Bylaws of the Simpson College Student Government Association

Adopted January 10, 2007
Amended February 2015

Section 1: Bylaws Defined

These Bylaws shall govern the operation of the Student Government Association (SGA) and mirror the construction of the Constitution of the Simpson College SGA.

Section 2: Executive

This section will regulate the implementation of Article II of the Constitution of the Simpson College SGA.

A) The SGA President shall:
1. Serve from December to December;
2. Have the authority to call emergency and special sessions of the SGA Senate;
3. Create committees as deemed necessary;
4. Appoint SGA Manager and positions with confirmation from the SGA, Adviser(s), and SGA Student Body Vice President;
5. Nominate persons to serve on the Student Conduct Board with a confirmation vote from the SGA Senate.

B) The SGA Vice President shall:
1. Serve from December to December;
2. Chair the SGA Senate;
3. Vote in case of a tie;
4. Oversee the coordination of the Committees of the Senate;
5. Will update the SGA Constitution, Bylaws, or Finance Code based on revisions passed by the Senate;
6. Assume the responsibilities of the SGA President if the SGA President is unable to fulfill their responsibilities.

C) Class Presidents shall:
1. Serve from April to April;
2. Chair an SGA committee created by the SGA President;
3. Give an oral report at all regularly scheduled SGA Senate meetings.

D) SGA Manager shall:
1. Serve from April to April;
2. Record and distribute the SGA Senate minutes to the student body, faculty, administration, and staff;
3. Maintain all SGA social media sites;
4. Create advertising for all SGA sponsored events;
5. Register SGA as a student organization each semester.

Section 3: SGA Senate

This section will regulate the implementation of Article III of the Constitution for the Simpson College SGA.

A) Voting Member Absences
1. Substitutes shall not be recognized as voting members of the SGA Senate.
2. A simple majority of voting members is necessary to conduct an official SGA Senate meeting. Voting members may move to cancel a regular scheduled meeting at the expense of an absence if it anticipates a lack of quorum.
3. An SGA member will be removed from office at four (4) absences per semester recorded by the SGA manager.
4. Absences include and quantify as the following:
   a. Missing one full meeting of the SGA Senate will count as one (1) absence.
   b. Being tardy of ten minutes or more to SGA Senate meetings will count as a half (1/2) absence.
   c. Leaving meeting early without a point-of-privilege will count as a half (1/2) absence.
   d. Missing an SGA appointed committee meeting chaired and reported by Class Presidents will count as a half (1/2) absence.
5. Appeal for exception to the aforementioned:
   a. All appeals must be submitted within one week of the absence.
   b. Extensions can be granted by the Executive Committee upon extreme circumstance.
   c. Exceptions to absences pertaining to regular SGA Senate meetings are to be written and presented to the Executive Committee for recommendation to be approved by a simple majority in the following SGA Senate meeting. Exceptions include and are not limited to:
      i. Family emergency
      ii. Serious Illness
   d. Exceptions to absences pertaining to SGA appointed committee meetings are to be written and presented to the Executive Committee to be approved by a simple majority. Exceptions may include and are not limited to:
      i. Family emergency
      ii. Serious Illness
      iii. Academic events or requirements
      iv. Athletic Events
6. When leaving early, members must be granted a point-of-privilege prior to commencement by the Student Body President or Vice President.
7. A Senator who has been removed from office because of absence shall not be eligible to run for office until the next academic year.
B) Voting Member Academic Policy
1. Good academic standing requires that the member of Senate will maintain a cumulative GPA of 2.5 during all semesters of membership and prior to running for office. By obtaining and/or running for office, this provides for review of all academic records but the SGA Advisors. Failure to maintain a cumulative 2.5 GPA will result in immediate removal from office with no appeal process.

C) SGA Budget
1. The SGA Senate shall approve all budget requests by a simple majority.

D) Parliamentary Procedure
1. The SGA Senate shall follow Robert’s Rules of Order.

Section 4: Student Conduct Board

This section will regulate the implementation of Article IV of the Constitution of the Simpson College SGA.

A) Selection
1. All members, with exception of any First-Year members of the SGA Student Conduct Board must be confirmed in April.
2. All First-Year students appointed to the SGA Student Conduct Board must be confirmed before October.

Section 5: SGA Financial Advisory Committee

This section calls for the creation of an SGA Financial Advisory Committee and regulates the implementation of the committee.

A) Membership
1. Voting Members
   a. One Senator from each class approved by the SGA Senate
   b. Committee Chairperson (Votes only in the event of a tie)
2. Non-Voting Members (Not required to attend meetings)
   a. Student Body President
   b. Student Body Vice President
   c. Class Presidents (Except for the Finance Committee Chairperson in the case of a tie on the Finance Committee)
   d. SGA Manager

B) The Chairperson shall:
1. Schedule meetings;
2. Present SGA Financial Advisory Committee recommendations to the SGA Senate;
3. Update current SGA Operating Budget and Reserve Funds and announce the totals at each SGA Senate meeting;
4. Coordinate the Spring Budget Hearings with Tier One Organizations;
5. Coordinate the Fall Budget Hearings with Tier Two Organizations.

C) Responsibilities: the SGA Financial Advisory Committee shall:
1. Review all budget requests before they are presented to the SGA Senate;
2. Orchestrate the Spring and Fall Budget Hearings.

Section 6: Impeachment

This section will regulate Article V of the Constitution of the Simpson College Student Government Association.

A) Procedure
1. One Senator from each class, approved by the SGA Senate, shall form a committee to investigate the alleged misconduct before submitting a recommendation to the SGA Senate.
2. All evidence presented to the SGA Senate in support of the recommendation must be provided to the accused individual.
3. Before the SGA Senate can vote to impeach any member of SGA, the motion must have been tabled for two weeks to allow ample time for the gathering and review of evidence.

Section 7: Sunshine Law

A. Public Availability of the Agenda and Minutes (PAAAM)
1. The Vice President shall be required to send a digital copy of the SGA Proposed Agenda in an email to the Editor-in-Chief of The Simpsonian on the Monday prior to the regularly scheduled Wednesday SGA Meeting. The Vice President will make the agenda available to the college community at least 24 hours prior to the regularly scheduled SGA meeting.
2. In the case of an unscheduled, emergency meeting of the SGA, the Vice President will notify the college community via an email at the same time as the members of the SGA are notified.
3. Minutes of the SGA will be made available to the public through posting on the SGA webpage upon completion by the SGA Manager and distribution of those minutes to the members of the SGA.

B. Suspension of Minute Taking
1. Suspension of the taking of minutes will not be allowed except in the following instances:
   a. Discussion of Student Conduct Board candidates
   b. Discussion of information sensitive to the college that is not readily available to the public
   c. Discussion of the private affairs of any Simpson student
2. Suspension of minute taking can be called by any member but must be approved by the chair/Vice President
**Section 7: Definitions**

This section is intended to clarify the meaning of the Constitution of the Simpson College Student Government Association, the Bylaws of the Simpson College Student Government Association, the Finance Code of the Simpson College Student Government Association, and the Election Code of the Simpson College Student Government Association.

**Quorum:** Fifty (50) Percent plus one voting member of all eligible voting members of SGA Senate

**SGA:** Acronym for Student Government Association

**Simple Majority:** Fifty (50) percent plus one vote of all votes cast.

**Student Body:** All part-time and full-time enrolled students at Simpson College.

**Supermajority:** Two-thirds of all votes cast.

**Vacancy:** Any open position on the Student Government Association.
Election Code of the Simpson College Student Government Association

Amended February 2015

Section 1: Election of Members
A) Elections of SGA members shall be held in the months specified in the Constitution.
B) Executive Committee shall be responsible for the April elections.
C) Executive Committee will be responsible for September elections. In the absence of such a committee, the SGA shall be responsible for forming a special election committee to run first-year student elections.

Section 2: Voting
A) All voters must be recognized by the SGA Advisor as Simpson College students.
B) Students shall vote with the class for which they entered Simpson College with. Transfer students will be placed with a class according to the number of semesters attended at another institution.

Section 3: Special Election Circumstances
A) If the winning candidate refuses an office that is legally won, the candidate’s votes shall not be counted and only the votes for all the other candidates will be counted and a winner will be determined by the SGA Advisor.
B) If no candidate accepts an office, the office shall remain vacant until a qualified candidate, according to the SGA Constitution, requests the SGA to hold a special election for the vacant position.
C) Special Elections
1. In the event that a member of SGA is removed from office, a special election to fill the vacant office shall be held within two academic weeks from the removal of that member’s appeal date which shall be set up through the Executive Committee. In the case of the removal of a Class President, SGA will vote one of the remaining four Class Senators into the position of Class President to serve the remainder of the former President’s term. After voting on the Class President has been made, the Executive Committee will host a class wide ballot to replace the Class Senator’s position.
2. In the event that a member of SGA realizes they must resign from office for the full spring semester of the academic year, that member must state their intent to resign to the SGA senate at least two weeks prior to dead-week of fall semester followed by an official resignation note to confirm their intent and active date of resignation. Following their statement, Executive Committee will hold a special election to fill the open office before the end of that semester. The member of SGA will continue to hold their position through the end of fall semester.
D) All special elections shall follow all guidelines set forth in the SGA Constitution, Bylaws, and Election Code.

Section 4: Campaigning
A) Posters
1. The SGA Advisor must approve posters prior to circulation.
2. In the event of poster vandalism those found responsible, if running in an election, shall be withdrawn from the race immediately.

B) Debate/Forum
1. All students wishing to run for Student Body President, Student Body Vice President, or Class President may participate in a debate or forum event for the student body.

C) Video
1. All students running for an SGA position may make a video to be posted online.