Student Government Association Constitution
2019-2020

Preamble

We, the students of Menlo College, hereby create this government to be called the Menlo College Student Government Association with authority derived from the student body and existence recognized by the faculty and administration of this institution. This student government shall dedicate itself to the betterment of higher education and student life. It shall be accessible to students while being attentive to and a voice for student concerns. It will uphold and defend the individual student and remain vigilant against discrimination. The Menlo College Student Government Association will further work to promote student involvement in the surrounding community and the Town of Atherton through charitable outreach, community involvement, and democratic engagement. The Menlo College Student Government Association does not categorically deny membership to an individual based on race, color, religion, sex, age, national origin, sexual orientation, veteran’s status, or the presence of a disability.

Article I: Title of Organization

The name of the governing body shall be the Menlo College Student Government Association (MCSGA).

Article II: Authority

MCSGA has the responsibility and authority as elected officials of the student body to represent and serve the best interests of Menlo College students as stated in this constitution.

Robert's Rules of Order will be the reference for conduct of all MCSGA meetings and proceedings.

Article III: Petitions of Grievance

MCSGA reserves the right, as the representative of the student body as a whole, to bring to light any petitions of grievance with the involved parties. Petitions of grievances may include any issues related to resident life, events, programs, and any other concerns that arise. A petition must be signed by one-third of the student population of each class to be valid.

Article IV: Membership & Limitations

Section I. MCSGA will consist of: President, Executive Vice President, Director of Programming, Director of Finance, Director of Communications, Day Student Representative, Resident Representative, Multicultural Representative, Wellness Representative, Senior Class President, Junior Class President, Sophomore Class President, Freshman Class President.

Section II. The Executive Board will consist of: President, Executive Vice President, Director of Programming, Director of Finance, Director of Communications.

Section III. Delegates will be elected by the Student Body for one academic year. This term will begin one day after commencement exercises. Predecessors will meet with the newly appointed incoming MCSGA members within one week of appointment to position.

Section III. The Executive Vice President is responsible for maintaining the official Constitution with the signatures of all delegates.
Section IV. All delegates running for Class President must be in their respective class standing at the beginning of their term. Throughout the entirety of their stay, the Day Student Representative cannot live on campus, and the Resident Representative must live on campus.

Section V. No member of the MCSGA may hold more than one Student Leader position in the Office of Student Affairs at any time.

Section VI. Executive Board may hold a Board position of any club on campus. However, they may not present on behalf of their club for funding during SPB meetings. Conflicting interests must be approved by the President and Advisor.

Article V: Qualifications

Section I. Each student seeking membership in the MCSGA must be a full-time student, be in good conduct standing with the College, maintain full-time student status for the duration of the term, and pay a student activity fee.

Section II. The MCSGA President shall have a minimum of two years or a full consecutive year starting from the current year of experience in the MCSGA, or be a write-in nominee on the ballot.

Subsection A. The MCSGA Vice President must have had at least one year prior experience in the MCSGA.

Subsection B. The Director of Communications must have declared their concentration in Marketing.

Subsection C. The Director of Finance must be a declared Business major with a concentration in Finance or Accounting.

Subsection D. The Health & Wellness Representative must be a declared Psychology major.

Section III. Each student seeking membership must have a minimum cumulative GPA of 2.8 and maintain it throughout her/his term. It is the duty of the Director of Student Engagement to work with the Registrar's office to keep track of who does and does not meet the GPA requirements and to report to the MCSGA President, anyone who falls below the requirement.

Section IV. If students seeking membership do not have a 2.8 GPA, they may petition to MCSGA to become a candidate if they hold a cumulative GPA above 2.65. It is the duty of the Director of Student Engagement to work with the Registrar's office to keep track of those meeting the GPA requirements when running for office in MCSGA, and to report to the MCSGA President concerning anyone who falls below the requirement.

Subsection A. To petition a cumulative GPA between 2.65 and 2.79, the student inquiring must contact either the MCSGA President or Executive Vice President.

Subsection B. To pardon the GPA of a prospective candidate, a vote of the MCSGA members will be held. A majority vote is needed.
**Subsection C.** If a student seeking membership turns in their application past the posted date or time then they may appeal to the Election Committee to have their application considered for acceptance. In a result that a vote by the Student SGA members is not conclusive, the MCSGA President will deliver the final decision.

**Section V.** An MCSGA member whose GPA drops below a 2.8 will be subject to review by the MCSGA faculty advisors.

**Section VI.** Students may not seek membership if they are on academic or severe disciplinary probation. Severe disciplinary probation is defined as a student who is removed from the residential community, barred from entering any or all of the residential halls, suspended, or expelled due to disciplinary outcomes.

**Section VII.** Students may not seek membership if they have any open conduct cases. Each potential candidate must have a clear conduct standing.

**Article VI: Elections**

**Section I.** Elections will take place each spring semester by the end of April.

**Sections II.** Elections will be coordinated between the Executive Vice President, the Director of Communications, and the MCSGA Advisor. The Elections Committee will consist of the entire executive board members (President, VP, Director of Programming, Director of Finance, Director of Communications). Ballots shall be tallied in the presence of four witnesses who shall be three members of MCSGA, and the MCSGA Advisor. Members running for re-election cannot be present or involved in the voting process. If there are not three members of the MCSGA who qualify, MCSGA will appoint students to be witnesses.

**Section III.** Students seeking to run for a position in MCSGA must apply through the official MCSGA election packet that is provided on Menlo Roots or in the Office of Student Affairs at the beginning of the election process.

**Subsection I.** Requirements of candidates wishing to run for office are:

A. Candidate must submit a complete Candidacy application on assigned due date to the Office of Student Affairs
   a. Candidate application must contain the following materials:
      i. Resume
      ii. Candidate statement (500 words)
      iii. Signed statement of campaigning rules, regulations, and requirement

B. A candidate must be a currently enrolled traditional Menlo College student and must be enrolled in at least 12 units at the time of assuming office

C. A candidate must have a minimum cumulative GPA of 2.800

D. A candidate must be in good standing at the College, conduct and academically

E. A candidate must have read and have a working knowledge of the MCSGA Constitution and Bylaws

F. The Election Committee shall review all qualifications of each candidate before placing the candidate's name on the ballot

G. Failure of any candidate to comply with these provisions will result in disqualification

**Subsection II.** Campaign Procedures

A. A candidate may begin campaigning as soon as the Election Committee has approved the election forms
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B. All campaigning may only be in approved areas designated by MCSGA. No campaigning within 40 ft of the dining hall

C. Campaigning material must be approved by the Election Committee and must have the official Menlo Logo on them

D. Each candidate is responsible for removing all of his/her campaigning materials within 24 hours of the Election. Any materials found after 24 hours will result in consequences

Section IV. It is the Director of Communications job to ensure that clear qualifications and duties of MCSGA positions are available when MCSGA elections are to be held and candidates are being accepted.

Section V. Quorum for student body President Elections, will be defined as 25% of the total full-time student population. Quorum for Class President Elections will be defined as 25% of the Class year’s total full-time student population e.g. A student with a Junior credit standing can vote for their Senior Class Representative, but a Senior that is graduating cannot vote for the Senior Class President unless they are going to attend Menlo in the fall. If 25% of the total full-time population does not vote, a new election shall be announced and held. Irrespective of voter turnout in the second election, the results of the second election will be final.

Section VI. In the event that there is a tie between the candidates, a runoff election will be held. Regardless of voter turnout, a simple majority wins.

Section VII. Every undergraduate Menlo College student who has paid a student activity fee can vote once. The Registrar’s Office will provide a list of eligible undergraduates prior to the election.

Article VII: Meetings

Section I. Meetings will be called and cancelled by the MCSGA President.

Section II. The Executive Vice President will be in charge of taking notes and tracking attendance.

Section III. Meetings shall be held a minimum of once a week during the fall and spring semesters.

Section IV. Students may make a request to meet with MCSGA at any time. Based on the availability of the MCSGA members, the meeting will be scheduled.

Section V. Delegates will attend all additional meetings and individually-assigned (as determined during the weekly meetings) MCSGA sponsored events unless excused prior to the meetings or events by the MCSGA President.

Section VI. When representing MCSGA, delegates shall act in a professional manner.

Section VII. MCSGA will determine which meetings are open to the Menlo community and which are closed meetings. At least one meeting a month will be open to all. Voting is limited to MCSGA members only.
Section VIII. Authorized guests are those wishing to be included on the meeting agenda. All agenda item requests must be submitted to the Executive Vice President no later than two school days prior to the meeting pending approval of the President. The President will notify MCSGA members about the guests and topics. In the event of an unresolved issue, the item will be tabled and put to vote at the next meeting.

Section IX. MCSGA members may request to have agenda items added to the weekly meetings by submitting the items to the Executive Vice President no later than two school days prior to meeting.

Article VIII: Absence from Meetings

Section I. Delegates may have a maximum of two unexcused absences per semester without being subject to review by MCSGA. A member with more than four absences shall be up for review by the advisors. An excused absence will be at the discretion of the MCSGA President.

Subsection A. MCSGA members who know they can not attend meetings, must send their updates to the Executive Vice President at least 24 hours in advance with a notice of why they cannot attend the meeting unless in the case of an emergency.

Section II. If a member is absent for a meeting, it is his/her duty to read the meeting minutes and, in turn, direct to the Executive Vice President any pertinent questions that may arise regarding the meeting and how it may affect her/his position and duties within MCSGA.

Article IX: Voting & Proposals

Section I. All delegates on MCSGA may vote on any motion presented before the MCSGA body except in the event that a delegate has a conflict of interest, pending suspension, or expulsion from government functions.

Section II. All members should be polled for their vote on any motion.

Section III. A majority vote is needed to ratify or amend any motion. Two-thirds of the MCSGA (excluding the MCSGA President) must vote for the result to be accepted.

Section IV. Motions will be given set names and then recorded by the Executive Vice President. Each motion should be sufficiently described so absent members of MCSGA can understand the decision in the minutes.

Section V. An oral vote will be taken for most motions. If a vote is in question, a roll call vote will be taken by those in attendance. A roll call vote of those in attendance will be taken for any motions regarding the Constitution.

Section VI. In the event of an impeachment of a MCSGA member, the vote will be taken by secret ballot.

Section VII. A delegate may abstain from voting due to a conflict of interest. Any other member may call the potential conflict of interest into question for discussion before the body, and if found appropriate, the charged delegate will be asked to abstain from voting.
Section VIII. Delegates shall search for and disclose any information, which may be relevant in the voting decision of other MCSGA members, when considering their deliberation.

Subsection A. Any member found guilty of knowingly withholding any information that are deemed pertinent to the voting decision of the MCSGA will be up for review by an MCSGA advisor.

Section IX. The MCSGA President can only vote in the event of a tie.

Article X: Consequences, Suspension, and Recall of Membership

Section I. In the event any delegate is unwilling to uphold this Constitution/Code of Conduct or breaks any law herein, the MCSGA shall have grounds to impeach membership of said individual, or call for the resignation of said individual.

Section II. Process of impeachment of a delegate of the MCSGA is as follows:

Subsection A. A written statement must be prepared and presented by any member of the MCSGA. The written statement must call for impeachment and contain specific information regarding violations of the Constitution, naming the accused member. The statement must be signed and submitted to the MCSGA President.

Subsection B. In the event that the accused member is the MCSGA President, the Executive Vice President will carry out the President’s duties during the impeachment process.

Subsection C. Once the document is submitted, the MCSGA President must schedule a meeting between the accused delegate, a faculty advisor, a staff advisor, and optionally him/herself. The purpose of this meeting is to bring forth the charges of the delegate in question and to serve as a preliminary hearing. The Director of Student Engagement and MCSGA President will vote among themselves to decide if the impeachment process will be continued.

Subsection D. The document must be filed by the MCSGA President with the Executive Vice President three days prior to the next regular meeting to be distributed at said meeting. The MCSGA President will then schedule an impeachment hearing which shall be held no less than 7 days from the weekly meeting at which the document was presented. This impeachment hearing should attempt to fit the schedule of the accused.

Subsection E. The impeachment hearing will consist of an opportunity for the accused delegate to review charges and present a rebuttal if so desired. The delegate whose membership is being questioned will have the right to be present at the recall hearing and present a defense on his/her behalf. Unless an absence is excused by the MCSGA President, the absence of the accused from the impeachment hearing will result automatically in a vote to impeach.

Subsection F. At least one faculty advisor and one staff advisor should be present at this meeting.

Subsection G. The vote to impeach will be made at the impeachment hearing after the accused delegate has left.
Subsection H. Any MCSGA member who has attended the impeachment hearing, barring the accused delegate, will be allowed to vote. The same voting rules as for all other motions within MCSGA shall apply.

Section IV. Should the accused delegate be removed from office, the Executive Vice President will have 24 hours to notify the delegate of MCSGA's decision. Once the delegate has been notified, the fact made will be public, but not the specific details. The details shall be kept confidential.

Section V. In the event that a MCSGA delegate fails to uphold the Menlo College Student Handbook as prepared by Student Affairs, he/she will be subject to a review by the campus judicial process.

Subsection A. Only when the campus judicial process has been completed (reviewed and given ruling) may MCSGA move to impeach the delegate in question.

Article XI: Filling an Open Position

Section I. In the event a position becomes vacant, the following steps shall be taken:

Subsection A. If the President’s position becomes vacant, the Executive Vice President will fulfill the duties of President for the remainder of the academic term.

Subsection B. If the Executive Vice President's position becomes vacant, any MCSGA member may run for an internal election. A two-thirds majority vote of the MCSGA body is required for approval.

Subsection C. If any Class President, Representative, Director, or Coordinator positions become vacant, the President may appoint, with a two-thirds majority vote of the MCSGA in approval, any member of the Menlo College student body who meets the membership requirements.

Article XII: Powers Entitled

Section I. Any member of the MCSGA shall have the power to establish and nullify committees, as deemed necessary, to properly and thoroughly complete government affairs. A seconded motion followed by a two-thirds majority vote is needed to nullify any committee.

Subsection A. The President shall appoint a different member of MCSGA to act as a chairperson to each committee established. The committee chair shall provide a report of its status at the MCSGA meetings. The President shall also monitor the status of each committee in order to establish the effectiveness of the given committee.

Subsection B. All members of the student body are able to participate on any committee with the approval of MCSGA.

Section II. The MCSGA shall have the power to legislate for and govern the student body of Menlo College and its members shall be entitled to all the powers and duties that are provided in this Constitution.

Section III. The MCSGA shall leave the approval process for clubs to the Club Judiciary Board.
Article XIII: Delegation of Student Body Funds

Section I. All club Presidents must complete the registration process required by MCSGA to be considered a recognized and chartered student organization.

Subsection A: The registration process is as follows:
- Complete Club registration forms on Menlo Roots by assigning a club advisor and at least the required officers who sign the statements of compliance with campus regulations/policies, including non-hazing, non-discrimination, and state and federal laws.
- President and Vice President of Club attend Club trainings

Subsection B. Director of Programming will be responsible for reporting to the MCSGA any issues in regard to, or actions taken by, the Club Judiciary Board at the regularly scheduled meeting times.

Section II. Total Student Body Fees shall be allocated to the following accounts by percent:

<table>
<thead>
<tr>
<th>Account</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCSGA</td>
<td>80% (40% reserved for Student Programming Board)</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>20% (5% to Student Union)</td>
</tr>
</tbody>
</table>

Section III. In the event that one of the previously mentioned parties no longer exists, its percentage shall be forwarded to the MCSGA account.

Section IV. In the event of a club incurring debt, MCSGA will be responsible for sanctioning that club and rectifying the debt. Clubs who put themselves in a position of debt will put themselves in jeopardy of losing the right to propose at future programming boards.

Article XIV: Events Hosted by MCSGA

Section I. The Office of Student Affairs must approve the event at least two weeks in advance of the day of the event.

Section II. MCSGA will be responsible for working with other student groups on campus to organize the bi-weekly Tavern Night.

Subsection A. MCSGA members must remain sober prior to and during their event shift time.

Section III. For the two large MCSGA sponsored events that occur each semester, MCSGA must remain professional during their allotted shift time. Under no circumstances, may MCSGA members be under the influence of drugs.

Section IV. If there is alcohol at an MCSGA sponsored event, the MCSGA advisor must be in attendance for the duration of the event when alcohol is being served.

Subsection A. MCSGA members who are 21 or over may serve alcohol only if it is contained within single serving containers (12 oz. beer, 4 oz. individual wine containers, mug, etc.) and supervised by a faculty/staff of the College.
Section V. MCSGA will follow the alcohol serving guidelines as stated in the Student Handbook.

Article XIV: Selection of Advisors
The MCSGA shall seek the advice and knowledge of any individual who may provide helpful information or experience. For this reason, any MCSGA delegate may nominate any additional faculty/staff advisor to the MCSGA. Any MCSGA advisor, with the approval from the Dean of Students and MCSGA, can make changes/amendments to the Constitution as long as it serves in the best interest of the Student Body.

Section I. The Director of Student Engagement shall serve as the primary advisor to the MCSGA. The MCSGA may nominate additional advisors beyond the Director of Student Engagement but no more than three in total.

Subsection A. If the Director of Student Engagement position were to become vacant, the staff member assigned by the Dean of Students will take on the role as advisor.

Section II. Unless excused by the President, MCSGA advisors shall attend all meetings during the semester and/or shall make every effort to make themselves available to advise MCSGA delegates with regard to MCSGA business.

Section III. MCSGA advisors do not have the authority to make official MCSGA decisions or statements and shall not be permitted to vote.

Section IV. MCSGA advisors, other than the Director of Student Engagement or Dean of Students designee, may be removed from their duties if they are unable to perform said duties at the discretion of the MCSGA.

Article XV: Position Descriptions
The MCSGA is responsible for:
- Creating/developing plans and systems to ensure that the MCSGA goals are being met
- All MCSGA must be accessible by email
- At least half of office hours are to be completed inside the Office of Student Affairs within business hours (9AM - 5PM)
  - All MCSGA will be expected to record successful completion of office hours via a shared document
  - Failure to complete office hours or other board responsibilities as stated in the constitution may warrant an investigation by the President, Vice President and the MCSGA advisor and possible removal process
- Creating and submitting an update to the student body each semester, with the approval of the Dean of Students
- Coordinating the Campus Climate survey
- Serve as a representative of student needs to the administration
- Attend various college functions as needed
- Support the Office of Student Affairs projects
- Represent the MCSGA and Menlo College in a professional, positive, and purposeful manner

Section I. The following positions and their descriptions are members of the MCSGA
President:
The MCSGA President is responsible for oversight and coordination of the MCSGA Executive Board. The MCSGA President works closely with the Executive Vice President, and The Office of Student Affairs to ensure the goals of MCSGA are met. The President shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the president shall be in excellent disciplinary standing throughout his/her tenure of office. The President shall have the power to:

- Oversee operations as the Co-Chair to the Executive Board.
- Preside over all MCSGA Meetings and MCSGA sponsored events.
- Keep open communication between the students, faculty, administration, and MCSGA.
- Meet with the Dean of Students once a month to discuss student matters.
- Meet with the President of Menlo College at least once a semester to discuss student matters. These meetings should be scheduled at the beginning of each semester.
- Serve as the Student Representative to the Board of Trustees.
- The President of the MCSGA will attend the meetings of the Board of Trustees Subcommittee for Student and Academic Affairs where he/she will present a 5-7 minute report and answer questions on student life at Menlo College. At the conclusion of the presentation, the President will be excused from the meeting.
- Submit the MCSGA portion of the Board Report at the appropriate times as posted by the College President’s Office.
- Compile and providing the annual MCSGA End-of-Year Report.
- Organize at least one “Town Hall” meeting per semester in coordination with Menlo College administration
- Meet with the MCSGA Advisor a minimum of twice a month.
- Participate in Menlo College committees and task forces as deemed appropriate by the Menlo College community.
- Create key speeches for major campus events including but not limited to: New Student Orientation, Induction Ceremony, and Commencement. These speeches will be reviewed and revised by: Dean of Student Affairs, Executive Vice President of Menlo College and MCSGA Advisor within 1 week of event date.
- Monitor the status of MCSGA-created committees in order to evaluate the effectiveness of efforts.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 6 office hours each week within the Office of Student Affairs.

Specific Qualifications: Must have a minimum of two years or a full consecutive year starting from the current year of experience in the MCSGA, or be a write-in nominee on the ballot.

Executive Vice President:
The Executive Vice President shall assist the President in the management of the Association. The Executive Vice President shall handle all internal affairs/conflicts and be the point person for internal matters and development. The Executive Vice President shall: be at least a sophomore standing and have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Vice President shall be in excellent disciplinary standing throughout his/her tenure of office. The Executive Vice President shall have the power to:

- Create the weekly MCSGA agenda online.
- Meet with the Dean of Students once a month.
- Collaborate with the President in his/her duties.
- Preside over all MCSGA meetings.
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- The President of the MCSGA will attend the meetings of the Board of Trustees Subcommittee for Student and Academic Affairs where he/she will present a 5-7 minute report and answer questions on student life at Menlo College. At the conclusion of the presentation, the President will be excused from the meeting.
- Hold individual members of the MCSGA accountable for their roles alongside the President.
- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the MCSGA Advisor a minimum of twice a month.
- Create key speeches for major campus events including but not limited to: New Student Orientation
- Keep open communication between the students, faculty, administration and MCSGA.
- Serve as a member of the Election Committee.
- Be responsible for getting fellow student input, suggestions, and advice and debriefing with MCSGA once a month.
- In conjunction with the President and the MCSGA Advisor, plan fall and spring trainings and activities.
- Create the t-shirt design to be distributed to the team.
- Appoint any special committees to assist him/her at his/her discretion.
- Be the main point of contact regarding community outreach and assist the Office of Alumni Engagement with engaging our alumni along with the President.
- Compile and provide the annual MCSGA End-of-Year Report/ end of job training.
- Participate in Menlo College committees and task forces as deemed appropriate by the Menlo College community.
- Enforce Student Programming Board proposal times.
- Create and pursue an approved project with the intention of improving an aspect of Menlo College.
  - Project must be approved by September 14th
  - Host at least two events in regard to this project
- Record detailed minutes from all MCSGA meetings. Include dates, times, names of MCSGA members running the event, contact info, etc.
- Provide copies of MCSGA meeting minutes and agendas to all MCSGA Members, and other appropriate advisors.
- Keep attendance of all Board Members for all MCSGA meetings.
- Inform members of all emergency meetings and events.
- Keep the Official MCSGA Constitution and make all changes as approved by MCSGA and the President of Menlo College.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Co-coordinate the impeachment process of MCSGA members if applicable.
- Maintain a minimum of 6 office hours each week within the Office of Student Affairs.

Specific Qualifications: Must have had at least one year prior experience in the MCSGA.

Director of Programming:
The Director of Programming shall be the primary contact and point person for all MCSGA and Club events. The Director of Programming shall act as a resource and consult to clubs regarding programming as well as the larger programs that are hosted by MCSGA. The Director of Programming shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Programming shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Programming shall have the power to:
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- Attend all MCSGA meetings and MCSGA sponsored events
- Attend all programming board meetings
- Enforce Student Programming Board proposal times.
- Work closely with the Clubs and Organization Representative in all matters regarding clubs.
- Serve as advisor to clubs throughout the proposal process
- Be a point person for large MSCGA events (Oaktoberfest, Oakapalooza, etc.).
- Serve as a resource to clubs who host larger events. Assist them with following all policies and procedures set to host larger events.
- Assist clubs and organizations in planning weekday and weekend events throughout the academic year.
- Meet with Director of Finance, Director of Programming and MCSGA Advisor on a bi-weekly basis.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Provide an End-of-the-Year report to the MCSGA President.
- Maintain a minimum of 5 office hours each week

Add work closely with multicultural coordinator to insure and promote that club events are culturally educational and respectful

**Director of Finance:**
The Director of Finance shall be the official financial liaison between: Menlo College, MCSGA, and Clubs. The Director of Finance shall keep up to date records of the MCSGA budget and assure adherence to the fiscal policies and procedures of the College. The Director of Finance shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Finance shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Finance shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Act as the Treasurer of the Student Programming Board.
- Keep all financial records of MCSGA and Student Programming Board accounts.
- Provide weekly update of MCSGA finances.
- Process all MCSGA and club check requests and cash advances.
- Keep accurate, detailed, and up-to-date records of all financial transactions for SGA, clubs/organizations, and Programming Board within the MCSGA budget and Menlo Roots.
- Meet bi-weekly with the MCSGA Advisor regarding MCSGA finances.
- Review club/organization expenditures to assure that no club/organization spends beyond its means.
- Work with MCSGA Advisor to update all club accounts on Roots on a weekly basis.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Meet with the CC and Director of Programming on a bi-weekly basis.
- Meet with the Director of the Business Office twice a semester to ensure all processes are up to date and maintain a relationship of open communication.
- Meet with club Treasurers on a monthly basis to go over funding updates and maintain a relationship of open communication.
- In conjunction with the CC, coordinate the Treasurer trainings at the beginning of the semester.
- Meet with Student Union Managers on a monthly basis to coordinate events in the Student Union and any collaborations with MCSGA.
- Provide an end-of-the-year report to the MCSGA President.
- Maintain a minimum of 5 office hours each week within the Student Affairs Office.
Specific Qualifications: Must be a declared Business major with a concentration in Finance or Accounting.

Director of Communications:
The Director of Communications shall be the official publicity manager for MCSGA. The Director of Communications shall build interest in MCSGA and promote its programs and services. The Director of Communications shall: be at least sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Communications shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Communications shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Be the main point of contact for all flyers, logos, designs, regarding MCSGA events.
- Work with the Executive Vice President to create the t-shirt design to be distributed to the team.
- Oversee the MCSGA delegated email. Email regulations will be reviewed with Advisor at the beginning of each semester.
- Coordinate with the President on the Town Hall Meetings (one per semester).
- Promote MCSGA meetings and all MCSGA sponsored events.
- Serve on the Elections Committee.
- Serve as a consultant to registered clubs and organizations on effective publicity and promotions.
- Maintain and/or overseeing all MCSGA social media accounts.
- Change & update monthly all MCSGA bulletin boards.
- Ensure that all MCSGA sponsored events are on all school related calendars.
- Meet with the Web & Social Media Manager for Menlo College to ensure all MCSGA events are updated on the campus-wide calendar.
- Meet with the MCSGA Advisor as needed to discuss issues pertaining to MCSGA events.
- Provide an end-of-the-year report to the MCSGA President
- Maintain a minimum of 5 office hours each week within the Office of Student Affairs.

Specific Qualifications: Must be a declared Business major with a concentration in Marketing

Director of Programming:
The Director of Programming shall be the primary contact and point person for all MCSGA funded clubs. The Director of Programming shall act as a resource to clubs for deadlines, club registration and general club questions. The Director of Programming will also host all club trainings at the beginning of each semester. The Director of Programming shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Director of Programming shall be in excellent disciplinary standing throughout his/her tenure of office. The Director of Programming shall have the power to:

- Chair the Club Judiciary Board.
- Coordinate with the Director of Student Leadership regarding the Club Registration Process.
- Coordinate the Student Involvement Fair.
- Publicize the time and dates of all Student Programming Board meetings.
- Keep accurate records of each Student Programming Board decision.
- Provide updates of Student Programming Board decisions to the MCSGA board.
- Update the club events and deadlines calendar in the Office of Student Affairs.
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- Provide training for Club Presidents, Treasurers and Advisors via the Student Programming Board, funding (with Director of Finance) and event planning (with Director of Programming).
- Provide weekly updates of any actions taken by, or issues concerning, the Club Judiciary Board.
- Meet regularly with the MCSGA Advisor to discuss club related issues, budgets, etc.
- Encourage communication and co-sponsorship between clubs and organizations.
- Meet with the Director of Finance and Programming on a bi-weekly basis.
- Send Student Programming Board decisions to the clubs within 48 hours of meeting.
- Maintain a minimum of 5 office hours a week

Day Student Representative:
The Day Student Representative shall be the official representative of Day Students at Menlo College. The Day Student Representative shall work the MCSGA and Menlo College administration to enhance the experience of the Day Students. The Day Student Representative shall: be at least a sophomore standing and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Day Student Representative shall be in excellent disciplinary standing throughout his/her tenure of office. The Day Student Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Day Student Board (minimum of six students who live off-campus) and meet with board once a month to discuss any issues or student concerns.
- Coordinate information gathering of commuter students of Menlo College (current address, phone number, etc.).
- Coordinate Day Student lunches throughout the semester.
- Be responsible for getting fellow student input, suggestions, and advice and debriefing with MCSGA once a month.
- Provide an end-of-the-year report to the MCSGA President.
- Address any parking issues.
- Work with the Office of Student Affairs and Student Union to host events for the Day Students.
- Be available to guide first-year Day Students.
- Meet with Sodexo in regards to Day Student needs and programs in the Student Union twice a semester.
- Meet with Student Union Managers one a monthly basis to coordinate on events for Day Students.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

Specific Qualifications: May not live on campus while holding this position

Resident Student Representative:
The Resident Student Representative shall be the official representative of Resident Students at Menlo College. The Resident Student Representative shall work the MCSGA, Menlo College administration, and the Residential Life Coordinator to enhance the experience of the residential students. The Resident Student Representative shall: be at least sophomore standing and have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a
2.8 each semester. In addition, the Resident Student Representative shall be in excellent disciplinary standing throughout his/her tenure of office. Resident Student Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the Residential Life Coordinator on a bi-weekly basis to discuss the RHA Board suggestions and input.
- Create the Residence Hall Association Board (minimum of two representatives from each Residence Hall).
- Hold 2 RHA meetings per month to discuss ways to improve the halls, hosting events, etc.
- Coordinate with RHA the annual themed party or event.
- Work closely with the Resident Assistant Residence Hall Association Representative.
- Meet with the Residence Hall Association Advisor as needed to discuss issues pertaining to residential life and RHA.
- Serve as the MCSGA liaison to the Menlo College Food Committee.
- Work with Sodexo and the Food Committee to develop lines of communication in regards to feedback on food served to student body through emails, social media and/or drop boxes.
- Meet with Resident Assistants as a group at least once per semester to discuss issues pertaining to residential life and RHA.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Provide an end-of-the-year report to the MCSGA President.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

Specific Qualifications: Must live on campus while holding this position.

Multicultural Representative:
The Multicultural Representative will help MCSGA incorporate diversity inclusion into their efforts. The Multicultural Representative shall: be a current sophomore at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Multicultural Representative shall be in excellent disciplinary standing throughout his/her tenure of office. The Multicultural Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the Student and Multicultural Affairs Coordinator on a bi-weekly basis to discuss efforts of improving the campus climate.
- Attend Diversity Task Force Meetings.
- Serve as the Club Liaison to culture-focused clubs.
- Create awareness and be an advocate for students affected by to gender, race, and other forms of discrimination.
- And work closely with Director of Programming to insure and promote that club events are culturally educational and respectful
- Host a “Leadership Conference” open to all Menlo students around topics of social justice and leadership in collaboration with the Office of Student Affairs to facilitate discussions around social justice and diversity on campus in order to collect data on the student experience to inform potential recommendations to the College.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

Wellness Representative:
The Wellness Representative will help MCSGA incorporate health and wellness into their efforts. The Wellness Representative shall: be a current sophomore at the time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Wellness Representative shall be in excellent disciplinary standing throughout his/her tenure of office. Preferred psychology major. The Wellness Representative shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Meet with the Student Affairs Coordinator on a bi-weekly basis to discuss efforts of improving campus health.
- Meet with Jake Kelman regularly to discuss mental health needs on campus.
- Work with Sodexo and Athletics to address nutrition needs on campus.
- Serve as the liaison to health-focused clubs.
- Create awareness and be an advocate for student health and wellness.
- Chair wellness committee to address alcohol, drugs, etc. concerns on campus.
- Host a “Wellness Week” once a semester encompassing the five tenets of wellness (mental, physical, spiritual, financial, and sexual health).
- Required to do one program per month based on the #Rooted health initiative program plan.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

**Senior Class President:**
The Senior Class President shall be the official representative of the senior class at Menlo College. The Senior Class President shall: be a current Senior at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Senior Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Senior Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Senior Board (minimum of eight students of senior status).
- Hold Senior Board Meetings once a month to discuss issues pertaining to Commencement, Senior Gift, and the Senior Year at Menlo College.
- Advertise all-senior meetings (one per semester) in which key dates for seniors will be outlined and information (current address, parent’s address etc.) obtained by the Academic Success Center (ASC).
- Meet with the ASC to understand Commencement forms and procedures in January.
- Serve on Commencement Committee.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Meet with the Executive Director, Alumni Engagement and Development once a month during fall semester and bi-weekly during spring semester to coordinate the Senior Class Gift and ways to encourage senior participation.
- Be an ambassador for all Alumni Engagement and Development efforts regarding the senior class.
- Serve as the MCSGA liaison to the Menlo College Alumni Council.
- Provide an end-of-the-year report to the MCSGA President.
- Host one event for the senior class per semester.
- Attend Senior Reception for the following graduating class as the alumni representative.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

**Junior Class President:**
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The Junior Class President shall be the official representative of the junior class at Menlo College. The Junior Class President shall: be a current Junior at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Junior Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Junior Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Junior Board (minimum of six students of junior status).
- Meet with the Junior Board as necessary, minimum twice a semester.
- Work closely with the Director of Internships to help communicate necessary information to all juniors regarding internships, internship meetings and deadlines, etc.
- Host one event that provides opportunities for students to gain awareness of area internships.
- Serving as the Junior Class liaison to MCSGA.
- Coordinate information gathering of the junior students of Menlo College (current address, phone number, etc.).
- Provide an end-of-the-year report to the MCSGA President.
- Host one event for the junior class per semester.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

Sophomore Class President:
The Sophomore Class President shall be the official representative of the sophomore class at Menlo College. The Sophomore Class President shall: be a current sophomore at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Sophomore Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Sophomore Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
- Assemble the Sophomore Board (minimum of six students of sophomore status).
- Meet with the Sophomore Board as necessary, minimum twice a semester.
- Serve as the Sophomore Class liaison to MCSGA.
- Coordinate information gathering of the sophomore students of Menlo College (current address, phone number, etc.).
- Work with the Retention Committee on efforts to improve the sophomore experience for the students.
- Provide an end-of-the-year report to the MCSGA President.
- Host one event for the sophomore class per semester.
- Promote MCSGA meetings and all MCSGA sponsored events.
- Maintain a minimum of 2 office hours each week within the Office of Student Affairs.

Freshman Class President:
The Freshman Class President shall be the official representative of the freshman class at Menlo College. The Freshman Class President shall: be a current freshman at time of appointment and shall have a cumulative GPA of at least 2.8 at the time of election while maintaining at least a 2.8 each semester. In addition, the Freshman Class President shall be in excellent disciplinary standing throughout his/her tenure of office. The Freshman Class President shall have the power to:

- Attend all MCSGA meetings and MCSGA sponsored events.
Student Government Association Constitution
2019-2020

● Assemble the Freshman Board (minimum of six students of freshman status).
● Meet with Freshman Board as necessary, minimum twice a semester.
● Work in collaboration with the Dean of Student Affairs in the planning and implementation of the First-Year Experience program.
● Work with the Peer Mentors on improving the freshman college experience.
● Coordinate information gathering of freshman students of Menlo College (current address, phone number, etc.).
● Promote MCSGA meetings and all MCSGA sponsored events.
● Provide an end-of-the-year report to the MCSGA President
● Host one event for the freshman class per semester.
● Maintain a minimum of 2 office hours each week within the Office of Student Affairs.
Article XVI: Compensation
The following members of the organization shall receive compensation, as outlined below, payable during the academic year (August-May):

A. Compensation:

➢ President
  Equivalent of on campus standard single room- $2500 + 30 SERV Hours
➢ Executive Vice President
  $9,600 + 30 SERV Hours
➢ Director of Finance
  $2,500 + 30 SERV Hours
➢ Director of Communications
  $2,500 + 30 SERV Hours
➢ Director of Programming
  $2,500 + 30 SERV Hours
➢ Multicultural Representative
  $1,500 + 30 SERV Hours
➢ Health & Wellness Representative
  $1,500 + 30 SERV Hours
➢ Day Student Representative
  $1,500 + 30 SERV Hours
➢ Resident Student Representative
  $1,500 + 30 SERV Hours
➢ Senior Class President
  $1,000 + 30 SERV Hours
➢ Junior Class President
  $1,000 + 30 SERV Hours
➢ Sophomore Class President
  $1,000 + 30 SERV Hours
➢ Freshman Class President
  $1,000 + 30 SERV Hours

B. MCSGA shall have the power to amend/revoke/suspend compensation with an ⅔ affirmative vote of the entire MCSGA.

Article XVII: Ratification
The Constitution shall become effective after it has been approved by a two-thirds majority vote of the entire MCSGA and with the consent in the form of a signature of the President of Menlo College, Dean of Students Affairs and the advisor of MCSGA. The MCSGA reserves the right to amend or ratify articles in the future. MCSGA also has the right to interpret all by-laws of the Constitution, including the Student Programming Board and the Club Judiciary Board.
Article I: Purpose
The Club Judiciary Board ensures that the clubs of Menlo College act in the best interest of their respective organizations, club members, and larger Menlo community. The Club Judiciary Board members are: the President, Executive Vice President, Director of Programming, Director of Finance, and Director of Communications.

Article II: Powers Entitled
Section I. All members of MCSGA, specifically the Club Judiciary Board, are expected to act in good faith when implementing the rules and expectations for clubs, and will use their best judgment if it becomes necessary to take punitive actions against any clubs or individuals. The MCSGA President has the authority to interpret any grey area or uncertainty within this attachment.

Section II. The MCSGA President has the power to appoint and remove students or faculty to/from the Club Judiciary Board as deemed necessary.

Section III. The Club Judiciary Board has the right to delegate the responsibility of allocating any remaining funds from the SPB account to MCSGA. MCSGA must have a majority votes for deciding the usage of the remaining funds.

Article III: Authority
Section I: The Club Judiciary Board, the decisions made by this Board, and the following Sections, apply to all prospective, recognized, and funded clubs, unless otherwise stated.

Article IV: Definitions
The following definitions are provided for clarity’s sake:

Board of a Club: The position of President, Vice President, Treasurer, or Advisor within a club.

Suspension: When a club is put on suspension, it is not allowed to hold events (as approved by the Director of Programming), withdraw, request, spend, or manipulate club funds in any way. The club is still allowed, even encouraged, to hold meetings on how to remove themselves from the status of ‘suspended’.

Article V: Club Rules and Expectations
Section I. Clubs are allowed at Menlo College for the betterment of the students and the community. For this reason, the following rules and expectations are in place to ensure that fair and consistent decisions are made regarding the purpose, activities, and events of Menlo College clubs.
Subsection A. All on campus club Presidents, Treasurers and Advisors must attend mandatory training sessions to understand the rules, expectations and provisions for the upcoming year. A club will not be confirmed if any of the trainings are missed.

Subsection B. All Clubs and Advisors must read the Student Organization Handbook and sign the agreement to follow all policies listed inside.

Section II. It is not recommended that a student be president of more than one club at a time, or on the board of two clubs at a time. Any student who is on multiple boards must disclose that information when making funding requests. A faculty/staff member can be an advisor for a maximum of four clubs at any given time.

Section III. Only members of a club’s board can request, use, or allocate club funds in the form of, but not limited to: Student Programming Board, Check Requests, Cash Advances, and Audit Sheets.

Section IV. Any purchases made by clubs are done so on behalf of the MCSGA, and thus, belong to the MCSGA (i.e. equipment, memberships, event tickets, etc.). The Club Judiciary Board reserves the right to review and/or request the transfer of these purchases to the MCSGA at any time. This rule includes items purchased via Cash Advances and reimbursements, as well as other payment methods.

Subsection A. Any purchases that are at no time transferable to the MCSGA are prohibited.

Subsection B. An example of one of these non-transferable items would be a membership that only works with one person’s name, and cannot be shared (ex: 5-year Gym Membership).

Subsection C. Clubs will be asked to turn in leftover inventory or purchases to the MCSGA on the last day of normal classes (before finals) for any given semester.

Subsection D. Clubs that purchase movie tickets are required to turn in (when applicable) the receipt for the purchasing of the tickets (e.g., from Costco) as well as a receipt for the use of the tickets (e.g., from the movie theatre at the time of the showing). This rule applies to other types of coupons, tickets, Groupons, etc., but does not apply for raffled off prizes (see Section IX. of this Article).

Subsection E. Clubs that receive donations (monetary or otherwise) from non-club affiliated sources must report these donations to the MCSGA and the Alumni Engagement and Development Office.

Events hosted by clubs:

Section V. Clubs are encouraged to combine, plan, and participate in events collectively; however, one club cannot be used as a financial feeder for another club.

Section VI. Club funds cannot be used for personal/individual gain. Club funds must be used to benefit club members or the Menlo community in some meaningful way.
Section VII. Clubs must adhere to all guidelines, policies, and procedures outlined in the Student Organization Handbook when planning events.

Section VII. Any club events involving alcohol are required to adhere to the following policies:

Subsection A. The club’s advisor must be present during the entirety of the event and oversee the distribution of alcohol.

Subsection B. The event must take place in an enclosed space either indoors or outdoors.

Subsection C. A list of eligible drinkers attending Menlo College must be present to verify age along with a photo ID of the Menlo Student.

Subsection D. The Menlo College alcohol policies must always be followed, as stated in the Student Handbook.

Subsection E. All of these requirements can be obtained from the MCSGA. Clubs must meet with the Director of Student Engagement to go over alcohol serving guidelines.

Subsection F. Anyone who is visibly intoxicated at a school sponsored function is not allowed to receive further alcohol at that event and can be removed at the discretion of MCSGA, their advisor, or any other school representative present. Further consequences may be implemented.

Section VIII. Any club event where prizes are awarded or raffles are held requires a completed audit sheet (due two weeks after the event).

Section IX. Clubs may not seek or give reimbursement for purchases made before the club has been recognized by the MCSGA and the Club Judiciary Board. If the club existed in the semester prior to the purchase, reimbursement is allowed.

Section X. Student programming funds are not to be allocated directly for fundraising or gifted to a cause/donation. Organizations wishing to fundraise may take on the responsibility of self funding the startup capital needed.

Article VI: Consequences

Section I. Should clubs or individuals not follow the rules and expectations as outlined, the following punishments shall be enacted upon them. More details on consequences of clubs are outlined in the Student Organization Handbook.

Subsection A. Any ruling on punishment should be reported to the members of the Club Judiciary Board and voted on.
Subsection B. The Club Judiciary Board may choose to give a grace period of one week to all clubs following the first club informational meeting of the semester, in order to rectify any issues concerning rules that may have been broken.

Section II. A club with an ineligible board member will be suspended until the ineligible board member is replaced or made eligible.

Subsection A. At the end of the grace period if there is an issue with an advisor being on more than four boards, the advisor will be asked which board he or she wishes to remain on.

Section III. A club or individual who misrepresents, edits, or in any way attempts to doctor forms, receipts, or documents regarding the club and its expenditures, will be suspended until the Club Judiciary Board can make a decision regarding these infractions.

Section IV. Clubs that do not submit purchases intact will be charged for items not accounted for.

Section V. If the requested club purchases are not turned over, a warning will be issued. The club will then be given a period of time to turn over the items. If the warning is not heeded, the club or individual will be charged for the sum cost of the purchases. (See Article VI Section IV. Subsection C. of this document).

Article VII: Club Funding Process

Section I. Clubs need to fulfill the requirements of club registration to be eligible for recognition by the MCSGA and receive the privilege to request funding.

Section II. Following training via Student Programming Board meetings plus any additional scheduled training, all clubs are expected to know and understand all policies regarding event planning and preparation documents found on the menlo.edu website and Roots, as well as the club rules as defined by MCSGA and this Club Judiciary Board.

Section III. All requests under $400 are to be sent to MCSGA to be voted on.

Section IV. All requests over $400 are to be sent to Programming Board to be voted on.

Section V. Funding may be granted or taken away from an organization in violation of Menlo College’s Code of Conduct, any other Menlo College Policy, or any of the rules protected by the Club Judiciary Board.

Section VI. Clubs have the right to schedule an appeal regarding the status (funded, recognized, or nonexistent) that the Board has bestowed upon the club after the interview process has taken place. Note: The club will still need to attend the mandatory Student Programming Board meetings.

Article VIII: Voting
Section I. Any vote taken by the Club Judiciary Board must have at least two-thirds of its full membership participating in the vote. The MCSGA President may vote at any time, and a majority vote is required to make a decision. A vote may be taken in person or by any other medium.

Article IX: Ratification
The sub-committee shall become effective after it has been approved by a majority vote of the entire MCSGA. The MCSGA reserves the right to amend or ratify articles in the future. MCSGA also has the right to interpret all by-laws of the Constitution, including the Student Programming Board and the Club Judiciary Board.
Student Government Association Constitution
2019-2020
Constitutional Appendix 2
The Student Programming Board

Article I: Title
The campus programming and funding sub-committee will be referred to as the Student Programming Board.

Article II: Purpose
The Student Programming Board reserves the right to allocate funding for Menlo College clubs, Resident Assistants, and other organizations while providing club-specific training for club leaders. The Student Programming Board will also serve as the acting communication link between clubs and MCSGA.

Article III: Membership
Section I. The Student Programming Board shall be made up of the Presidents of all MCSGA recognized clubs or their representative if they are on the board of SGA, a Resident Assistant, Executive Vice President and Director of Finance.

Subsection A. The Director of Programming will serve as chair of the Student Programming Board. The Director of Finance will serve as the treasurer. The Executive Vice President will serve as secretary.

Subsection B. Executive Board members may hold a Board position of any club on campus. However, they may not propose for funding for their club during SPB meetings. Conflicting interests must be approved and signed by the MCSGA President and Advisor.

Section II. The Director of Student Engagement or their designee will serve as advisor of the Student Programming Board and will attend all SPB meetings or send a staff designee in their place.

Article IV. Expectations of Members
Section I. Members will be responsible for attending all meetings. A member may miss no more than one meeting in a single semester.

Subsection A. In the event that a member misses more than one meeting in a semester, the Club Judiciary Board has the right to enforce sanctions on a club prior to requesting additional funds.

I. Example: After missing one SPB meeting, a club will be asked to table to promote their club before the next meeting.

II. After repeat offenses, funding could be revoked altogether.

Section II. A member must uphold professional behavior during meetings and when representing the Student Programming Board.

Section III. Discussions and voting are to remain confidential until the Director of Programming has informed the proposing party of the official decision.
Section IV. In the event that a Club President is unable to attend a Student Programming Board meeting, it is his/her responsibility to find a member to represent the club and then notify the Director of Programming of this substitution at least 24 hours prior to the meeting.

Subsection A. A member representing a club may not represent more than one club. In no event may an individual represent multiple clubs at a Student Programming Board meeting.

Article V. Meetings

Section I. Meetings are to be held once a month in the first full calendar week of each month. This schedule begins once clubs are established and recognized by the Club Judiciary Board.

Subsection A. An example would be if clubs are established in the last week of August, the first meeting would be in the first full week in September.

Section II. The first ten minutes of each meeting will be reserved for announcements to be made from MCSGA members to the Club Presidents.

Section III. After the announcements, the Student Programming Board will hear proposals from clubs and organizations that are planning events in the following month.

Subsection A. Proposals are not to exceed three minutes in length, while deliberation amongst the Student Programming Board will have five minutes.

Subsection B. The Executive Vice President will keep track of the three-minute time period and minutes of the Student Programming Board meetings.

Section IV. A student, club, or organization seeking funds must submit a Funding Request on Menlo Roots before 5pm the Sunday before the Student Programming Board meeting and at least one week prior to their event.

Section V. A student, club, or organization seeking funds over $2000 must meet with their advisor, the Director of Programming and the Director of Finance before proposing at Programming Board.

Subsection A. The purpose of this meeting is to ensure that funding requests are planned in advance and in detail. This meeting will also help clubs understand the funding process and what steps they can take to receive outside funding.

Subsection B. Any club proposing for an event that is open to a large portion of the Menlo College community will be required to work with the Alumni Engagement and Development office to create a plan to fundraise 10-20% of the proposal.
Section VI. Clubs are advised to remain within a budget of $5000 a semester from Student Programming Board, not including initial club funds. Anything over this amount will be discussed with the point of contact and Club Judiciary Board.

Section VII. Funds asked for food and beverage exceeding $15/ head of expected attendance to event are subject to review. [n]

Subsection A. Alcohol cannot be present at any off campus events thereby clubs may not ask funding for such.

Subsection B. All clubs need to follow the Alcohol Guidelines as stated in the Student Organization Handbook and meet with the Director of Student Engagement to discuss these guidelines.

Article VI. Voting

Section I. All members have voting privileges unless they have a conflict of interest, such as being on the board of the proposing club or organization. The Director of Programming will only vote in the event of a tie, as his/her role is to act as moderator for the board.

Section II. Excluding the Director of Programming, two-fifths of the Student Programming Board members must be present to make decisions regarding proposals.

Section III. For a decision to be reached on a proposal, a motion to vote must be made by a member of the Student Programming Board. The motion must then be seconded by another member. Once the motion is seconded, the Director of Programming will request a vote among all members of the Student Programming Board.

Section IV. A proposal will be approved once a majority vote has been reached.

Article VII. Proposing Organization’s Obligations

Section I. In the event that an RA or club is allocated money and later does not provide an audit report, that club or RA is ineligible to submit future proposals until an audit report is provided and the Student Programming Board considers the RA or club in good standing. If denied, clubs or RAs can appeal to the MCSGA.

Section II. In the event that a club generates excess revenue at a non-fundraising event that the Student Programming Board funded, or has remaining funds from the event, the club must return the excess funds to the Student Programming Board.

Section III. Individual students seeking funds from the Student Programming Board need to be paired with an RA, club, or member of Student Affairs. Faculty and staff are not eligible to receive funds from the Student Programming Board.

Section IV. The Director of Finance is expected to hold and organize all audit sheets submitted from Student Programming Board approved events.

Article VIII. Order and Expectancy of Hearings
Section I. Meetings are to be held on a monthly basis in consideration to the amount of proposals and remaining funds reserved for the student programming board. Executive Board members of SGA that serve on the board of a club, may not vote on amendments made to the Student Programming Board Appendix of the MCSGA Constitution.

Section II. Meeting times will be made public at least one week prior.

Section III. The Director of Programming will submit a weekly report of program funding including sponsoring organizations, amount allocated, and a description of the program to the Director of Student Engagement or their designee and the MCSGA.

Article IX. Ratification
The Student Programming Board shall become effective after it has been approved by a majority vote of the entire MCSGA. The MCSGA reserves the right to amend or ratify articles in the future. MCSGA also has the right to interpret all by-laws of the Constitution, including the Student Programming Board and the Club Judiciary Board.
MCSGA Constitution & By-Law Signatories

As signed and dated below, all applicable parties agree to uphold and adhere to the MCSGA constitution and its by-laws. This constitution, and its subsections, as written are to the best of my knowledge in support of the entire student body and are no way written to privilege or oppress any particular member of the community.

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ashlee Hunt, Menlo College Student Government President</td>
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<td>Joshua Salazar, Menlo College Student Government Executive Vice President</td>
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<td>Athony Philip Ramos, Menlo College Student Government Director of Programing</td>
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<td>Rufus Pappy, Menlo College Student Government Director of Finance</td>
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<td>Gianna Fernandez, Menlo College Student Government Student Director of Communications</td>
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<td>Ian Martins, Menlo College Student Government Resident Student Representative</td>
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<td>Rasmia Schuman, Menlo College Student Government Day Student Representative</td>
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<td>Tarne Hu, Menlo College Student Government Multicultural Representative</td>
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<td>Megan Robinson, Menlo College Student Government Health &amp; Wellness Representative</td>
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Student Government Association Constitution
2019-2020

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<th>Name</th>
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<tr>
<td>Jeremiah Testa</td>
<td>Menlo College Student Government Senior Class President</td>
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<tr>
<td>Ally Salzwadel</td>
<td>Menlo College Student Government Junior Class President</td>
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<tr>
<td>Lilliana Chisler</td>
<td>Menlo College Student Government Sophomore Class President</td>
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<td>TBD</td>
<td>Menlo College Student Government Freshman Class President</td>
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I hereby give my consent and approval of the MCSGA Constitution and Bylaws:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Stockberger</td>
<td>Director of Student Engagement</td>
<td>Date</td>
</tr>
<tr>
<td>Andrea Peeters</td>
<td>Dean of Student Affairs</td>
<td>Date</td>
</tr>
</tbody>
</table>
Committee:
- Meetings at least once a month
  - Check-ins
- Up to 10 SERV hours

Day Student Representative:
- Parking
- Day Student Lunches
- Student Union

Resident:
- Food
- Housing

Multicultural:
- IEP
- International
- Events
- Cultural Clubs

SR:
- Alumni
- Graduation- December/May
- Gift
- Year

JR:
- Internships
- Events

SOPH:
- Events

FRESH:
- STS
- Events