive evidence indicates a different sanction is more appropriate. The decision made by the Appeals Committee is final.

- d. The members of the Organization Concerns Appeals Committee will include the following: SGA President, SGA Vice President, and Director of Student Leadership and Service. If an Appeals Committee member is unable to participate in the appeals process, then they may select a designee to represent them in the appeals process.

### **Section 7. Appeals Process for Removal from Office**

1. **Offices Subject to Removal:** Any student holding any position (i.e., officer or chair/co-chair) within any recognized campus organization may be removed from office if found to be not performing the duties of the office as outlined in the organization's constitution or job description or for a failure to uphold the Code of Ethics for Student Leaders.
2. **Procedure for Removal:** Before the student can be removed from office, the president, chair, or advisor of the organization must issue an oral warning stating what duties are not being performed. If the student continues not performing the duties of the position, the president, chair, or advisor must issue a written warning. If this situation persists after the warning, the president, chair, or advisor must remove the student from the position. Once the student is removed, the Office of Student Leadership and Service must be notified in written form of the removal. (For additional information, see Article 1 Election System, Section 6.)

### **Section 8. Appeals Process for Removal from Office**

Any student holding any position within any recognized campus organization who has been removed from office for not performing the duties of the office as outlined in the organization's constitution may appeal this decision. The appeal to this decision must be made in writing to the highest presiding officer and/or advisor in the student's organization. The organization should then implement an appeals process to consider the appeal. If this appeal is denied, a further appeal may be made to the Student Organization Concerns Committee of SGA Senate by completing a Student Organization Concerns form, available in the Office of Student Leadership and Service and the SGA office. The Student Organization Concerns Committee will hear the appeal based on SGA Senate–approved guidelines.