By-Laws

of the

Allegheny Student Government

Established: 1906

Revised: 2015

# Article I: Legislative Branch

## Senate Meetings

* 1. Robert's Rules of Order
     1. The general meetings of Allegheny Student Government will be held to the standards of Robert’s Rules of Order. These rules will govern how meetings are held and general rules of conduct that sitting members of the body are to follow.
  2. Methods of Voting
     1. General Consent - Occasionally, if the general consensus of the body seems to agree, the presiding officer may ask the body if there are any objections. If the question is met with silence, it is assumed to be unanimous agreement, however, a single objection requires a move to a counted vote.
     2. Voice - the assembly as a whole is asked to verbally state their vote and the chairperson may use discretion to determine the outcome, however, a member of the assembly may ask to move to a counted vote
     3. Counted - where an exact number of votes are required or requested. The number of senators that vote for to approve, disapprove, or abstain are counted.
     4. Roll call vote - where each senator casts a verbal vote of “yea” or “nay” or “abstained” as their name is called by the historian so names on both sides of the vote are recorded. A roll call vote can be called by one fifth of the body present granted that quorum is present.
     5. Ballots - normally used for secrecy, this vote is written down and counted with anonymity. Can be used on general matters, however, is often reserved for matters regarding individuals or the organization as a whole that may not be privy to public knowledge.
  3. Quorum
     1. Quorum is defined by Robert’s Rules of Order as the minimum number of members of the assembly that must be present for official business to be conducted. ASG defines quorum as 50% of the sitting body plus one.
  4. Open Public Meetings
     1. All meetings of the General Assembly shall be open to all members of the Allegheny College community. Records of all meetings will be public record.

## Membership Policies & Requirements

* 1. Attendance
     1. Senators are required to attend all Senate, Class, and Committee meetings. Two unexcused and two excused absences from Senate meetings are permitted per semester. No more than three absences, of either kind, are permitted per semester.
     2. Senators who must miss a meeting and have reasonable knowledge beforehand they will be absent must appoint a student from their respective class to serve as a proxy, applicable to all general meetings and specified committee meetings.
     3. Standing committees may determine their own attendance requirements with no more than three absences, of any kind, are permitted per semester.
     4. Special circumstances will be taken into consideration for those that may need to miss meetings. Senators that believe a situation like this applies to them must notify the President or Vice President at the earliest time possible.
        1. Circumstance may include but are not limited to:
           1. Funerals, debilitating sickness, and mental health
     5. Those that arrive to meetings late will be considered absent without an excuse if they arrive more than 10 minutes past the official start of a meeting.
        1. Only if prior notice for a valid excuse is given will a tardy be excused
     6. Students who are suspended or expelled by the college are assumed to automatically forfeit their seat and all positions within the student government.
        1. (semi-permanent [judicial] proxy during an investigation)
  2. Community Service
     1. Senators must complete a minimum of five (5) hours of approved community service per semester.
        1. Three (3) hours can be completed through general community service for the college or local community
        2. Two (2) hours must be completed by holding or attending events that create meaningful participation for members of the student government to interact with constituents.
     2. To see if an event or service activity qualifies, questions can be directed at the Chief of Staff or Historian.
  3. Representation
     1. Senators are responsible for actively assisting in at least one sponsored or one cosponsored event per year.
     2. Senators are responsible for five (5) representation hours each semester. These service hours must comply with a predetermined location and time frame. The objectives of this responsibility are to discuss relevant issues with, gather ideas and input from the Allegheny student community.
        1. Certain events can apply to both meaningful events and representation hours
     3. Each class must hold a minimum of one class function per semester, the purpose of which is to help to bring the members of the respective class together and promote community. (Ask Haley)
     4. joint events with classes
  4. Senator Behavioral Standards
     1. As representatives of the Allegheny Student Government, all members of the body are expected to hold themselves to set of behavioral standards. All actions of the individuals reflect upon the organization.
     2. Everyone is expected to follow the statement of community and college policies as well as the rules outlined in the ASG Constitution and Bylaws
     3. Certain information regarding the organization and members within the organization may be sensitive and not for public knowledge. Therefore there may be limitations as to what information may be discussed outside of official meetings and members of ASG. These include and are not limited to:
        1. Personal information about a member.
        2. The pending status of a member of ASG undergoing trial through the Judicial Review Board.
        3. Unofficial reports, results, and/or legislation not yet brought forth through the general assembly.
     4. Members within ASG that are placed on academic probation/warning will be given amnesty for a first time offense. An honor system will stand in place for people to inform us about standings. Failure to do so may results in harsher penalties if brought in front of the Judicial Review Board.
     5. If you are wearing ASG apparel, be cognizant of your actions as that is a direct link to the organization and the actions of the wearer will be strongly attributed to the group
        1. Former persons that are no longer a sitting member on ASG that possess organization apparel will always be expected to honor the above clause.
     6. Behavior of a sitting member within a meeting, also known as decorum, will be governed by Robert’s Rules of Order (ASG By-laws Art. 1 § 1 cl. a)

## Class President Duties and Election

* 1. The senator from each class who receives the highest number of votes in the general election will receive the title of Class President of their respective classes.
     1. Senators have the option to refuse to assume the office of Class President, in which case the class will hold an internal vote to decide appointment of the position.
  2. Class President will lead the class in **establishing the goals and vision**  of the senate class as informed by constituent input and maintain to achieve these goals and visions to the best of their abilities.
     1. A written report of the established goals and visions should be handed to the President and Vice-President of ASG within the first month of appointment.

## Elections

* 1. Senior, Junior, and Sophomore Senators will be sworn in during the first Senate meeting of the academic year. First-year Senators will be sworn in during the first Senate meeting following their election at the beginning of each academic year.
  2. Senators will be elected by an at-large, class structured model.
     1. Once an official election is announced, all individuals who wish to run for senate positions may declare their candidacy in their respective classes
     2. Each candidate will then be placed on an online ballot along with other candidates from their class and only their class.
     3. Each class will be given the ability to vote on the ballot for their class and their class only.
     4. The elections for the Senior, Junior, and Sophomore Senators will be conducted simultaneously
     5. More detailed procedures will be outlined in the ASG Election By-laws document.
  3. During elections, a special committee known as the Student Election Commission shall be formed. This will be composed of the Attorney General and all ex-officio members of the Rules Committee and Press Secretary. This committee shall only exist and have power during official sanctioned ASG elections.
  4. The authority to break any ties in voting results for Senate Elections shall be reserved to the Senate upon recommendation by the Student Election Commission.
     1. In the result of a tie for the final seat in senate, the candidates in question will be brought into an ASG general meeting and given an opportunity to speak. Afterwards the senate may ask each candidate questions and deliberate. After which a vote shall be taken.
     2. In the event that the tie is for the first, second, third, or fourth seat, and the number of candidates in a tie are five, four, three, or two, respectively, or fewer. Special considerations will be taken.
        1. If there is a draw for the first seat, where the two or more individuals with the highest number of votes for the class are tied, then the question will be to determine which of the individuals shall be given the first seat of the class president. Remaining candidates from the tiebreaker will then be placed in the remaining seats.
           1. If there are more candidates from the tiebreaker remaining then there are remaining seats in the senate, a new question will be asked to determine which candidates will be extended a seat.
        2. If there are ties in the second, third, or fourth seat and enough seats remaining to accommodate the tied candidates without displacing another candidate with a higher vote count, then the tied candidate(s) will be placed in the open seat(s). Any remaining seats will be filled by the candidate with the next highest votes.
           1. If there are more candidates tied then there are seats available in Senate, then a question must be called to determine which candidate(s) shall receive the seat(s).
        3. Candidates that were in a tiebreaker but did not receive appointment to the Senate shall be considered next in line should another candidate decline their position before the next Senate term begins
  5. If three (3) seats or fewer seats on Senate are vacant at any given time, the Senate members of the respective class will nominate permanent proxies to fill the vacancies, upon supermajority approval of the Senate.
     1. Candidate recommendations can be made to the class by members of ASG
     2. Once selected and approved, a permanent proxy will take the oath of office at their first Senate meeting.
     3. Upon completion of the oath, the permanent proxy shall be considered a full member of the Senate and enjoy all the rights and privileges associated with the position minus the title, Senator.
     4. If four (4) seats or an entire class were to resign, be impeached, become incapacitated, or become vacant, new elections would need to take place immediately to replace the class.
        1. In this case, persons who are granted a seat will be titled Senator.
        2. If there was one Senator remaining when elections took place, they would assume the position of Class President.
     5. There is a limitation on time a Senate class will have to replace vacant seats. This limitation will be set at three (3) weeks, after which the power to nominate permanent proxies will fall to the Executive Board, followed by supermajority approval of nominees by the Senate.

## Pre-Election Obligations

* 1. Candidates are required to attend a mandatory pre-election meeting where election by-laws, candidacy petitions, and other materials will be handed out.
  2. All recognized Senate candidates are obligated to spend one hour meeting and talking with the Allegheny student community and must attend at least one Senate meeting prior to the election.
     1. The Press Secretary shall be responsible for keeping track of candidate obligations.
  3. All Senate candidates are obligated to attend all events as deemed mandatory by the Press Secretary. Failure to do so may result in removal from elections.
     1. Twenty-four (24) hour notification must be given to the Press Secretary in the event an absence is necessary. Valid excuses include but are not limited to (death in the family, existing medical conditions, college sanctioned sports practice, etc…)

## Post-Election Obligations

* 1. Prior to assuming the Office of Senate, each Senator-Elect must attend an orientation session. At this session, the Constitution, By-Laws, and other relevant materials will be distributed and reviewed in order to inform the Senator-Elect on how the organization operates.
     1. Candidates who have not done so previously will be required to complete two social justice trainings. Such as Diversity/inclusion training, safe zone, bystander training. Other trainings must be approved by the DIC.

1. **Election Infractions and Procedures**
   1. Election Infractions
      1. Candidates are upheld to a certain standard of behaviors when campaigning. If a candidate is found to violate these, certain actions and punishments may be taken against them. A few actions and behaviors that constitute infractions include but are not limited to:
         1. Bribery - material goods given out for the explicit exchange of a vote
         2. Negative Campaigning against other candidates
         3. Coercion - using force or other means to procure votes
   2. Reporting Election Infractions
      1. If a candidate is found to have violated election by-laws, college policy, or the Student Code of Conduct, members of the Allegheny College community may and are encouraged to report these infractions to the Attorney General who will move on reports to the Student Election Commission.
   3. Adjudicating Election Infractions
      1. The Student Election Commission will review initial reports and recommend valid infractions to the Judicial Review Board. The JRB shall determine necessary actions that should following including possible punishments for the individual(s) in question.
   4. Consequences for Election Infractions
      1. If a candidate is found guilty of election infractions, definite consequences will include removal from elections and a permanent ban on running for office within ASG.

## Standing Offices

* 1. The following committees will stand each academic year: Finance, Rules, Student Life, Public Relations, and Concert & Special Events.
  2. For all committees to conduct official business quorum is required
  3. Office of the Treasury
     + 1. During second semester of each year, the members of the Finance Committee will serve as voting members on the Special Committee of the Budget.
          1. The Special Committee of the Budget shall oversee the creation of a budget for all ASG recognized student organizations.
       2. The Finance Committee and the Special Committee of the Budget shall be led by the Director of the Treasury.
          1. The Finance Committee shall be comprised of one senator from each class.
       3. The Director of Treasury shall be in charge of electing a member of the committee to be Financial Controller who will be second in command.
          1. The Financial Controller shall oversee expenditures of funds and makes recommendations on all proposals concerning the Treasury.

### Office of Communications and Press

* + - 1. Lead by the Director of Communications and Press
      2. Comprised of one senator from each class, with one senator given the position of Press Secretary
         1. The Press Secretary shall also oversee the running of Senate and Presidential elections
      3. Will be primarily concerned with an accurate formation and perpetuation of the image of Allegheny Student Government through media outlets such as The Campus, WARC, ACTV, and the college Office of Public Affairs
      4. Will maintain the official Allegheny Student Government website and a consistent presence on social media
      5. Will work with the Student Election Commission to promote electoral participation to the student body through social media and other means.

### Office of the Interior

* + - 1. Lead by the Director of Interior
      2. Comprised of one senator from each class, each of whom will hold one of the following positions

#### Secretary of Sustainability and Environmental Affairs

Will hold meetings with the campus sustainability coordinator and other administrative faculty as necessary to determine suitable projects and guide institutional environmental policy.

Will serve as the liaison between ASG and different environmentally minded organizations, groups, and individuals on campus to facilitate coherent programming, including organizing events into themed weeks and avoiding uncoordinated duplication of efforts.

Will be in charge of approving community service as defined in the bylaws.

* + - * 1. Secretary of Student Life

Will investigate, review, and recommend action concerning any matter brought to it concerning students. This includes but is not limited to college services provided through the student affairs divisions of the college.

The secretary of student life will also be responsible for compiling and implementing the annual campus and student life survey.

### Office of Diversity and Inclusion

* + - 1. Lead by the Director of Diversity and Inclusion
      2. Comprised of one senator from each class, one of whom will be appointed as Secretary of Diversity and Inclusion and serve as second in command to the Director of Diversity and Inclusion.
      3. Will address issues surrounding power, privilege and difference.
      4. Shall aim to increase inclusivity within the Allegheny College Community.

### Special Committees and Commissions

### Committee of the Budget

* + 1. The Committee of the Budget will be formed at the end of spring semester to review monetary requests from recognized organizations for the following fiscal year. It will create and submit a proposed budget to Senate by the eleventh week of the spring semester.
    2. The voting members of the committee will consist of the President (chairperson), Vice President, President-Elect, Vice President-Elect, Treasurer, Controller, and Finance Committee.

### Budgetary Equalization Act

* + 1. The Committee of the Budget may not allocate or disburse more than seven percent of the total budget expenditures after revenue application to any one organization or any group of such sponsored organizations applying jointly.
    2. All groups seeking budgetary allocations must disclose all other sources of funding during the previous fiscal year, including, but not limited to: revenues, grants, awards, material gifts, and expenditures made on the group’s behalf.
    3. Each group requesting funding will be required to provide a list of members. The committee may also request a signed membership roster, verifying the members are currently active
       1. The committee may also opt to request that each person named on the membership list provide a signed letter stating they are a current member.
       2. If the committee deems a membership list to be inflated or otherwise falsified, they may refuse to allocate funds on this ground.
    4. Upon receiving the budget proposal, the Senate may make any changes it deems necessary by a majority vote.
    5. The proposed budget must be presented before Senate no later than the second Tuesday following the hearings. The final proposed budget must be approved by supermajority vote of Senate present at two consecutive meetings.
    6. An organization that wishes to petition the proposed budget may do so in accordance with the following procedure.
       1. File a grievance in writing with the Controller within 48 hours of receiving the proposed budget. If this deadline is met, a meeting of the Committee of the Budget and persons presenting the grievance will be held to review the complaint.
          1. This meeting will be held within a week after the hearings. The Committee will present reasons as to the allotted budget and any concerned persons can present their case.
          2. At any point and time, students can appeal to the Senate, with or without having exercised the above ability.
  1. Student Election Commission
     1. The commission will consist of the ex-officio members of the Rules Committee and the Attorney General as well as the Press Secretary
     2. The commission will review all aspects of elections, including but not limited to:
        1. annual review of election procedures, ensuring fulfillment of pre-election obligation requirements, and verification of election results.

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# Article II Executive Branch

## Executive

* 1. President
     1. Elected for a term of one academic year
     2. Responsible for the organizing executive board meetings.
     3. Establishes goals and missions for the student government to follow and pursue for the upcoming academic year.
  2. Vice President
     1. Elected for a term of one academic year
     2. Responsible for calling together general meetings and compiling an agenda. Also calls meetings to begin and acts as the chairperson.
     3. Establishes goals and missions for the student government to follow and pursue for the upcoming academic year.

## Cabinet

* 1. The President and Vice President will appoint a cabinet for a term of one academic year for advisory and administrative purposes.
  2. Cabinet members are appointed by the President and Vice President and approved by a simple majority vote of the senate (defined herein as fifty percent of quorum plus 1). Cabinet members must fulfill their duties delegated to them by both the Executives and these By-Laws. Cabinet members are required to attend all assigned committee meetings and all Senate meetings. Two unexcused absences are permitted per semester. No more than four absences, of any kind, are allowed in a semester. Cabinet members must also complete five (5) hours of approved community service per term of office. The President may call a Cabinet meeting as often as they deems necessary.
  3. Cabinet members shall hold office for one term, herein defined as a period of one year.
  4. The Cabinet shall include:
     1. Chief of staff
     2. Director of the Treasury
     3. Director of Communication and Press
     4. Director of Diversity and Inclusion
     5. Director of Interior
     6. Attorney General
     7. Historian
  5. Duties of the Cabinet
     1. Chief of Staff
        1. Appointed by Pres and VP for a term of one academic year
        2. Reports to the President and Vice-President and acts as a liaison to the cabinet
        3. Assists in cabinet functions when and wherever necessary, including overseeing other cabinet members’ fulfillment of work
        4. Acts as a point of contact between the President and Vice President and the rest of ASG
        5. Leads and directs the work of others
        6. Serves as the general assistant to the Executives and a

### Director of the Treasury

* + - 1. head of the Office of the Treasury, which is comprised of one senator from each class
      2. will conduct an application and interview process within two weeks of the election of First year senators. Official guidelines of the application and interview process are found in the By-Laws (\_\_\_\_\_)
      3. serves as a voting member of the special committee of the Budget
      4. will supervise and administer the use and budgeting of any and all funds.
      5. Will submit a financial statement to Senate once a semester.
      6. Once appointed, the Director of the Treasury will not serve as a financial officer of any other funded organization.
      7. holds tie-breaking voting power
      8. will appoint one senator on the committee as the Financial Controller
         1. The Financial Controller will be the second in command of the Office of the Treasury and will also serve as a voting member
         2. The Controller will assist the Director of the Treasury in overseeing the usage of all funds and review the financial records once a semester.
         3. The Controller will review and give signed approval of the financial statements before these statements are presented to Senate.
         4. Once appointed, the Controller will not serve as a financial officer of any funded organization.
         5. The Controller will assume all duties of the Director of the Treasury if and when the Director finds themselves unable to fulfill all duties
         6. The Controller will serve as the interim Director of the Treasury if the Director steps down or is removed from office up until the time the president and Vice President have selected a replacement Director of the Treasury, which the Financial Controller is allowed to be chosen for

### Director of Communications and Press

* + - 1. Head of the office of Communications and Press
      2. has 1 senator who is the Press Secretary as appointed
      3. will conduct an application and interview process for the position of Press Secretary within two weeks of the election of First year senators. Official guidelines of the application and interview process are found in the By-Laws (\_\_\_\_\_). Application process will require a writing sample.
         1. Press Secretary

Will write press-releases for media outlets

* + - 1. **Transparency Clause:**
      2. ASG image
      3. have a hand in elections
      4. serve as liaison to The Campus, WARC, ACTV, and the college Office of Public Affairs
      5. social media will be a minor role within the larger part of this position

### Director of Diversity and Inclusion

* + - 1. Head of the Office of Diversity and Inclusion
         1. deal with issues surrounding power, privilege and difference.
         2. Monitor of campus climate
      2. will appoint a senator to assist them

### Director of Interior

* + - * 1. Head of the Office of the Interior
        2. The Director of Interior will act as a mediator between the Allegheny Student Government and the student body.
        3. Includes Student Life responsibilities
        4. 4 senators who will be appointed to the following positions. The reason for placing these positions under the Interior is because complaints related to student life can be categorized as issues of Sustainability,

#### Secretary of Sustainability and Environmental Affairs

* + - * 1. define responsibilities of sustainability and environmental affairs.

1. Ad Hoc Committees
   1. Section 1: Description
      1. An Ad Hoc Committee may be created to address and discuss specific issues of importance to the Allegheny College Student body with the intention of devising a solution or recommendation for the task at hand. Once the objective or task is adequately complete, Ad Hoc committees will be dissolved.
   2. Section 2: Chartering Procedure
      1. Ad Hoc committees will be governed by a charter outlined in a written proposal presented to the ASG Senate.
         1. **A template outlining the requirements for a charter can be found on the Allegheny Student Government Website.**
      2. Approval and Formation of the Ad Hoc Committee
         1. All charters for proposed Ad Hoc Committees will be brought forward to ASG Senate at a general meeting where they will be voted on by the senate.
         2. A simple majority vote of the Senate will be required for approval.
   3. Section 3: Dissolution and Renewal
      1. Dissolution
         1. All Ad Hoc Committees that complete their stated objectives before or by their anticipated date of completion need to go through ASG to be officially dissolved.
         2. A statement of dissolution of dissolution is needed including and not limited to:
            1. Records
            2. references (If applicable)
            3. Findings or drafted legislation
         3. Once a committee is dissolved through ASG, future committees can no longer be renewed or proposed under the original charter.
         4. Any committee that reaches the end of the academic school year before they officially dissolve will automatically default.
      2. Renewal
         1. Committees that did not dissolve the previous academic year or reach the anticipated date of completion without dissolving are eligible to renew their charter and continue the work of the Ad Hoc Committee.
         2. The charter eligible for renewal must once again be brought before ASG to majority approval.
            1. On the charter, committees up for renewal must mark this is a committee up for renewal and add their reason for renewal under their statement of purpose.
            2. Section 4. Ad Hoc Legislation
2. Any findings by Ad Hoc Committees will be stated in the Statement of Dissolution and will be dispersed to the student body through the powers of the Senate and no further action will be required.
   1. A Chairperson elected by the Ad Hoc Committee will be the official spokesperson for their groups findings or updates. They may request a time in the ASG agenda.
3. Any piece of legislation an Ad Hoc Committee drafts as a result of their work must undergo a 2 week approval process by the ASG Senate.
   1. Week 1: Committees will propose their piece of legislation to the ASG Senate, where discussion on the matter may be held. No motion can be passed and the Senate shall disburse the legislation to the student body through usual means of communication for feedback.
   2. Week 2: Here senators can once more discuss the legislation at hand and input student opinion into the matter. Once discussion is complete, a senate sponsor is required for the bill and the piece of legislation will pass through senate as per constitutional rules.
   3. Prior to bringing any legislation up to senate, Ad Hoc committees are encouraged but not required to contact the Rules Committee for assistance or advice on drafting up a document.
4. Senator Elections and Referenda
   1. Section 1: Description
   2. Section 2: General Procedure

# Article X. Removal

## Section 1 : Removal of Student from Office

1. Impeachment proceedings are as follows:
   1. The ASG Senate may by a 2/3 vote impeach a member of the Senate. Previous notice of the vote to impeach a member of the Senate must be given at the regular meeting of the Senate immediately prior to the meeting at which the impeachment vote takes place. An impeachment vote shall only take place at a regular meeting of the Senate, and the member to be impeached shall reserve the right to speak in their defense before the vote takes place.
   2. Recall
      1. Petitions
         1. A petition seeking a recall election shall be submitted to the Elections Commission, as follows:
         2. A petition to recall an elected member of the ASG legislative body shall not be valid unless it contains the signatures of at least 15 percent of the Allegheny Student body.
      2. Verification of Petitions
         1. The Elections Commission shall, if it determines the signatures on the petition to be authentic and sufficient in number, call and conduct a recall election on two consecutive days, not less than 10 nor more than 21 days after it has made its determination.
         2. If the Commission does not make a determination as to the authenticity of the signatures and their sufficiency in number within 7 days after the petitions have been submitted, its responsibilities devolve upon the President of ASG, or, in the case of a petition to recall the President or the Vice President of ASG, upon the judicial and legislative bodies.
            1. The President of ASG (or the relevant ASG judicial and legislative body, if the responsibility devolves upon it) must make its determination as to the authenticity of the signatures and their sufficiency in number within 4 days after such responsibility has devolved upon it from the Elections Commission.
            2. If the petitions are determined to be in order, the Elections Commission shall call and conduct a recall election on two consecutive days not less than 10 nor more than 21 days after the petitions were determined to be in order.
         3. The Judicial Board shall have the power to investigate any fraud or wrongdoing in the process outlined in section 2 above. If such fraud is found, the Council may, by a 2/3 vote overturn any ruling on the validity of recall petitions.
         4. If a recall election against the President, the Vice President or, a Senator of ASG is successful, that person shall immediately lose their office.

# Article XI. All College Committees

Section 1: Definition

Section 2: Appointment

Section 3: College Committees

Section 4: Removal

# **Article XII.** Miscellaneous

*Section 1 : Community Service*

1. *Allegheny Student Government senators shall be required to complete (5) hours of community service. These community service activities shall be approved and recorded as needed by the (Director of Interior).*

*Can include definitions of terms which may be ambiguous*

*Can include provisions which overarch multiple articles or don’t fit in any article*