



# BY LAWS

## Student Government Association

Mount Mercy University: Cedar Rapids, IA

*Revision 11/2021*

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### Article I: Duties of the Officers

#### Section 1: The Duties of the President shall include:

- a. Preside over all meetings of the General Assembly of the SGA of Mount Mercy University.
- b. Acts as a mediator between Mount Mercy administration, faculty, staff, and students.
- c. In collaboration with the SGA Executive Council, appoint committees, as deemed necessary.
- d. Acts as a resource to all committees and student clubs/organizations.

- e. Serve as President Pro-Tempore of the Freshman Class until one is elected in the fall.
- f. Act as official representative of the student body of Mount Mercy University when called upon to do so.
- g. Develop, in coordination with the Executive Council and advisor, the yearly goals and objectives of SGA.
- h. Serve as moderator for yearly training of club officers.
- i. In collaboration with the Executive Council, the President shall prepare an agenda for each meeting.
- j. Serve on the Student Activity Fee committee.

Section 2: The duties of Vice President shall include:

- a. Assume the duties of President in case of absence or upon request.
- b. Assist the President in other ways as appropriate.
- c. Acts as an advisor to the President, the University's student/staff committees, and the student clubs/organizations.
- d. Serve as coordinator of SGA Elections.
- e. Serve as one of the two liaisons to the faculty.
- f. Serve as the chair of the Student Senate.
- g. Serve as liaison between the Student Senate and the Executive Council.
- h. Annually update cabinet, club, and executive binders.
- i. Serve on the Student Activity Fee Committee.

Section 3: The duties of the Secretary shall include:

- a. Perform clerical duties common to the office (i.e., keep and distribute accurate General Assembly, Senate, and Executive Council meeting minutes).
- b. Carry on such correspondence as is necessary to SGA.
- c. Serve as member in the Student Senate.
- d. Serve as the representative on the Education Policies Committee.
- e. Serve on the Student Activity Fee Committee.

Section 4: The duties of the Treasurer shall include:

- a. Act as executor of SGA funds.
- b. In collaboration with the Executive Council, the Treasurer shall be responsible for the preparation of the budget, including presentation of the proposed budget to Senate for approval at the end of the academic year and presentation of the budget to the General Assembly at the beginning of the next academic school year.
- c. Oversee the Business Office's transactions for all club and organization finances.
- d. Serve as a member of the Student Senate.
- e. An internal review of finances shall take place once a fiscal year when closing the financial books. The SGA Treasurer, in conjunction with the SGA President, shall provide assistance to the Business Office auditor.
- f. Provide financial statement to the club/organizations upon request.
- g. Serve on the Safety and Security Committee.
- h. Serve as the chair of the Student Activity Fee Committee.

## Article II: Duties of the Cabinet Members

Section 1: Director of Public Relations: Responsible for maintaining and updating the SGA website, consulting on technology issues and concerns. He/she is responsible for updating SGA's social media sites and writes a column for the MMU times. He/she serves the student body by fulfilling task deemed necessary by the Executive Council.

- Section 2: Coordinator of Clubs: Assists in coordinating the Clubs and Organizations Fair, the Registered Student Organization Handbook, and acts as a mediator between the SGA and the clubs and organizations. He/she monitors clubs according to bylaw requirements of a club. He/she serves on the Student Activity Fee Committee. He/she serves the student body by fulfilling tasks deemed necessary by the Executive Council.
- Section 3: Administrative Assistant: Act as an assistant to the Executive Council, and the SGA. He/she assists the Vice-President with the elections, oversees the fulfillment of class officer and committee member requirements. He/she assists the treasurer with additional funds request and serves on the Student Activity Fee Committee. He/she serves the student body by fulfilling tasks deemed necessary by the Executive Council.
- Section 4: Activities Coordinator: Act as a liaison between SGA and the Admissions Officer. Responsible for directing SGA sponsored events as well as coordinating SGA appearances at orientation sessions and registration days. He/she is directly involved with the planning of the SGA Leadership Awards Ceremony. He/she serves the student body by fulfilling tasks deemed necessary by the Executive Council.

### Article III: Duties of the Senate

- Section 1: Conduct a review and evaluation of campus policies, facilities, and services each academic year.
- Section 2: Serve on campus and special committees as needed.
- a. Committee members appointed to standing University Committees are required to attend or find a replacement for all meetings.
  - b. Members are to serve SGA by presenting all recommendations, suggestions, and criticism to their respective committee and to responsibly represent the student body when voting.
  - c. Committee members are required to attend , or find a replacement for all Senate meetings, and will be called upon to report the current work of their respective committees.
- Section 3: Conduct a review of the SGA Constitution and By Laws as needed with proposed changes.
- Section 4: Carry out any other duties determined by the Executive Council.
- Section 5: Meet at least once a month, with additional meetings called as needed by the SGA Executive Council.
- Section 6: Review and approve all pieces of legislation that pass through the General Assembly.
- Section 7: Conduct reviews of all SGA expenditures and report back to constituents.

### Article IV: Duties of the General Assembly Members

- Section1: Serve as a liaison between SGA and the group the member represents.
- Section 2: Attend monthly General Assembly meetings.

Section 3: Review proposals from the Senate.

Section 4: Serve on committees as needed

Section 5: Carry out any other duties determined by the General Assembly.

Article V: Duties of the Class Officers

Section 1: The duties of the Freshman Class Officers shall include:

- a. Serve on Senate.
- b. Coordinate one fundraiser or one service project for the benefit of their class and/or the greater student body.

Section 2: The duties of the Sophomore Class Officers shall include:

- a. Serve on Senate.
- b. Coordinate one fundraiser or one service project for the benefit of their class and/or the greater student body.

Section 3: The duties of the Junior Class Officers shall include:

- a. Serve on Senate.
- b. Coordinate one fundraiser or one service project for the benefit of their class and/or the greater student body.

Section 4: The duties of the Senior Class Officers shall include:

- a. Serve on Senate.
- b. Coordinate one fundraiser or one service project for the benefit of their class and/or the greater student body.

Article VI: The SGA Advisor

Section 1: Duties of the Advisor shall include:

- a. Serve as a non-voting consultant to the Executive Council.
- b. The Advisor shall be non-authoritative in all areas except the counting of election ballots.
- c. Sign SGA Check Requests.
- d. Sign SGA Credit Card Statements.

Section 2: Selection of the Advisor

- a. A majority of the Executive Council shall be required to appoint the SGA Advisor.
- b. The Advisor shall be appointed on an annual basis, without term limits.

Section 3: Removal of the Advisor

- a. A majority vote of the Executive Council shall be required to remove the SGA Advisor.

Article VII: Membership of the Senate

Section 1: The official members of the Senate shall consist of the following, each position carrying one (1) vote:

- a. Two (2) designated class officers from each of the following classes: Freshman, Sophomore, Junior, and Senior.
- b. One (1) At-Large student representative.
- c. One (1) Non-Traditional student representative.
- d. One (1) Residential student representative.
- e. One (1) Graduate student representative.
- f. One (1) Commuter student representative.
- g. One (1) Educational Policies student representatives.
- h. One (1) Enrollment Management student representatives.
- i. One (1) Faculty Liaison student representatives.
- j. One (1) Student Publications student representative.

Section 2: Honorary non-voting positions of the Senate shall consist of the following:

- a. SGA Vice-President, except in the case of a tie vote.
- b. SGA Advisor.
- c. Faculty representative.

- d. SGA President, Secretary, and Treasurer.
- e. SGA cabinet members.

Section 3: Honorary non-voting seats of Senate shall be open to the public.

Article VIII: Membership of the General Assembly

Section 1: The official representatives to the General Assembly shall consist of the following members, each position carrying one (1) vote:

- a. The SGA Vice President, Secretary, and Treasurer.
- b. One (1) Mount Mercy Activities and Programming Board Member.
- c. One (1) Representative from each recognized club or organization.

Section 2: Honorary non-voting seats in the General Assembly shall be extended to past members of the SGA Executive Council for one academic semester immediately following their term of office.

Section 3: Honorary non-voting seats of the General Assembly shall be open to the public.

Section 4: Honorary non-voting position of the General Assembly shall consist of the SGA President, except in case of a tie vote.

Article IX: Selection of Officers

Section 1: The election of the SGA Officers shall be held annually, for one consecutive week of November with the voting being open a minimum of four hours each election day. Voting shall be overseen by a non-candidate.

Section 2: Qualifications for each position shall include:

- a. Candidates to the office of President or Vice-President must have served as a member of the SGA General Assembly and/or Senate for at least two (2) semesters or served as a club officer for at least two (2) years.
- b. Candidates to the office of Secretary or Treasurer must have served as a member of the SGA General Assembly and/or Senate for at least one (1) semester or served as a club officer for at least one (1) year.
- c. Submit the completed "Application for Candidacy" form to the SGA Office.

### Section 3: Election to Office

- a. The candidate who receives plurality out of all the votes cast shall thus be elected to SGA office.
- b. In the event that no one candidate for a particular office achieves plurality, a run-off election shall be held.
- c. If such circumstances call for a run-off election, that election shall be held following the primary election in November. Voting will be open a minimum of two hours each Election Day.

### Section 4: Term of office for Executive Officers

- a. Officers of the Executive Council shall serve from the first General Assembly meeting in January, following the elections to January of the following year.
- b. Inauguration of Executive Officers shall take place as an item of “New Business” during the first General Assembly meeting of January, following the November elections.

## Article X: Selection of Cabinet Members

Section 1: The Executive Council of the SGA shall appoint no more than four Cabinet members to serve on the council in a non-voting, ex-officio fashion.

Section 2: Cabinet members shall be either a first year or second year student.

Section 3: The Executive Council shall inform the General Assembly and Senate of a Cabinet position opening at least ten days in advance of the announcement of the Council’s choice to fill the seat.

Section 4: The Executive Council shall announce its appointees at the first General Assembly of their term.

Section 5: Appointees will be inaugurated as an item of “New Business” following the inauguration of the Executive Council.

Section 6: A Cabinet member may be terminated by a majority vote of the Executive Council and shall not hold another position within SGA in a later term.

## Article XI: Selection of Senators

Section 1: The election of Class Officers shall be held annually in the spring elections in April, and serve a September-May term.

- a. All applicants must complete an “Application for Candidacy” form.

Section 2: Qualifications for Committee Members shall include:



- a. Submit to the SGA Office the completed “Application for Candidacy” form.
- b. The candidate(s) appointed by the SGA Executive Council are to assume their duties immediately.
- c. The term of membership on standing University Committees shall be one year, not necessarily in conjunction with the academic year.

Article XII: Elections

Section 1: The Vice-President, in conjunction with the Executive Council, shall set an election date consistent with the election guidelines, The Vice-President is also responsible for publicizing the deadlines for nominations, and the dates for the balloting.

Section 2: If no one files for any given office, the nomination date may be extended based on the judgment of the Executive Council.

Section 3: Balloting

- a. Every student member of Mount Mercy University has the right to vote in campus elections.
- b. Voting and individual ballots shall only be seen by the Executive Council and filled out through an online ballot.
- c. If there is a differential of three percent or less between two or more of the top candidates in the ballot count, a recount shall be made.
- d. Ballots shall remain the property of SGA for a period of six months after the election and then be destroyed.
- e. Candidates for any office or committee cannot campaign nor solicit votes at the election site.
- f. No candidates may participate in the counting of the ballots.
- g. The SGA Advisor must supervise the counting of the ballots.
- h. Any violation of any of the above balloting stipulations shall constitute a special election.

Section 4: Write-in candidates are allowed in any SGA election provided the candidate supplies SGA all necessary forms within five days after the last day of elections, and meet all qualifications of the position.

Section 5: Fall SGA Elections: The following offices shall be filled during the fall term of the academic year:

- a. SGA Executive Council members; (4) one (1) President, one (1) Vice-President, one (1) Secretary, and one (1) Treasurer.
- b. Freshman Class Officers; (2) one (1) President and one (1) Vice President.

Section 6: Spring SGA Elections: The following offices shall be filled during the spring term for the academic year:

- a. Sophomore, Junior, and Senior Class Officers; (6) one (1) President and one (1) Vice-President for each class.
- b. Eight (8) Senate Positions: one (1) Commuter student, one (1) Non-Traditional student (as defined by the registrar's office), one (1) Residential student, one (1) At-Large student, and one (1) Graduate student.
- c. Educational Policies Committee; one (1) At-Large student.
- d. Enrollment Management; one (1) At-Large student.
- e. Faculty Liaison; one (1) At-Large student.

Section 7: Special Elections called by the Executive Council will be held for issues affecting the campus as a whole.

Article XIII: Official Voting in Senate and General Assembly

Section 1: Official votes will be taken by roll-call voting when deemed necessary by the Executive Council.

Section 2: Each voting member will be allowed one (1) vote each for only one (1) position.

- a. Quorum will be determined by a list of voting positions, with each member being allowed to hold up to one (1) position.
- b. Roll call will be by position.

Section 3: Any non-Cabinet voting member may select a substitute to represent his/her position at SGA meetings in the event of his/her absence.

- a. Class officers' proxy must be within the class being represented.
- b. Commuter student's proxy must be another commuter.
- c. Residential student's proxy must be another resident.

- d. Club member's proxy must be another member of the club being represented.
- e. A senate representative shall not represent more than one senate position.

Article XIV: Removal of Officers, Senators, Committee Members, Assembly Members

Section 1: Executive Council Members (Officers)

- a. A petition for an impeachment inquiry must be signed by half of the General Assembly present.
- b. Within ten days of receipt of said petition, an ad hoc committee of the General Assembly shall be elected by the Assembly to hear the officer's defense to the charge. Upon hearing the evidence and defense, the ad hoc committee shall vote on the petition. A two-thirds majority of the committee shall be required to recommend the removal of the officer from the General Assembly.
- c. Within one week after the ad hoc committee's decision, the recommendation and reasoning will be presented to the full General Assembly at a Special Meeting called by the Executive Council. A two-thirds majority of the General Assembly membership present shall be required to impeach the officer.
- d. A trial will take place in the Senate within one week after the officer has been impeached by the General Assembly. After both sides have been heard, and the Senate had deliberated, the body will render a verdict. A two-thirds majority is required for the officer's removal from office.
- e. NOTE: A member selected from the Senate and a member elected from the Assembly shall preside over their respective bodies from the formation of the ad hoc committee to the resolution of the entire removal proceeding.
- f. The removed officer shall not hold another SGA or senator position in a later term of office.

Section 2: Senators

- a. A petition for censure from office must be signed by half of the Senate.
- b. Within ten days of receipt of said petition, an ad hoc committee of the Senate shall be elected by the Senate to hear the Senator's defense to the charge.
- c. The Senator in question shall have the right to be present at the meeting of the ad hoc committee.

- d. Upon hearing the evidence and defense, the ad hoc committee shall vote on the petition. A two-thirds majority of the committee shall be required to recommend the removal of the Senator to the Senate.
- e. Within one week after the ad hoc committee's decision, the recommendation and reasoning will be presented to the General Assembly at a Special Meeting. A two-thirds majority of the General Assembly membership shall be required to remove the Senator.
- f. The committee itself may recommend to the Executive Council that the member in question be removed for breach of the individual's duty.
- g. The removed senator shall not hold another SGA or senator position in a later term of office.

#### Article XV: Vacancy of Office

##### Section 1: Executive Council Members (Officers)

- a. A vacancy in the office of President of the SGA shall be filled immediately by the Vice-President. If the Vice-President is unable to fill the vacancy, the Secretary and Treasurer shall fill the vacancy, respectively.
- b. If a special election is needed due to total vacancy of all positions, it shall be held one (1) week after the vacancies. Voting shall be overseen by a non-candidate.
- c. A vacancy in an elected Executive Council Office shall be filled with a temporary appointment by the officer based on approval of a two-thirds majority vote of the entire General Assembly present.

##### Section 2: Senators

- a. A vacancy in an elected Senate shall be filled with a temporary appointment by the Vice-President. The appointed Senator shall serve the remainder of the vacant Senator's term. Such appointment requires a two-thirds majority vote of the Senate present.
- b. A vacancy in a committee position shall be filled by an appointment of the Executive Council with majority approval of the Senate.
- c. If a vacancy in an elected committee position cannot be filled prior to the next meeting of the committee, the Executive Council may send its appointee until the prospect gains Senate approval. This temporary appointment shall not exceed a term of one (1) academic semester.

#### Article XVI: Meetings

- Section 1: Monthly meetings of the General Assembly shall be held during the fall, winter, and spring terms, except during vacation periods. Meetings will be held on the first Monday of the

month unless specified otherwise.

Section 2: Monthly meetings of the Senate shall be held during the fall, winter, and spring terms, except during vacation periods. Meetings will be held on the third Monday of the month unless specified otherwise.

Section 3: Special Meetings

- a. May be held at the call of the SGA Executive Council upon seventy-two (72) hour notification of all delegates to the General Assembly or Senate.
- b. May be held at the request of the President of Mount Mercy University or the Dean of Students.

Section 4: First General Assembly Meeting

- a. The first General Assembly Meeting of the new calendar year will mark the start of the SGA cycle. Inauguration of newly elected Executive Council and appointed cabinet will take place as an item of “New Business” during this first meeting.

Section 5: Notice

- a. Regular meetings of the Senate and General Assembly shall be promoted throughout campus.
- b. Special meetings of the Senate and General Assembly shall be promoted throughout campus.

Section 6: Officer Training

- a. There shall be one mandatory meeting of the Clubs’ Officers during the fall term.
- b. If the Executive Council deems it necessary to hold an additional meeting, they will give a seventy-two (72) hours’ notice.
- c. Club Officers shall be informed about the policies, procedures, and issues of SGA and the University.
- d. Club Officers shall have the opportunity and the encouragement to openly discuss, with each other and with SGA, anything relating to their clubs’ operations.
- e. SGA shall be charged with providing tools and information, be it documentation, guest speakers, etc., to empower club officers to perform their jobs more effectively.

## Article XVII: Policies and Resolutions

Section 1: Policies are to be classified under suitable headings, for example “Procedures of Election Committee.”

- Section 2: Policies and resolutions shall be used to define the beliefs and philosophy of the SGA.
- Section 3: Once adopted, policies and resolutions set a standard for judging and deciding all new proposals dealing with the subject or situations covered by the policy.
- Section 4: Proposed policies and resolutions may be submitted to the Executive Council by any member of the Senate or General Assembly for consideration at the next regular meeting of the Senate.
- Section 5: A proposed policy or resolution approved by Senate shall be adopted by a majority vote of the General Assembly.
- Section 6: If a proposal is contrary to an adopted policy, it will be considered at the next General Assembly meeting and approved by a two-thirds vote.

Article XVIII: Formulation of New Clubs/Organizations

- Section 1: A minimum of five (5) students may choose to organize a group on the campus of Mount Mercy University by obtaining approval of the SGA.
- a. The group must secure an advisor from the University's faculty or staff who is willing to serve.
  - b. New clubs must present a constitution to the Executive Council and Cabinet one week prior to the next SGA General Assembly meeting.
  - c. The group must present a copy of their constitution in a presentation before the General Assembly.
  - d. A majority approval of quorum of the General Assembly shall be required before the proposed organization is recognized by SGA.

Article XIX: Reorganization of a Dormant Club for SGA Active Club Recognition

- Section 1: A group of students may choose to re-organize a previously active group on the campus of Mount Mercy University by obtaining approval of the SGA.
- a. The group must secure an advisor from the University's faculty or staff who is willing to serve.
  - b. Clubs seeking re-recognition from SGA must present a constitution to the Executive Council and Cabinet one (1) week prior to the next SGA General Assembly meeting.
  - c. The group must present a copy of their constitution in a presentation before the General Assembly.
  - d. A majority approval of quorum of the General Assembly shall be required before the proposed organization in recognized by SGA.

Article XX: Duties of Clubs

Section 1: The duties of an SGA sanctioned club shall include:

- a. Minimum of one (1) service projects for the year.
- b. Required to host or co-host one (1) Club Friday.
- c. Required to host or co-host one (1) campus-wide activity that is distinct from the above service project.
- d. Required to host at least one (1) meeting per month.
- e. Maintain a minimum membership of five (5) students.
- f. Provide proper documentation of activities and membership so as to maintain official standing with SGA through RSO registration.
- g. Have one (1) representative at all General Assembly meetings.

Article XXI: Finances

Section 1: SGA Student Activity Fee (SAF)

- a. The SGA is the banking authority for all recognized clubs /organizations and Student Activity Fee (SAF) funds.
- b. The SGA shall be funded from the Student Activity Fee (SAF) assessed to students each fall and spring semester.
- c. All recognized clubs and organizations shall be funded by the SGA Student Activity Fee.
- d. MMU organizations, programs, and initiatives can be funded by the SGA Student Activity Fee at the discretion of SGA.

Section 2: Student Activity Fee (SAF) Commission

A. Purpose & Responsibilities

- a. SAF Commission assumes powers and responsibilities appropriated to it by Mount Mercy University and Student Government Association.

- b. SAF Commission will have primary responsibility for allocating and reviewing all Student Activity Fee money.

B. Membership

- a. Six (6) voting member commission shall be:
  - i. SGA Treasurer (chair)
  - ii. SGA President
  - iii. SGA Secretary
  - iv. Coordinator of Clubs
  - v. One (1) Student Senate appointee
  - vi. Administrative Assistant
- b. Two (2) non-voting ex-officio representatives shall be
  - i. SGA Vice-President
  - ii. SGA Advisor

Section 3: SGA Club/Organization Requirements

- a. Any club/organization that fails to have a representative at an SGA meeting once in one academic year will have a notice sent to that club and the club's advisor. Any club/organization failing to have representation at two SGA meetings will have their funds frozen.
  - a. A club may also have their funds frozen for lack of written club reports at General Assembly meetings.
- b. Any club/organization that fails to have a representative at a SGA meeting three times in one academic year will be put on two month probation of necessary attendance including a meeting with the Executive Council to resolve issues.
- c. Any club/organization that fails to have a Representative at an SGA meeting four times in one academic year will have their SGA budgeted funds removed for the remainder of the year, but may continue on using their fundraised financial resources.



- d. Any club/organization that fails to have a Representative at an SGA meeting five times in one academic year will not be eligible to receive a budget for the following school year until December of the following year. If the club is in good standing per attendance and financial reporting, they will receive a budget hearing at the aforementioned time.
- e. Any club/organization that fails to have a Representative at an SGA meeting six times in one academic year will be dissolved as an SGA sponsored club receiving no funding for one year thereafter. Fundraised money will be distributed to the charity, club or organization of the disbanding club's choice. If the club does not decide within one month of disbandment, the SGA Executive Council will absorb the funds.
- f. To have funds unfrozen, a hearing before the Executive Council (chaired by the Treasurer) will be held.
- g. Clubs may not use SGA funds to donate money or purchase items for donations. Clubs may only use funds that they have raised through club fundraisers to donate money or purchase items for donation.
- h. Please refer to the Registered Student Organization Handbook for further requirements of clubs and organizations.
  - i. The SGA Executive Council shall be paid a stipend for their services.
    - 1. SGA Executives shall be paid five hundred (500) dollars for each Fall and Spring semester of their elected term(s).
    - 2. SGA Cabinet shall be paid up to two hundred fifty (250) dollars for each Fall and Spring semester of their appointed term(s).