PREAMBLE

It shall be the duty of the Becker College Student Government to serve as the voice and represent the overall student community of the College. The Student Government Association (SGA) will represent student interests, promote unification between the two campuses, increase student engagement and participation in policy-related conversations, foster understanding of the Becker core values, enhance communication channels between students, faculty and administrators, and promote the general welfare of the undergraduate student body.

ARTICLE I - NAME

The name of this organization shall be the Student Government Association of Becker College, hereafter referred to as SGA.

ARTICLE II - PURPOSE

It shall be the purpose of SGA to represent student interests, promote unification between the two campuses, increase student engagement and participation in policy-related conversations, foster understanding of the Becker core values, enhance communication channels between students, faculty and administrators, and promote the general welfare of the undergraduate student body.

This organization agrees to abide by the Code of Student Conduct and uphold the educational mission and core values of Becker College.

ARTICLE III - AFFILIATION

The Becker SGA is a member of the national American Student Government Association (ASGA) organization.

ARTICLE IV - MEMBERSHIP

Section 1: Executive Board- the Executive Board (E-Board) shall be composed of seven (7) elected officials: President, Vice President of Worcester, Vice President of Leicester, Treasurer, Secretary, Public Relations and Parliamentarian. The Executive Board shall preside over and conduct all meetings of the SGA. All E-Board members shall have voting power in the Senate. The Executive Board shall be elected by general elections in the spring semester. The E-Board will have weekly meetings in addition to general SGA meetings.

Section 2: Senate- the Senate shall be composed of all the individual class elected officers. These positions are: Senior Class President, Senior Class Vice President, Junior Class President, Junior Class Vice President, Sophomore Class President, Sophomore Class Vice President, Freshman Class President, and Freshman Class Vice President. All class presidents shall have voting power in the Senate. The class officers shall be elected by general elections in the spring semester.

Section 3: General Members- Any Becker College student may be a general member of Student Government. Meetings are open to the entire Becker community (unless a meeting is identified as
a closed meeting). General members cannot vote, make a motion or chair a committee. However, they can serve on committees and be involved in discussions prior to voting. In order to serve on a committee, one must attend three SGA meetings in one month. Once this has been achieved, then the general member must follow the same rules of attendance as the Senate in order to officially serve on a committee.

*In alignment set forth by this governing body, all members of the Executive Board and Senate must maintain a 2.5 GPA or higher. Only currently registered students, faculty and staff may be active members in this organization. Only active members may vote or hold office.*

**Section 4: Advisor** the SGA advisor will be a representative from the Office of Campus Activities & Leadership Development.

**Section 5: Anti-Hazing Statement** This organization complies with all State and Federal laws, including the Massachusetts State Law that prohibits the practice of hazing. In conjunction with the Commonwealth of Massachusetts Becker prohibits "hazing" in any form. Students will not only be disciplined by the College but will also be held responsible under state law; Chapter 665–The Commonwealth of Massachusetts, An Act Prohibiting the Practice of Hazing. Furthermore, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of College recognition, as well as, disciplinary action against any individual students who participate in hazing. Additionally, students and faculty/staff in this organization understand their duty to report any situation that constitutes hazing immediately to the Director of Campus Activities & Student Leadership Development. Failure to report instances of hazing may also result in disciplinary action from the College against knowing individuals.

**Section 6: Non-Discrimination Statement** Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status. This organization supports and encourages respect for political, religious, ethnic, racial, physical, generational, sexual, and intellectual differences because such respect promotes free and open inquiry, independent thought, and mutual understanding. In support of the Core Values at Becker College, all student organizations are open to any full-time student, faculty or staff member.

**ARTICLE V - OFFICERS & ELECTIONS**

**Section 1: Duties of the Executive Board** the duties of the Executive Board shall be to address student concerns and issues, to execute all SGA decisions, to appoint students to all committees and/or councils, and to act as the representatives of the students to the administration for all student body business. The E-Board shall act as a general steering committee for the Government and are responsible for having a working knowledge of the Constitution.
Section 2: Duties of the Senate - the SGA Senate shall serve as representatives of the undergraduate student body. The Senate shall work to protect the rights of students, defend the integrity of this constitution, discuss and promote issues relevant to campus life, and discuss matters which affect the general welfare of the community. Additionally, as the SGA Senate is comprised of class officer positions, the Senate shall also be responsible for examining issues and promotion information relating to each individual class.

Section 3: Executive Board & Senate Qualifications & Requirements - a full time undergraduate student is eligible to pursue an Executive Board position on the SGA, provided that the following requirements are met.

Qualifications:

1.) Must be a full time student, and planning on being enrolled at Becker and on campus for the two semesters following elections
2.) Candidates must have attended at least 2 SGA meetings during the current academic year in order to be eligible to run
3.) Candidates must file paperwork for candidacy, and have 25 student signatures in support of their candidacy
4.) All candidates must have a GPA of 2.5 or higher
5.) All candidates must be in good standing with the College according to the Becker student conduct handbook and have no outstanding student conduct concerns

Note: Candidates running for President, Vice President for Leicester or Vice President for Worcester positions must also meet the following additional requirements:

6.) Must have completed at least four semesters of undergraduate education
7.) Must have served at least one year on a previous SGA executive board administration

Responsibilities/Position Descriptions

President

1) Shall act as primary representative of the Student Government Association to all students, faculty, administrators, Becker College Board of Trustees, the media, former students, and the general public.
2) Shall manage all external affairs of the SGA.
3) Shall work closely with the VP of Worcester and VP of Leicester to manage all aspects of the SGA organization.
4) Shall create ad-hoc committees as necessary, and will appoint executive officers and general members as appropriate to said committees.
5) Shall preside at all SGA meetings and ensure that all meetings are conducted in an orderly manner.
6) Shall act as the presiding officer, and set an example for the assembly regarding courtesy, fairness, and the application of rules and must maintain a position of impartiality.

**Vice-President(s) of Worcester & Leicester**

1) Shall assume all the duties of the President in temporary absence of the President.
2) Shall act as coordinators of the two boards: Student Life Board and Academic Board.
3) Shall work closely with the President to manage all aspects of the SGA organization.
4) Shall appoint other executive officers, senate members, and general members to appropriate committees (Student Life, Academic, or other ad-hoc boards that are formed during the year).
5) Shall carry out other duties necessary by the consensus of the Executive Board.

**Treasurer**

1) Shall handle all financial transactions pertaining to the Student Government Association.
2) Shall Chair the Campus Budget Committee, overseeing all allocations of funds to other student organizations in tandem with Campus Activities & Student Leadership Development Department.
3) Shall keep accurate records of all transactions of the SGA and student organization allocation process.
4) Shall bring all Special Funding Requests to the Executive Board for approval.
5) Shall serve on either the Student Life or Academic Board for their year of service.

**Secretary**

1) Shall record the minutes of every SGA meeting (executive, general and special).
2) Shall distribute all minutes in a timely manner to the appropriate constituencies.
3) Shall serve on either the Student Life or Academic Board for their year of service.

**Public Relations**

1) Shall oversee the Facebook page and Twitter account for the Becker College Student Government Association.
2) Shall create all promotional material for the SGA in tandem with the Marketing Department of Becker College.
3) Shall oversee the SGA e-mail account, forwarding e-mails to the appropriate SGA members or responding directly to e-mails in a timely manner.
4) Shall serve on either the Student Life or Academic Board for their year of service.
Parliamentarian

1) Shall assist the President with following Parliamentary Procedure at every meeting (executive, general, special).
2) Shall oversee all SGA training on Parliamentary Procedure for all executive officer, senate, and general members.
3) Shall assume all duties of the Secretary in their absence at any SGA meeting.
4) Shall serve on either the Student Life or Academic Board for their year of service.

Senior Class President & Vice-President

1) Shall act as representatives of their respective class, and will constantly consult classmates for issues of concern and quality of life issues on campus.
2) Shall act as chairpersons of the senior events committee to prepare all senior events.
3) Shall work with the Campus Activities & Student Leadership Development Office representative to plan all “Senior Send-Off” events.
4) Shall serve on either the Student Life or Academic Board for their year of service.

Junior Class President & Vice-President

1) Shall act as representatives of their respective class, and will constantly consult classmates for issues of concern and quality of life issues on campus.
2) Shall act as chairpersons of the junior events committee to prepare all junior events.
3) Shall serve on either the Student Life or Academic Board for their year of service.

Sophomore Class President & Vice-President

1) Shall act as representatives of their respective class, and will constantly consult classmates for issues of concern and quality of life issues on campus.
2) Shall act as chairpersons of the sophomore events committee to prepare all sophomore events.
3) Shall serve on either the Student Life or Academic Board for their year of service.

Freshman Class President & Vice-President

1) Shall act as chairpersons of the freshman events committee to prepare all freshman events.
2) Shall serve on either the Student Life or Academic Board for their year of service.
ARTICLE VI- MEETINGS

Section 1: A regular meeting of the SGA shall be held once every week of the fall and spring semesters unless otherwise ordered by the Executive Board.

Section 2: Parliamentary Procedure, according to Robert's Rules of Order, shall be the rule at all the General Meetings of SGA.

Section 3: A quorum shall consist of two-thirds (2/3) of the voting members of the Student Government Association.

Section 4: Any member of the full-time student body, faculty, or administration may attend any general meeting of the Student Government Association unless specified by the Executive Board.

Section 5: In the event that a special or emergency meeting is needed, the SGA President shall email and call the Executive Board and Senate Members to communicate the meeting. The meeting shall take place at the most expedient time possible with at least the quorum requirement met.

Section 6: Attendance & Absences- All Executive Board members must attend weekly SGA meetings on a regular basis unless approval for absence has been granted from the SGA President prior to the meeting. The SGA President may grant up to 3 approved absences per academic year. SGA Executive Members are only allowed one unexcused absence per academic year. All Executive Board members are also required to attend all designated SGA- sponsored events sponsored. Repercussions for excessive absences and non-attendance at weekly meetings or SGA sponsored events may include but are not limited to: a probationary period, suspension from the board and/or removal from the board. If any member of the board feels that another member is failing to complete their duties, they may verbally address the issue with the SGA President and Advisor so that they may work with the member in question to determine a follow up.

ARTICLE VII- PROPOSALS

Any elected member of the SGA may submit a proposal for consideration by the Executive Board and Senate at the general meeting. Members of the student body who are not elected members of the SGA may submit a proposal for consideration electronically, via email, to the SGA President. The electronic proposal needs to be received on any Friday at 4:00 p.m. to be announced at the Sunday SGA meeting. SGA will then have a week’s time to review and prepare for the proposal, as it will be on the meeting agenda for consideration, discussion and voting at the next Sunday meeting. General students who submitted proposals electronically will be notified by the SGA President of the exact meeting when the proposal will be up for discussion. All individuals who submit proposals must be present at the SGA meeting when the proposal is up for discussion and voting. Individuals must use the SGA Proposal Form when submitting their proposal.
There must be a simple majority vote of the Executive Board for a proposal to be considered for discussion at a general meeting. A proposal will be agreed upon by a simple majority vote of those present and voting at the general SGA.

**ARTICLE VIII - DISCUSSION & VOTING**

**Section 1: Discussion Process** - If there is a proposal up for discussion and consideration; it will be part of the SGA general meeting’s “Unfinished Business” section of the agenda. The individual who initiated the proposal must be in attendance in order for the conversation to take place. If the individual is present, then he/she will have an opportunity to present, and will be given an allotted amount of time, by the SGA President to present. Once the SGA has heard the proposal, there will be opportunity for discussion. The SGA Parliamentarian will take note of all members who wish speak by recording names (as desire to speak is demonstrated by raising one’s hand), and then the Parliamentarian will call on those individuals in an orderly fashion. Discussion should be respectful, efficient and must be relevant to the topic at hand. Any attendee at the SGA meeting has the ability to participate in the discussion, as long as they follow the SGA guidelines for discussion. Individuals who speak are allocated 1-2 minutes to present their opinion-the SGA Parliamentarian will regulate speaking time. The SGA Parliamentarian will work with the SGA President to determine when the discussion has reached its conclusion. At that time, the proposal will go to a vote.

**Section 2: Voting** - All Executive Board members and Class Presidents, except for the SGA Parliamentarian shall have the privilege of voting power (the Parliamentarian will have the final vote in the event of a tie). Following Robert’s Rules of Order, the SGA Parliamentarian will ask for a motion to vote, as well as for a second. The Parliamentarian will then ask all for all those in favor of the proposal to give an affirmative response (“Aye”), and all those opposed to the proposal to give a negative vote (“Nay”). Anyone voting may decide to vote neither in the affirmative or the negative; in the case where a voting member does not have a position, they may withhold their vote with an abstention (“ABSTAIN”). If it is unclear what the voting decision was after the general vote, the Parliamentarian will then go to an individual vote. During an individual vote, all voting members will be asked state their vote independently. The Parliamentarian will then count the votes to determine the result. A simple majority vote of the voting members is needed to pass a proposal. If a majority vote cannot be reached, then the Parliamentarian will work with the SGA President to determine if the proposal needs to be tabled for a future meeting. Tabled proposals will be discussed again and voted on at a date to be determined by the Executive Board. A proposal can be tabled a maximum of three times, at which point, if the proposal has not been passed after three votes, it will not be eligible again until the following academic year.

**Section 3: In the Event of a Tie** - In the event that a simple majority vote is not reached, the SGA Parliamentarian will have the final vote to break the tie.
ARTICLE IX- ELECTIONS

Section 1: Running for Office- Any candidate wishing to run for an elected position on the Student Government Association must meet the requirements set forth for the office for which the candidate is running, as stated in the SGA constitution (Article V, Section 3). In addition to the requirements stated in the constitution, the candidate must also be currently registered as a student at the time of candidacy. The candidate is responsible for filling out the SGA application (intention to run for office), which can be found on the Student Government “elections” website, as well as obtaining the proper signatures required. Every candidate will then submit the application and signatures to the Office of Campus Activities by the deadline. At that time, candidates will receive information about the campaign process and guidelines (which will also be available online.) Every candidate is responsible for complying with campaign guidelines; failure to comply can result in charges in violation of the Student Code of Conduct, removal of campaign materials, and/or disqualification from the election.

Section 2: “Trickle-Down Election Format”- Elections by the general student body will be held in a staggered format to allow each candidate who is not elected in their first choice position to “trickle-down” ONE time to a second election for another office. All candidates will indicate on their paperwork which position they will “trickle-down” into for their second campaign should they not be elected in their original campaign.

Section 3: Election Voting- Elections will be electronic, and all Becker students will be allowed one vote per candidate for every election round. The SGA advisor, Associate Director of CASL and outgoing SGA president will oversee the election process, including determining vote counts based off of student voting results. A majority of student votes shall determine winners for each officer position. In the event of a tie (tie being defined as the number of votes that separates two candidates is zero; that is, two or more candidates have the same number of votes) a revote shall occur between the candidates who tied. This revote shall begin no later than 72 hours after the close of the previous election.

Section 4: Election Time Frame-

A.) SGA elected positions shall be elected in the spring semester of each academic year. The election will be held in April of the spring semester, with the exception of Freshman Class President and Vice-President who will be elected in late September of the fall semester.

B.) Any special elections shall fall under the jurisdiction of the SGA President.

ARTICLE X- TERMS OF OFFICE

Section 1: Terms of Office- The term of office for newly elected officers begins upon completion of the spring semester. The term of office will run the duration of the academic year, with responsibilities and oversight (as designated by the SGA President and Advisor) taking place throughout the summer months in preparation for the upcoming academic year.
Section 2: Resigning from Office/Vacancies-

A.) Resigning from Office- Any elected or appointed SGA member wishing to resign from his/her position, must submit a letter of resignation two weeks prior to leaving the SGA. This letter must be submitted with signature and date to the SGA Advisor and SGA President.

B.) Vacancies- In the event that a vacancy of an Executive Board position (except for the President) occurs, a new election shall be held for that office. The SGA President will work with the SGA Advisor and the voting SGA members to commence and communication a special election process. A majority vote will determine the winner of any special elections. The SGA President and Advisor will work together to determine and promote any relevant campaign or election information for a special election. In the case of a vacancy for the SGA President position, that office will be filled by either the Vice President for Worcester or the Vice President for Leicester. The voting members of the SGA will vote and a majority vote will determine which Vice President will take over the office of President. Then a special election would be run for the specific Vice President position that has been vacated, and that special election winner will fulfill the office for the remainder of the term of office. In the event of a vacancy of a Senate position, the Executive Board will accept candidacy of an interested general member to fill the position and then vote to make appointments. If there is not a general member who is interested and/or meets the requirements, a student from the general student body may be considered. Specific timelines will be advertised and communicated for students. A majority vote of the Executive Board will determine appointments to vacated Senate positions.

Section 3: Removal/Dismissal from Office- Grounds for removal from office include but are not limited to: violation of attendance policy, abuse and or/misuse of power, insufficient accomplishment of tasks, violations of the Student Code of Conduct/actions unbecoming of an SGA member at Becker College (including illegal/immoral actions or interference with the College’s mission).

A.) Impeachment- the definition of impeachment is a formal document charging a public official with misconduct in office. In the interest of maintaining a responsible and cohesive governing body, some attention must be given to the means by which an irresponsible party may be removed from office. Therefore,

a. Impeachment may only occur by a majority vote by the Executive Board and Senate, and with the approval of the SGA Advisor.

b. Any member of the Executive Board or Senate may raise charges of impeachment against any other elected member of the SGA. These charges need to be submitted in advance of the SGA general meeting to the SGA President and Advisor (in the case that the charge is against the President, the charge then needs to be submitted in advance to the next highest ranking Executive Board member and the Advisor). The SGA member who is being charged needs to be notified before the charge is announced to the general SGA body.
c. The charge will be announced at the SGA general meeting, and then the individual who is being charged and the Executive Board will have a week’s time to prepare for the next meeting where a vote will take place.
d. At the meeting where an impeachment vote will take place, the individual being charged will have a chance to present his/her case and defend his/her position. The individual bringing charges will need to support their position on the charge of impeachment.
e. After the presentations, the highest-ranking Executive Board member who has not been accused will call for a vote from the Executive Board and Senate.
f. The voting must be conducted by secret ballot. The counting will take place by the highest-ranking Executive Board member not being impeached and SGA Advisor.
g. The results of the count must be reported at the same SGA meeting as when the vote takes place. A simple majority vote is required to continue with the impeachment.
h. There is no appeal of the decision once rendered.

B.) Immediate Dismissal- The SGA Advisor may, at any time, dismiss any elected member of the SGA for the following reasons:
   a. Failure to meet the qualifications of their SGA position as outlined in the SGA constitution
   b. Violation of the SGA elected member contract, signed by each member, which outlines expectations of SGA members
   c. Violation of the Student Code of Conduct at Becker College

The SGA Advisor will notify the SGA President (unless the elected member being dismissed is the President, in which case, the Advisor would then work with the next highest-ranking Executive Board member/s) of the intent to dismiss. The Advisor will then notify the officer being dismissed in writing of their dismissal. The SGA Advisor and President (or next highest-ranking Executive Board member/s) will communicate the dismissal to the rest of the Executive Board and Senate, and the vacant position will then be subject to the special elections as outlined in the vacancy section of the constitution. There will be no appeal of the decision to dismiss once rendered.

ARTICLE XI CONSTITUTIONAL AMENDMENTS

The Constitution may be amended by a simple majority vote of the Executive Board and Senate. Amendments may take the form of eliminating a word or words, or adding a word or words.

Section 1: A motion to amend this constitution must be made by an elected Executive Board member or Senate member. Before the motion can be entertained, the SGA President must have received prior notification of the SGA member’s intention to motion to amend, and the motion must be placed on the agenda. To fulfill the notification requirements, the proposed change must be brought to the attention to the SGA President at the preceding meeting.
A.) When notifying the SGA President of a proposed amendment to the constitution, the Executive Board or Senate member must inform the President of what the exact proposed changes are.

Section 2: If an Executive Board or Senate member wishes to propose a change to content of the constitution, then he or she must follow the same guidelines for notification as if it was a basic word change amendment proposal. Following the motion, the SGA would then convene the “Constitutional Review Committee”, which will be comprised of specific Executive Board and Senate members as designated in their position description. The Constitutional Review Committee will review the proposed content change, make recommendations and brief the SGA President on progress/status. The Constitutional Review Committee will then bring their recommendation back to the general weekly SGA meeting for a vote. All Executive Board members have the ability to vote on constitutional content proposals. The proposed change may be amended by a simple majority vote of the Executive Board.

All amendments, additions or deletions must be approved and filed with the Director of Campus Activities & Leadership Development. Appeals for amendment decisions made by the Director may be made to the Vice President of Student Affairs.