

CONSTITUTION AND BY-LAWS

As of March 1, 2011



WASHINGTON COLLEGE
STUDENT GOVERNMENT ASSOCIATION

Washington College
In the State of Maryland

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Constitution of the Washington College Student Government Association

Preamble

We the students of Washington College in order to promote our welfare, represent our opinion, endorse social feeling, protect the best interest of our college, and foster cooperation among ourselves and our community do hereby ordain and establish this Constitution for the Washington College Student Government Association.

Article I. Legislative Powers

Section 1. The legislative power of the Student Government Association shall be vested in the Senate.

Section 2. The Senate shall be composed of members who are elected yearly, by their respective constituents.

- A. The Presidents of each class shall serve as a Senator representing their respective classes.
- B. Members will be elected at the beginning of each fall semester, except class Presidents.
- C. The Speaker will be elected the week before spring break in the spring semester.
 1. Each of the Senators, excluding the nominees, will vote by secret ballot for one of the nominees.
 2. The Speaker shall serve his position either until the next scheduled Speaker election, his impeachment, or his vacating of his office.
- D. The amount of representatives from each dormitory will be prescribed by the number of residents given in the by-laws.

Section 3. The Senate shall convene for the first session on the third Tuesday of the fall semester.

Section 4. Each senator shall hold one vote; the Speaker shall not cast a vote unless in the event of a tie.

Section 5. The Senate shall hold the power to:

- A. Allocate and administer the funds obtained from the Student Activities fee;
- B. Officiate in all elections held by the Student Government Association;
- C. Elect a Speaker;
- D. Introduce, discuss, and vote upon legislation affecting the student body or representing their views;
- E. Establish permanent and temporary committees as needed to conduct the business of the Student Government Association;

- F. Establish, with urging from the President, executive departments to carry out the wishes of the Senate and the students they represent;

Section 6. The Senate shall provide the direction of the Student Government Association.

Section 7. Elections for Senate shall take place no later than the second Tuesday of the fall semester.

Section 8. The Senate may override a Review Board veto with a 4/5ths vote.

Section 9. The Parliamentary authority of the Senate shall be *Robert's Rules of Order*, Newly Revised 10th Edition.

Section 10. If the Speaker of the Senate becomes vacant, the Parliamentarian will call the next Senate meeting to order, move for new elections, and then turn the gavel over to the new Speaker.

Article II. Executive Powers

Section 1. The Executive power of the Student Government Association shall be vested in a President, Vice President, and Financial Controller to be elected to one year terms as follows:

- A. The President, Vice President, and Financial Controller shall be elected separately and will serve a term of one year unless he or she is removed from office or resigns. In the event the President vacates office, the Vice President shall assume all duties of the office and become President. If for any reason the Vice President or the Financial Controller vacates their office, the President within two weeks shall name a successor who must be confirmed by a 3/5 vote of the Senate.

Section 2. The President shall be the Chief Executive Officer of the Student Government Association with the Vice President serving as his/her principle assistant.

Section 3. The permanent executive departments outlined in the by-laws will be headed by Secretaries chosen by the review board. These Secretaries will be chosen every spring by the new Review Board.

Section 4. The Executive Board shall consist of the President, Vice President, and the Secretaries of all departments outlined in the by-laws. The President is the chair of the Executive Board.

Section 5. The Financial Controller shall be the principle executor of the student activities fee and shall have the power distribute funds as the Senate prescribes. The Financial Controller shall also advises the Senate on all actions concerning Student Government Association fund and work to maintain the health of the Student Government

Association's monetary position through advocating fundraising and responsible spending.

Section 6. The President with the assistance of the entirety of the Executive Board shall assist in the coordination of all student activities and functions of the student body.

Section 7. The election of the President, Vice President, and Financial Controller shall be held one week before spring break and will take office at the second Senate meeting after spring break in accordance with prescribed Student Government Association procedures. Within one week of returning from spring break secretaries shall be selected within the prescribed Student Government Association procedures.

Article III. Judicial Powers

Section 1. The Judicial power of the Student Government Association shall be vested in an Honor Board.

Section 2. The amount of members, operation, and procedure of the Honor Board shall be prescribed by the Student Government Association by-laws, student handbook, and the faculty authorities.

Section 3. The Honor Board Chair will be selected by a majority vote of the sitting Review Board prior to the new Executive Board assuming office.

Section 4. The Honor Board Members are selected by the Review Board.

Article IV. Review Powers

Section 1. The power to interpret this Constitution and its by-laws shall be vested in the Review Board, chaired by the Parliamentarian.

- A. The new Parliamentarian shall be selected by a majority vote of the sitting Review Board prior to the new Executive Board assuming office
- B. If the Parliamentarian vacates his/her office, the remaining members of the Review Board appoint a successor by a majority vote. If the Review Board vote is a tie after 5 ballots, the vote shall be put to the Senate with the Parliamentarian candidate receiving the most votes assuming the office immediately.

Section 2. The Review Board shall include the Parliamentarian, Speaker of the Senate, Financial Controller, President, and Honor Board Chair.

Section 3. The Review Board shall act as a liaison between the branches of government, solve disputes and power struggles between branches, and acts a steering committee for the Student Government Association.

Section 4. At least 3/5ths of the Review Board must affix their signatures to any piece of

legislation passed by the Senate for the legislation to have the full force of the Student Government Association. In the case that the legislation in question is the Budget, the Financial Controller must account for one of those three signatures. If the 3/5ths requirement or budget clause is not met the legislation shall be considered vetoed.

Section 5. If a veto is overridden by the Senate the budget clause no longer applies, and the Speaker, Parliamentarian, and President must immediately sign the legislation giving it the full force of the Student Government Association.

Section 6. All appointments to the Executive Board will be filled by a vote of the Review Board. The Parliamentarian will only vote on appointments in the case of a tie.

Article V. Class Officers

Section 1. Each Washington College Class shall elect four officers.

- A. The elections for rising Senior, Junior, and Sophomore officers shall take place during the second week in April and shall take office during the final Senate meeting of the year.
- B. All First Year elections shall take place during the last week of September.

Section 2. The officers shall be President, Vice President, Secretary, and Treasurer.

Section 3. The President shall be a member of the Senate.

Section 4. Any vacancy shall be filled by appointment from the respective President with approval from the Review Board. If the Presidency is vacated the Vice President shall become President.

Section 5. The Class Treasurer and President will be ultimately responsible for all class funds.

Section 6. The Class officers shall have the express power to

- A. Create a class government including a cabinet
- B. Advocate for the best interests of their class

Article VI. Ratification and Amendment

Section 1. Once ratified this Constitution and the by-laws included with it will take effect at the beginning next Student Government Association Executive Board elections cycle

Section 2. This Constitution shall be considered ratified when passed by a 4/5ths vote of the Senate

Section 3. The Senate may propose an amendment to this Constitution by a 4/5ths vote; that amendment will be considered accepted when a plurality of the Washington College Student body at large ratifies the amendment through a referendum at such time that is

appropriate and convenient.

Section 4. Student Government Association by-laws and amendments to by-laws must be voted on at two Senate meetings in a row and passed by a 3/5ths vote of Senate each time voted on.

Article VII. Impeachment and Removal

Section 1. Any officer of the Student Government Association may be impeached by a petition signed by thirty percent of his/her or her constituency.

Section 2. If an officer is impeached he or she will be tried with the Senate acting as the jury. A 3/5ths vote of the Senate shall be needed in order to remove the officer from his/her or her post.

Section 3. A convicted officer may appeal to the Review Board on the grounds of improper or unfair trial procedures. The Review Board shall need a 2/5ths vote to accept the appeal and a 4/5ths vote in order to overturn or remand the Senate's decision.

Article VIII. Conflict of Interest

Section 1. Any Executive Officer may not hold a legislative, judicial, or class officer position.

Article IX. Supremacy

Section 1. This Constitution and its by-laws made in pursuance thereof shall be the supreme authority of the Washington College Student Body; and the officers of every organization shall be bound thereby to any thing in this Constitution and its by-laws; and any constitution, by-laws, laws, or regulations of any Student Government Association sponsored organization in conflict with this Constitution are hereby invalid.

By-laws of the Washington College Student Government Association

Article I. Legislative Branch

Section 1. Senate Procedure

- A. If a Senator is absent from two meetings in one semester they will be warned by the Executive Board not to miss another meeting. If a third meeting is missed, the Senator will appear in front of the Review Board in order to state their case of why they should remain a Senator and can only retain their position through a majority vote of approval by the Review Board. If the Senator is not removed upon the third absence and misses a fourth meeting they will be automatically relieved of their duties as a Senator.
- B. Every Senator must serve on at least one Standing Committee with the exception of Class Presidents who have the option.
- C. Committee chairs of Standing Committees will be selected at the discretion of the respective committees.
 1. No Senator may hold more than one position as Chair.
 2. Each chair is responsible for submitting a mid-year report.
- D. The Senate may form a committee in order to address a need, concern, or problem that appears.
- E. If there is a vacancy in the Senate due to resignation or removal the appropriate constituents will be notified and the seat will be filled by a student from the respective representation area through an application and interview process. The Senator will be appointed through a majority vote of the Review Board.
- F. In the event of an impeachment a removal trial shall adhere to the following procedure:
 1. The Officer in question must be notified forty-eight hours in advance and the hearing shall take place at the very next Senate meeting.
 2. The Speaker of the Senate shall chair the hearing, as it will be under New Business.
 3. The Speaker will read the allegations against the officer.
 4. The Speaker will recognize the author of the motion to remove the officer for five minutes.
 5. The Speaker will then allow the officer in question five minutes to rebut.
 6. The Speaker shall then entertain, for the officer in question still before the Senate, any questions for fifteen minutes. After the questioning the officer in question shall be recognized for an equal fifteen minutes and then asked to leave.
 7. The Senate will be allowed ten minutes to discuss the motion.
 8. The Senate will then vote on the motion by secret ballot. In order to remove the officer there must be a 3/5th vote of quorum.
 9. The officer in question will then be retrieved and the results will be

read.

10. If the Speaker of the Senate is the officer in question the Parliamentarian will fulfill the above mentioned duties of the Speaker.
- G. Any business being entertained by the Senate including, but not limited to, discretionary requests, club recognition forms, bills, resolutions, amendments, and the budget must be sent out at least forty-eight hours before the Senate meeting in which said business is to be entertained.
- H. It is the duty of the Senator to relay information to their respective constituents. Senators will be responsible for giving a brief report at Residential Assistant meetings and for emailing and distributing weekly Senate meeting summaries to their constituents.

Section 2. The Senate Standing Committees

A. The Organizations Committee

1. Shall include four Senators and the Vice President (holding no vote). One Senator on this committee must also sit on the Budget Committee; this Senator can be a voting or non-voting member.
2. All organizations seeking to be recognized as an Student Government Association sponsored organization shall apply with the Vice President who will submit the proposal to the Chair of the Organizations Committee. The committee will review the proposal and make a recommendation to the Senate. The Senate will consider the matter and render a final decision. A majority vote of Senators will approve the club.

B. The Budget Committee

1. Shall include six Senators and the Financial Controller (who shall vote only in the event of a tie).
 - a. A Senator on this committee who is also either a president or treasurer Student Government Association sponsored organization may not present a budget to the committee without another officer of the said organization not affiliated with any branch of the Student Government Association.
2. The budget proposals must carry a recommendation from the Budget Committee.
3. The Budget Committee Chair is responsible for providing a list of all Student Government Association recognized organizations to the Organizations Committee.
4. One member of the Budget Committee will be a member of the Organizations Committee; they may be a voting or non-voting member.
5. In the event that one member of the Senate is a voting member of both committees, he/she shall fulfill this requirement.
6. Shall set forth standardized guidelines for all Executive Board club liaisons bringing forth budgets.

7. All Student Government Association sponsored organizations seeking additional funding shall apply with the Chair of the Budget Committee. Any request for funding from the discretionary fund must go through the Budget Committee, who will sponsor legislation. If the Financial Controller and the Budget Committee are in agreement then a joint recommendation shall be made to the Senate; if they are not in agreement then separate proposals are to be made.
- C. The Academic Committee
1. Shall consist of six Senators and the Secretary of Academics (holding no vote).
 2. Shall, in partnership with the Student Academic Board, address issues related to the academic programs at Washington College.
 3. Shall discuss and make a recommendation to the Senate about any legislation concerning academic issues.
- D. The Senate Social Committee
1. Shall include seven Senators and the Secretary of Social Life (holding no vote).
 2. Will work with the Secretary of Social Life to oversee the spending of funds allocated to the social budget.
 3. Will assist the Vice President with the duties of the annual Chestertown Halloween Parade.
 4. Shall assist the Secretary of Social Life with creating and updating the events calendar.
- E. The Senate Service Committee
1. Shall consist of four Senators and the Secretary of Service (holding no vote).
 2. Will work with the Secretary of Service to oversee the spending of funds allocated to the service budgets.
 3. Shall assess and draft legislation concerning student service life.
 4. At least one member of the Senate Service Committee shall be present at all semester budget meetings to review the club service statements.
- F. The Campus Services and Properties Committee
1. Shall include four Senators and the Secretary of Student Services and Campus Properties (holding no vote).
 2. Shall review the quality and operations of the Washington College Dining Services, Central Services, Health and Counseling Services, and Department of Public Safety.
 3. Shall be the liaison between students and Student Affairs, Buildings and Grounds, Housekeeping, Maintenance, and any other relevant departments in order to funnel student input to the appropriate people for proper response and action pertaining to campus services and properties.
 4. Shall assess and discuss implications of decisions and actions made by the Board of Visitors and Governors Building and Grounds Committee and, through the Senate and Vice President of Student Affairs, take all necessary action to express, protect, and maintain student viewpoints.
 5. Shall address any issues regarding safety that may arise during the

school year.

6. Shall discuss and made a recommendation to the Senate about any legislation concerning safety and the above mentioned services.

G. The Campus Climate and Diversity Committee

1. Shall include four Senators and the Secretary of Diversity (holding no vote).
2. Will work with the Secretary of Diversity to oversee the spending of funds allocated to the diversity budgets.
3. Shall assess, discuss, and report to the Senate regularly about student diversity concerns on campus.
4. Shall assess the effectiveness of diversity initiatives on campus and devise ways to make Washington College a more diverse community.
5. Shall discuss and make a recommendation to the Senate about any legislation concerning diversity matters.

H. The Constitutional Review Committee

1. Shall consist of at least four senators and the Speaker of the Senate, and Parliamentarian (Both holding no vote).
2. Will work with the Parliamentarian and Speaker of the Senate to find any errors, misleading language, or other necessary adjustments to the constitution, and upon such identification, follow the appropriate procedures as outlined by the constitution to correct said errors.
3. Shall discuss and make a recommendation to the Senate about any proposed Constitutional changes.
4. Shall replace the previously recognized Elections Committee, and, in so doing, will assume all responsibilities entailed as listed below:
 - a. Shall meet the membership requirements of the regular Constitutional Review Committee:
 - i. Should one of these persons be running for a position they will be excused from their duties as a committee member
 - ii. In order to fill the empty position created by the previous absence, a temporary member will be placed on the committee until election results have been finalized. This member will serve with the full power of a regular committee member.
 - b. Will advertise all dates surrounding election procedures.
 - c. Will staff the elections table insuring that at all times during polling hours there will be at least two representatives from either the Senate, the Executive Board, or the Review Board.
 - d. Will tally the ballots in the Department of Public Safety directly following the closing of the polls in the presence of the Honor Board Chair
 - e. Shall review and correct election rules and procedures as needed.

Article II. Executive Branch

Section 1. Duties of the Elected Officers

A. The President shall:

1. Serve as chair of the Executive Board and hold a vote only in the event of a tie;
2. Serve as a non-voting representative to the Board of Visitors and Governors;
3. Attend all faculty meetings or send a designee;
4. Give greetings from the student body at both Fall and Spring Convocations, all Open Houses and Summer Registration Days;
5. Serve as a permanent voting member of the Review Board;
6. Write a Presidential mid-year report;
7. Compile the final mid-year report with reports of all other Executive officers, class presidents, and committee chairs.

B. The Vice President shall:

1. Serve as chair of the Executive Board in the absence of the President;
2. Write a mid-year report;
3. Make sure that all archives of Student Government Association are maintained;
4. Serve as the representative in any public affairs matter including but not limited to:
 - a. The Chestertown Halloween parade;
 - b. Any alumni events;
5. Act as the representative to the budget committee for all Student Government Association sponsored athletic organizations.

C. The Financial Controller shall:

1. Handle the monetary business of the Student Government Association;
2. Serve as a direct representative from the students for any Student Activities Fee concerns;
3. Not hold the position of president or treasurer for any Student Government Association sponsored organization;
4. Write a mid-year report;
5. Report to the Senate on financial affairs;
6. Steer the budget committee and create a budget with them;
7. Keep an updated list of all recognized clubs and organizations.

Section 2. Duties of the Executive Departments' Secretaries

A. The Secretary of Academics shall:

1. Organize and serve as Chair and presiding officer of the Student Academic Board;
2. Write a mid year report;
3. Act as the representative to the budget committee for all Student Government Association sponsored academic organizations.

B. The Secretary of Student Services and Campus Properties shall:

1. Continually assess the quality and efficiency of all services provided by Washington College, including, but not limited to:
 - a. Buildings and Grounds;
 - b. Dining Services;
 - c. Health Services;
 - d. Central Services;
 - e. Public Safety;
 - f. Counseling Services.
 2. Hear, gather, address, and act upon student concerns regarding the above services;
 3. Serve as a non-voting member of the Board of Visitors and Governors Buildings and Grounds Committee;
 4. Write a mid year report;
 5. Serve as the ex-officio member of the Services, Programs, and Safety Committee as well as the Buildings and Grounds Committee.
 6. Act as the representative to the budget committee for all Student Government Association sponsored Greek organizations.
 7. Serve on the Washington College Sustainability Council.
- C. The Secretary of Service shall:
1. Represent the Student Government Association on the Student Service Council;
 2. Act as a liaison and lobbyist to Washington College for the furthering of service initiatives;
 3. Serve as the ex-officio member of the Senate Service Committee;
 4. Write a mid-year report;
 5. Act as the representative to the budget committee for all Student Government Association sponsored service organizations.
- D. The Secretary of Social Life shall:
1. Act as the liaison and lobbyist in trying to meet any and all social needs of the student body;
 2. Attend weekly Student Events Board meeting to coordinate and report on campus social life;
 3. Serve as ex-officio member of the Senate Social Committee;
 4. Act as the Student Government Association representative in all Birthday Ball matters and the oversight officer for the Birthday Ball chairs;
 5. Initiate Student Government Association sponsored social activities for the benefit of the Washington College campus with the assistance of the Senate Social Committee;
 6. Write a mid-year report;
 7. Create an events calendar containing all social events of every Student Government Association sponsored organization.
- E. The Secretary of Diversity shall:
1. Represent the Student Government Association on the Diversity Planning Taskforce;
 2. Act as a liaison and lobbyists to further diversity initiatives by

- Washington College;
- 3. Serve as an ex-officio member of the Senate Campus Climate Committee;
- 4. Write a mid-year report;
- 5. Act as the representative to the budget committee for all Student Government Association sponsored diversity organizations.

Article III. The Election Process.

Section 1. Qualifications for office:

- A. Must be a member of Washington College's student body with the intent to remain for the duration of the term;
- B. Be familiar with the duties of the office as set forth in the Student Government Association Constitution and By-laws, which will be included with the petition;
- C. Submit a petition for the office with the required number of signatures from their prospective constituents,
 - 1. Candidates for either a Class Officer position, President, Vice President, or Financial Controller must obtain fifty signatures;
 - 2. Candidates for a Senator position must obtain fifteen signatures.
- D. Dorm Senators shall be elected based on the following (which will be announced at the time petitions are put out):
 - 1. 45 residents: 1 Senator
 - 2. 46-90 residents: 2 Senators
 - 3. 91-135 residents: 3 Senators
 - 4. 136-180 residents: 4 Senators
- E. If applying for President, Vice President, or Financial Controller a signed agreement to carry out the duties of the position must be turned in with the petition.

Section 2. Election Regulations.

- A. Elections shall be held during the day decided upon by the Elections Committee.
 - 1. Elections will begin no earlier than 10 AM.
 - 2. Elections shall end no later than 10 PM.
- B. The voting will take place in the Casey Academic Center and the Dining Hall, each location must be open for at least two hours.
- C. Voting polls must be open for at least five hours.
- D. Notice of the date and time of the Elections will be announced to the campus at least seven days before the election.
- E. A running list of candidates who have met the qualifications for office shall be kept and made available to the student body from the time that elections are announced until the results of the election are finalized. Candidates may submit a brief description, not exceeding 250 words, which concerns their goals for the office and will appear with the running list.
- F. Polling places must be clearly marked as such and shall be run by at least two

representatives of the Student Government Association at all times.

1. The ballots shall be placed in a secure box.
 2. Each person who votes must present a student ID upon request.
 3. No campaign paraphernalia shall be within fifty feet of the polling area on Election Day.
 - a. It is the responsibility of the candidate to remove all such materials before the polls open.
 - b. If the material is not removed, the candidate may be disqualified by a 2/3rds vote of the Review Board.
 4. Representatives running the polling locations may not campaign for, endorse, or otherwise advocate any candidate, nor may the candidates themselves campaign within fifty feet of the polling places. Infractions of this restriction could be cause for disqualification.
- G. Ballots will be counted in the Department of Public Safety and results will be sent to the campus via e-mail.
1. The results will only include those names of the persons who won and their office.
 2. Election results will be given upon request of any member of the student body.
- H. The Elections Committee shall be responsible for ensuring that the election runs in accordance with the Student Government Association Constitution.
- I. Each position in question will be decided by a plurality of votes.
- J. Election Tie
1. For on-campus Senators a door-to-door runoff election in that dorm will be held within three class days.
 2. For off-campus Senators a runoff election from 12-5 PM in the CAC or Dining Hall will be held within three class days.
 3. Positions of President, Vice President, and Financial Controller will be decided by the Senate by the following procedures:
 - a. Candidates will have five minutes to speak, ten minutes to entertain questions, and then two minutes to give closing comments.
 - b. The candidates will then leave and the Senate will vote through secret ballot. The candidate who wins must do so by a 3/5th vote of quorum.

Article IV. The Budget

Section 1. The semester budget must clearly list the salaries by position for each paid Student Government Association office. All positions of equal rank (i.e. Secretaries) must receive equal salaries.

- A. In the event that more than one person is appointed to a particular position, the salary must be shared.
- B. The Executive Branch and the Legislative Branch hold the ability to hire clerks. The clerks shall be excluded from the sharing of salaries for the same position.

Section 2. Student Government Association recognized clubs and organizations eligible for a budget from the Washington College Student Government Association may only request money from the discretionary fund a maximum of two (2) times per semester.

- A. In the event that an eligible Student Government Association recognized club or organization feels the need to seek additional funding from the discretionary fund, then that Student Government Association recognized club or organization must seek a sponsoring Senator to author a bill on said club or organization's behalf.
- B. In the event that such a bill comes to the Senate floor, then that bill releasing additional funds to the club or organization will need a two-thirds majority vote of affirmation to pass

Article V. Honors and Awards

Section 1. The Jonathan A. Taylor, Jr., Leadership Award

- A. Shall be given to a senior member of the Student Government Association who diligently and effectively incorporates progressive thought when addressing the needs and demands of the modern collegiate environment. The recipient must also show the ability to conceive, organize, and execute academic and extracurricular activities that have benefited the Washington College community.
- B. The Review Board, in deciding a recipient, will weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community. A certificate shall be given to the winner, and his/her name(s) shall be inscribed on the memorial plaque outside the office. If there is a strong consensus, two recipients shall be chosen.

Section 2. The Penny J. Fall Award

- A. Shall be given to a senior female athlete who through service to the Washington College community continues the tradition and legacy set by Professor Fall. The recipient must also show the ability to conceive, organize, and execute academic and extracurricular activities that have benefited the Washington College community.
- B. The Review Board, in deciding a recipient, will weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community. A certificate shall be given to the winner. If there is a strong consensus, two recipients shall be chosen.

Section 3. The W. Dennis Berry M'87 Leadership Award

- A. Shall be given to a graduating senior who most clearly exhibit those characteristics of charismatic leadership that distinguished Mr. Berry's service

to Washington College.

- B. The Review Board, in deciding a recipient, will weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community. A certificate shall be given to the winner. If there is a strong consensus, two recipients shall be chosen.

Section 4. The Karen Kaitz Emerick Award

- A. Shall be given to a graduating senior who has demonstrated strong character and good academic standing, and who has been a leader in community and volunteer service.
- B. The Review Board, in deciding a recipient, will weigh a candidate's proven ability to conceive, organize, and execute academic and extracurricular activities that have benefited the entire Washington College Community. A certificate shall be given to the winner. If there is a strong consensus, two recipients shall be chosen.

Section 5. The S.E.E.D. Award (Successfully Educating and Empowering for Diversity)

- A. Shall recognize the promotion, enhancement and implementation of diversity by individuals, units, departments or organizations within the Washington College community. This honor acknowledges an especially noteworthy contribution and initiative that result in significant change in the campus climate and/or the composition within the college community.
- B. The Secretary of Diversity will accept nominations from individuals or groups within the Washington College community annually. Nominations will be reviewed by the Secretary of Diversity Affairs and forwarded to the Review Board for final determination of the recipient.
- C. The recipient of the award will receive \$500 to be allocated in such a way as to enhance diversity at Washington College either through the purchase of educational materials for Miller Library or through a contribution to an event to benefit the entire campus. A commemorative marker/bookplate will be placed on all educational materials purchased with the award money should the money be spent in this way.
- D. The award will be presented annually toward the end of the spring semester, at the discretion of the Secretary of Diversity, at a Student Government Association sponsored event.

Section 6. The Simon M. Hultman '04 Award

- A. Shall recognizes the importance of understanding and embracing foreign cultures by students within the Washington College community. This honor acknowledges an especially noteworthy interest in foreign cultures and international relations that results in study or travel abroad to enhance one's knowledge and attitude towards diverse foreign cultures.
- B. The SGA will donate \$500 annually to the already established Simon M. Hultman '04 Award.

Article VI. Classification of Recognized Organizations

Section 1. Special Interest Groups

- A. A group of any number of students who wish to apply for Student Government Association recognition as a recognized organization may choose to apply as a “special interest group.”
- B. A special interest group shall only exist for one semester or one year after its date of recognition, subject to the applicants’ decision.
- C. A special interest group is not capable of receiving Student Government Association funds.
- D. A special interest group shall have the power to register on-campus events through the Office of Student Activities or their respective affiliated academic department.
- E. A special interest group may use Student Government Association office resources for the purposes of advertising for any sponsored events.
- F. A special interest group shall have the power to request, from the Financial Controller, an on-campus account for the purposes of storing any money fundraised on the Washington College campus.
- G. After the special interest group’s recognition expires, the special interest group must reapply for recognition as either a special interest group or a campus club in order to continue in existence.
- H. Any funds raised and stored in the on-campus account shall be frozen for one year after the special interest group’s recognition expires.
- I. If the special interest group is not restarted as either a special interest group or a campus club after its expiration, then the Student Government Association retains the right, after one year of the special interest group’s expiration, to transfer any funds from that group’s account into the general Student Government Association account.

Section 2. Campus Clubs

- A. A group consisting of a minimum of ten students who wish to apply for Student Government Association recognition as an organization may choose to apply as a “campus club.”
- B. The campus club must hold one interest meeting with a representative from the organization committee before handing in a recognition form.
- C. After the organization committee reviews the recognition form, the president and vice president of the campus club must meet with the organization committee for a brief question and answer session.
 - 1. Campus clubs may be asked to revise recognition form. If so, they will have to go in front of the organization committee again with revisions.
- D. Once approved by senate, the president and advisor will be asked to come before the executive board and sign a contract agreeing to all terms and conditions of being an active club (Article VII).
- F. A campus club has permanent recognition with the Student Government Association, given that they follow the criteria of an active club (Article VII).
- G. A campus club is capable of applying for Student Government Association funds every semester.

- H. A campus club shall have the power to register on-campus and off-campus events through the Office of Student Affairs or their respective affiliated academic department.
- I. A campus club may use Student Government Association office resources for the purposes of advertising for these events.
- J. A campus club will automatically have an on-campus account generated for them upon Student Government Association Senate recognition. The purpose for this account is to store any money fundraised.
- K. Campus clubs are eligible to be deactivated by the Student Government Association.
- L. For the duration of two semesters, the club will be considered “Class B”. This means the club will be monitored by the organization committee and can be pulled if they are not fulfilling their mission statement or the minimum of ten members.

Article VII. Campus Club Deactivation

Section 1. Criteria of an Active Club

- A. The campus club has an employed faculty or staff advisor on campus.
- B. The campus club has an active officer team.
- C. The campus club sponsors at least one all-campus activity on the Washington College campus per semester.
 - 1. This provision does not apply to academic honor societies.
- D. The campus club shall file a consistent spending report to the Financial Controller at the end of every semester detailing the expenses charged to the Student Government Association allocation during that semester. It is the duty of the Financial Controller to prepare the template for the spending report at the beginning of the term.
- E. The campus club must have a minimum of ten active members every semester.
- F. If the campus club has a negative account balance with the Business Office, then the campus club must have a plan and put forth visible effort toward recovery. These actions are to be kept on file with the Financial Controller.
- G. All campus clubs must hold a meeting at least once every two weeks.
 - 1. This provision does not apply to academic honor societies.
- H. At any time, the organization committee may request a report to review the status of the campus club as a whole.
- I. The campus club must hand in an attendance sheet with all members’ signatures every semester to the organization committee for proof of membership.

Section 2. If a campus club fails to meet any of the above criteria for one semester, then the Financial Controller shall have the power to consider that campus club inactive.

- A. When the Financial Controller moves a campus club into inactive status, then s/he is obligated to report it to the chair of the Organizations Committee and chair of the Budget Committee within two business days.

Section 3. If the inactive campus club fails to recover from inactive status for one year, then that campus club shall be eligible for deactivation.

- A. This power shall rest in the Financial Controller and can be checked by the Student Government Association Senate.

Section 4. When the Financial Controller determines that a campus club will be deactivated, s/he must announce it to the Student Government Association Senate one week prior to deactivation.

Section 5. The Senate shall have the power to block the Financial Controller from deactivating a campus club by a two-third (2/3) vote either at the Student Government Association Senate meeting where the Financial Controller announces s/he will deactivate the club or the following Student Government Association Senate meeting.

Section 6. Two Senate sessions after the announcement of deactivation, the first being the session in which he announces his intent to deactivate the club and the second being the next session of the Student Government Association Senate, the Financial Controller shall have the power to fully deactivate the campus club.

Section 7. Upon deactivation, the campus club's account is closed and any surplus funds shall be transferred to the Student Government Association general account and directly into the Student Government Association discretionary fund.

- A. If the account is negative then the account shall remain open and the campus club, upon reactivation, shall inherit the debt.

Section 8. If the deactivated campus organization is reactivated as a special interest group or a campus club within a one-year period following deactivation, the Student Government Association is responsible for transferring back all funds transferred into the Student Government Association discretionary fund from the campus clubs original account.

Section 9. All undergraduate students at Washington College shall retain the right to apply for Student Government Association recognition, sponsorship, and protection in the form of a special interest group or a campus club by the terms specified in Article VI of these by-laws.

Article VIII. Referendum

Section 1. Self-Assessed Student Fee

- A. Proposed legislation to alter the Student Activities Fee must be written according to *Robert's Rules of Order, Newly Revised* and brought to the Senate floor in accordance with the Washington College Student Government Association Constitution and By-laws.
- B. The Senate retains the right to pass or fail the bill at its own discretion.
- C. If by a 60 percent majority the Senate moves to hold a referendum on the legislation, said legislation is removed from the floor and handed to the Parliamentarian for a campus-wide vote.
- D. After the Senate moves for the referendum, there will be a mandatory two week period during which Senators educate their constituents on the alteration in the fee.
- E. Campus-wide voting on the legislation will take place on the Thursday

- immediately following the end of the mandatory two week education period.
- F. It is the responsibility of all members of the Election Committee, as well as the authors of the legislation, to be present during campus-wide voting.
 - G. Campus-wide voting times will be in accordance with the election standards in these By-laws.
 - H. The legislation will pass if a 50 percent majority is reached. This majority will be calculated out of the number of votes cast, not the total student population.
 - I. If passed by the student body, the legislation automatically becomes law and policy of the current Washington College Student Government Association administration.

Section 2. General Legislation

- A. In the event that the Senate wishes to have the entire campus vote on legislation presented at Senate, the above procedures apply in all respects.