

Mercy College of Ohio
Student Government Association
Constitution

Article I. Name

The name of this organization shall be the Mercy College of Ohio Student Government Association, hereinafter referred to as the SGA.

Article II. Purpose

The SGA shall be a College-wide student entity taking as its mandate the following responsibilities:

- A. To represent the needs and aspirations of all students at Mercy College of Ohio.
- B. To seek, enhance, and maintain reciprocal channels of communication between students, faculty, and administration of Mercy College of Ohio.
- C. To secure meaningful participation in decision-making bodies within the College community.
- D. To advise the Division of Student Affairs regarding the best use of the student activity fee for the purposes of support for student engagement and capital improvement projects.
- E. To guide and inspire colleagues by upholding the moral integrity and professional standards of mature, respectable student leaders.

Article III. Government Structure

Section 1. Members

- A. All registered students at Mercy College of Ohio shall be considered constituents of the SGA and shall have the right to participate in all SGA activity under the provisions of this Constitution.
- B. The SGA will not discriminate based on race, creed, religion, color, age, sexual orientation, gender identity and expression, disability, veteran status, marital status or national origin.
- C. Members have the freedom to discontinue their membership at any time.
- D. The SGA will ensure that its members will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.
- E. The SGA will be comprised of an Executive Committee (President, Vice President, Director of Communication, and a Director of Finance), Academic Program Representatives, Affinity Council Representatives, Academic Association Representatives, and Youngstown Location Representatives

Section 2. Executive Committee

- A. SGA President
 - a. Term
 - i. The term of office shall be for one (1) year beginning May 1 following election through April 30. The SGA election for office will be held every spring semester within an SGA meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as having a cumulative GPA of at least 2.7
 - ii. Be in good ethical standing with the SGA
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently-enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Shall call for and take part in bi-weekly meetings of the Executive Committee
 - ii. Shall meet at least once every two weeks with the SGA Vice-President and the SGA Advisor

APPROVED APRIL 2018

Mercy College of Ohio
Student Government Association
Constitution

- iii. Shall hold once a semester meetings with the following administrators are recommended:
 - 1. President of Mercy College
 - 2. Vice President for Academic Affairs/Dean of Faculty
 - 3. Vice President for Student Affairs/Dean of Students
 - 4. Vice President for Strategic Planning and Enrollment Management
 - 5. Academic Deans
 - iv. Regular attendance at general, committee and special meetings
 - v. Shall treat all other members of the SGA equally and with respect
 - vi. Nominate members of the Student Body to serve on the various College committees requiring or requesting student participation
 - vii. Perform other duties as assigned by the SGA
 - viii. Shall be expected to create and maintain transitional documents for their successors to preserve institutional memory
- d. Rights
- i. The ability to vote, not vote or abstain from all motions in the Executive Committee
 - ii. The ability to chair all meetings of the Executive Committee
 - iii. The ability to create other positions and committees as deemed necessary and appropriate
 - iv. The ability to call for the impeachment of a member of the SGA
 - v. The ability to call for special meetings of the SGA when a regular meeting is not scheduled soon enough for the SGA to react in a timely and appropriately manner
 - vi. The ability to speak on behalf of the SGA and the Student Body in times of emergency
- B. Vice President
- a. Term
 - i. The term of office shall be for one (1) year beginning May 1 following election through April 30. The SGA election for office will be held every spring semester within an SGA meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as having a cumulative GPA of at least 2.7
 - ii. Be in good ethical standing with the SGA
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently-enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Shall take part in bi-weekly meetings of the Executive Committee
 - ii. Shall create and maintain working relationships with members of the College's administration
 - iii. Regular attendance at general, committee and special meetings
 - iv. Shall preside at all SGA meetings in the absence of the President
 - v. Shall consult with the SGA President on all nominations, appointments, and creation of committees, councils, and positions

Mercy College of Ohio
Student Government Association
Constitution

- vi. Shall treat all other members of the SGA equally and with respect
 - vii. Perform other duties as assigned by the SGA
 - viii. Shall be expected to create and maintain transitional documents for their successors to preserve institutional memory
 - d. Rights
 - i. The ability to vote in the case of a tie vote on a motion before the SGA
 - ii. The ability to act as an ex-officio member of all SGA committees
 - iii. The ability to assume the role and responsibilities of the SGA President if the SGA President is unable or unwilling to fulfill their duties and obligations
- C. Director of Communication
- a. Term
 - i. The term of office shall be for one (1) year beginning May 1 following election through April 30. The SGA election for office will be held every spring semester within an SGA meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as having a cumulative GPA of at least 2.7
 - ii. Be in good ethical standing with the SGA
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently-enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Shall maintain a record of the proceedings of the meetings of the membership and the Executive Committee
 - ii. Shall produce and distribute all publicity for SGA events
 - iii. Shall file and preserve all publicity materials from past events
 - iv. Shall make available a copy of the SGA minutes in a timely manner
 - v. Shall rite official club correspondence under the direction of the President
 - vi. Perform such other duties as assigned by the SGA
 - d. Rights
- D. Director of Finance
- a. Term
 - i. The term of office shall be for one (1) year beginning May 1 following election through April 30. The SGA election for office will be held every spring semester within an SGA meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as having a cumulative GPA of at least 2.7
 - ii. Be in good ethical standing with the SGA
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently-enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Receive all moneys belonging to the SGA and to deposit the same in its Mercy College of Ohio account with assistance from the advisor

Mercy College of Ohio
Student Government Association
Constitution

- ii. With assistance with the advisor, pay bills approved by the Executive Committee and render a written report at SGA meetings
 - iii. Present copies, as requested, of all financial reports to SGA members
 - iv. Review all budget requests with assistance from the advisor
 - v. Perform such other duties as assigned by the SGA
- d. Rights

Section 3. Academic Program Representatives

- A. Certificate Programs Representative
 - a. Serve as an active representative in the SGA
 - b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with academic program leadership and students on a regular basis
- B. General Studies Representative
 - a. Serve as an active representative in the SGA
 - b. Act as a liaison between academic program leadership and students enrolled in the General Studies Program
 - i. Meet with academic program leadership and students on a regular basis
- C. Health Information Technology Representative
 - a. Serve as an active representative in the SGA
 - b. Act as a liaison between academic program leadership and students enrolled in the Health Information Technology program
 - i. Meet with academic program leadership and students on a regular basis
- D. Nursing Program (Bachelor of Science) Representative
 - a. Serve as an active representative in the SGA
 - b. Act as a liaison between academic program leadership and students enrolled in the Nursing Program (Bachelor of Science)
 - i. Meet with academic program leadership and students on a regular basis
- E. Nursing Program (Associate of Science) Representative
 - a. Serve as an active representative in the SGA
 - b. Act as a liaison between academic program leadership and students enrolled in the Nursing Program (Associate of Science)
 - i. Meet with academic program leadership and students on a regular basis
- F. Radiology Technology Program Representative
 - a. Serve as an active representative in the SGA
 - b. Act as a liaison between academic program leadership and students enrolled in the Radiology Technology Program
 - i. Meet with academic program leadership and students on a regular basis

Section 4. Affinity Council Representatives

- A. Health and Wellness Council (Director of Accessibility Services, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SGA
 - iv. Participate in SGA and Student Leader Retreats

Mercy College of Ohio
Student Government Association
Constitution

- v. Hold at least one open meeting every month in the academic year
- B. Mission and Ministry Council (Director of Campus Ministry and Service Learning, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SGA
 - iv. Participate in SGA and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year
- C. Professional Development (Director of Career, Professional Development, & Retention, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SGA
 - iv. Participate in SGA and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year
- D. Racial Identity Council (Director of Diversity and Inclusion, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SGA
 - iv. Participate in SGA and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year

Section 5. Academic Association Representatives

- A. Advancing Men in Nursing
 - a. Serve as an active representative in the SGA
- B. National Student Nurses Association
 - a. Serve as an active representative in the SGA

Section 6. Youngstown Location Representatives

- A. Serve as an active representative in the SGA

Section 7. Student Activities Board

- A. Chairperson (elected student)
 - a. Set up monthly meetings with advisor
 - b. Coordinate at least three events/meetings per semester
 - c. Serve as an active representative in the Student Government Association
 - d. Participate in Student Government and Student Leader Retreats
 - e. Hold at least one open meeting every month in the academic year

Section 8. Non-elected Members

- A. SGA Advisor
 - a. The role of the SGA Advisor shall devolve to the current Director of Student Life
 - b. The SGA Advisor shall serve as long as they retain the role of Director of Student Life

Mercy College of Ohio
Student Government Association
Constitution

- c. Requirements
 - i. Be in good ethical standing with the SGA
 - ii. Be in good legal standing with the law enforcement
 - iii. Be a full-time employee of Mercy College of Ohio
- d. Duties
 - i. Shall meet at least once every other week with the SGA President and the SGA Vice President
 - ii. Shall serve as the liaison between the SGA and the College
 - iii. Shall attend and advise bi-weekly meetings of the Executive Committee
 - iv. Shall ensure that the SGA Constitution and Bylaws are upheld by the SGA
 - v. Review and approve all SGA expenditures, disbursements, and allocations
 - vi. Review and approve all contracts to be entered into by the SGA
 - vii. Review the GPAs of all current members of the SGA on a regular basis and follow-up accordingly when any member does not meet the minimum standards
 - viii. Regular attendance at general meetings of the SGA
 - ix. Shall do their best to be at special meetings of the SGA
 - x. Shall treat all members of the SGA equally and with respect
 - xi. Shall assist all members of the SGA to the best of their abilities
 - xii. Shall be expected to create and maintain transitional documents for their successors to preserve institutional memory

Section 9. Removal and Resignation

- A. An SGA member in good standing may resign in good standing by sending a letter of resignation to the Director of Communication
- B. Members absent from three (3) consecutive meetings or more than half the meetings per semester shall be automatically removed from membership in the SGA
 - a. If absent, members may identify another student to replace the member's position, with the full knowledge the replacement will have the same powers as the member (proxy).
 - b. The replacement student must have affiliation with the member's SGA position

Article IV. Elections

Section 1. Timing

- A. Elections shall be conducted by ballot at a meeting in April of each year to serve for one year, or until successors are elected and assume office. Their term of office shall begin on the first day of the subsequent summer semester.

Section 2. Quorum

- A. The quorum for election meetings of the club shall be two-thirds of the membership. A majority shall elect.

Section 3. Additional ballots

- A. In the event a candidate does not receive a majority of the votes cast, a second ballot listing only the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect.

Mercy College of Ohio
Student Government Association
Constitution

Section 4. Affirmation

- A. If there is only one nominee for an office, election may be by voice vote. A majority vote shall elect.

Section 5. Vacancy in Office

- A. A vacancy in office shall be filled, by a majority vote, at a regular or special meeting, for which notice of the vacancy has been given, except the office of President, which shall be filled by the Vice President.

Section 5. Term of Office.

- A. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. Any part of a term more than four months shall be considered a full term.

Article V. Meetings

Section 1. General Meetings

- A. General meetings shall be held every other week, August through May, unless otherwise ordered by the membership.
- B. The President, in coordination with the Executive Committee, shall determine the time and place of meetings.
- C. All General Meetings are open to the public

Section 2. Special Meetings

- A. Special meetings may be called by the SGA President or upon the written request of five (5) members of the SGA.
- B. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days' notice shall be given to all members by telephone, in writing, or by electronic means
- C. All Special Meetings are open to the public

Section 3. Quorum

- A. The quorum for SGA general meetings and any special meeting shall be ten percent (10%) of the total membership, provided at least two officers are present

Section 4. Executive Committee Meetings

- A. Executive Committee meetings shall be held once every two weeks except for the months of June, July and August.
- B. The time and location of Executive Committee meetings are determined by the Executive Committee, in coordination with the SGA Advisor
- C. Special meetings of the Executive Board may be called by the President or any two other officers. Except in cases of emergency, at least five (5) days' notice shall be given to all Executive Board members by telephone, in writing, or by electronic means.
- D. A majority of the executive board members shall constitute a quorum.

Section 5. Alternative Means of Attendance

- A. Phone and Internet

Mercy College of Ohio
Student Government Association
Constitution

- a. A member of the SGA may attend meetings of the SGA via phone, video-messaging service, or any other telecommunication means available to them
 - i. Members choosing to attend in such a manner must be able to do the following via their chosen method:
 - 1. Be able to hear the discussion
 - 2. Be able to engage in the discussion
- B. Abuse of Privilege
 - a. No member of the SGA may abuse the use of telecommunication means
 - b. Alternative methods of attendance are only to be used when attending the meeting is impossible

Article VI. Committees

Section 1. Creation.

- A. Standing or special committees may be created by the membership and by the Executive Board as necessary.

Section 2. Appointment.

- A. Except as provided elsewhere in these bylaws, the President shall appoint the chairperson and members of standing and special committees with the approval of the Executive Board.

Article VII. Parliamentary Authority

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

Article VIII. Amendments/Révisions

Section 1. Amendments.

- A. The SGA agrees to abide by the polices of Mercy College of Ohio as well as federal, state, and local laws.
- B. These bylaws may be amended at any regular meeting by a two-thirds vote providing the amendment has been submitted to the membership at a previous regular meeting.

Section 2. Effective date of amendment.

- A. Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.