

# MEREDITH COLLEGE

## 2017-2018 Student Handbook

### CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

**Preamble** We, the students of Meredith College, organized as the Student Government Association, desiring to improve the College for present and future students, faculty, staff, and administrators and to enrich our education as women by assuming responsibility for ourselves and the Meredith community, have adopted the following constitution and by-laws.

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#### Article I *Name.*

The name of this organization shall be called the Student Government Association (SGA) of Meredith College.

#### Article II

## ***Purpose.***

The purpose of Student Government Association shall be to ensure, in cooperation with the administration, the general welfare of the student body; to promote by example and precept scholarship, citizenship, and integrity; to act as a liaison between students, and alumnae, faculty, staff, administrators, and trustees; to serve as the official advocate of the students; to receive and investigate student grievances; and to encourage students to become active participants in self-governance.

## **Article III** ***Authority.***

The students have freedom to shape Meredith's policies and regulations regarding student life. In its exercise of its governing powers, the Student Government Association is ultimately responsible to the president of the College under authorization by the Board of Trustees.

The SGA Executive Board shall serve as the governing body for all students and all campus organizations. The function of all campus organizations shall be overseen by the SGA Senate.

## **Article IV** ***Membership and Responsibility.***

### **Section 1. *Membership.***

All undergraduate students who are officially enrolled at Meredith College shall become members of the Student Government Association. This membership includes full-time, part-time, degree and non-degree students (Cooperating Raleigh College students are not included).

### **Section 2. *Responsibility.***

Each student upon coming to Meredith accepts college citizenship involving self-government under the Honor Code, which, as defined by the Student Government Association, means that:

1. Each student is expected to be honest and truthful at all times.
2. Each student is personally responsible for her own conduct, for her obligation to the college community, and for informing herself of and abiding by the college regulations. If a student breaks a regulation, she is expected to correct her offense by reporting herself to the proper authority; in an academic matter, to the instructor concerned and in a student government matter, to the solicitor general of the Honor Council.
3. Each student is responsible for seeing that the Honor Code is carried out at all times. If she is aware of a violation by another student, she should call this matter to the attention of that student as a violation of her responsibility to the community.

### **Section 3. *Statement of Responsibilities.***

Early in her first semester each student must sign the Meredith College Statement of Honor concerning her responsibilities as a member of the Student Government Association.

## **Article V**

### ***Organization.***

There shall be a SGA Executive Board, Senate, Honor Council, Student Life Committee, Elections Board, an Association of Meredith Commuters, Residents Housing Association, WINGS Adult Student Organization, and Student Activities Fee Committee.

## **Article VI**

### ***Student Government Executive Board.***

#### **Section 1. *Function.***

- A.** It shall be the function of the SGA Executive Board to serve as the executive branch of the Association. The SGA Executive Board shall put into effect such changes in the constitution and regulations of the Association, in consultation with the individual branches, as have been approved by Senate and the vice president for college programs.
- B.** The SGA Executive Board shall receive and investigate grievances, discuss problems arising within the SGA, propose legislation, and make other recommendations and suggestions for appropriate action to the proper board.
- C.** It shall be the function of the SGA Executive Board to educate the student body concerning the form, function, and regulations of the Student Government Association.
- D.** If deemed necessary, upon request from the president/chair, adviser, highest presiding officer of an organization, or the SGA Senate chair (upon recommendation of Senate), it will be the function of the SGA Executive Board to require the holder of any elected office who has not performed her duties as outlined in her constitution, job description, or the Code of Ethics for Student Leaders to withdraw from the elected campus office. The SGA Executive Board shall call a hearing while considering a matter of this nature. When voting on a matter of this nature, the SGA Executive Board must have quorum, and the vote will require a two-thirds majority.
- E.** It shall be the function of the SGA president, vice president, secretary and treasurer to hear and rule on any appeals brought forward by the SAF Committee.

#### **Section 2. *Members.***

##### **A. *Voting Members.***

The voting members of the Association shall consist of a vice president, secretary, treasurer, freshman member-at-large, the Senate chair, the Honor Council chair, the Student Life Committee chair, the Elections Board chair, the Residents Housing Association chair, the Association of Meredith Commuters president and the WINGS president.

##### **B. *Non-Voting Members.***

The president shall only vote in the case of a tie. The adviser is a non-voting member.

#### **Section 3. *Selection Committee.***

It shall be the function of the Selection Committee to select through an application/interview process all SGA Executive Board offices not filled during campus-wide elections. The Selection Committee shall be comprised of the current Student Government Association president, the newly elected Student Government Association president, the student who currently holds the office being appointed, the Student Government Association Executive Board adviser, and the SGA adviser of the office being appointed.

#### **Section 4. *Duties of the Members.***

##### **A. *President.***

It shall be the duty of the president to preside over all meetings of the Student Government Association

Executive Board and Selection Committee, to attend meetings of the Board of Trustees, to attend meetings of the faculty, to attend meetings of the staff, to review the reports of the college committees, to appoint a parliamentarian if she so chooses, and to perform other duties that may fall upon her as president of the Association.

**B. Vice President.**

It shall be the duty of the vice president to assist the president in all student government affairs, to preside over all meetings of the SGA Executive Board in the absence of the president, and to assume all other powers and duties delegated by the president of the association. It shall be her duty to attend Hillsborough Street Student Committee meetings, appoint students to faculty committees, and to appoint student representatives to the college committees (see Article VII. Section 1). A vacancy which occurs in the office of the president shall be filled by the vice president (see other duties listed under Article X. Section 5.A).

**C. Secretary.**

It shall be the duty of the secretary to record and distribute minutes to members of the SGA Executive Board, the adviser of the committee, the dean of students, the vice president for college programs, and the president of the College. The secretary also shall maintain a file of minutes from all branches in the SGA office. The secretary shall also be responsible for all correspondence of the SGA Executive Board. It shall be her duty to maintain SGA social media. The secretary shall submit articles to the Meredith Herald when deemed necessary by the SGA Executive Board. The secretary shall perform other duties as necessary.

**D. Treasurer/Student Activities Fee Chair.**

It shall be the duty of the treasurer to keep a strict and permanent account of all receipts of the Association except for those SGA branches which have their own treasurer, to submit the records to the director of Student Leadership and Service for an annual audit, and to perform other duties as necessary. The treasurer shall also serve as chair of the Student Activities Fee Committee. The treasurer shall preside over all meetings of the SAF Committee and to perform duties as necessary (see other duties listed under Article XVIII).

**E. Freshman Member-At-Large.**

It shall be the duty of the freshman member-at-large to attend all freshman class meetings, support different SGA branches as determined by the SGA Executive Board, stay in touch with the freshmen class executive board, and to perform other duties as necessary. She shall be appointed from the freshman class through an application and interview process by SGA Executive Board members at the beginning of the fall semester.

**F. Senate Chair.**

It shall be the duty of the Senate chair to preside over all meetings of the Senate and perform other duties as necessary (see other duties listed under Article X. Section 5.A).

**G. Honor Council Chair.**

It shall be the duty of the Honor Council chair to preside over all meetings of the Honor Council and to perform other duties as necessary (see other duties listed under Article XI. Section 5.A).

**H. Student Life Committee Chair.**

It shall be the duty of the Student Life chair to preside over all meetings of the Student Life Committee and to perform other duties as necessary (see other duties listed under Article XII. Section 7.A).

**I. Elections Board Chair.**

It shall be the duty of the Elections Board chair to coordinate campus and class elections, to preside over all meetings of the Elections Board, and to perform other duties as necessary (see other duties listed under Article XIII. Section 5.B.1).

**J. Residents Housing Association Chair.**

It shall be the duty of the Residents Housing Association chair to preside over all meetings of the Residents Housing Association, to represent resident students, and to perform other duties as necessary (see other duties listed under Article XIV. Section 7.A).

**K. Association of Meredith Commuters President.**

It shall be the duty of the Association of Meredith Commuters president to preside over all meetings of the commuter students, to represent commuter students, and to perform other duties as necessary (see other duties listed under Article XV. Section 7. A).

**L. WINGS President.**

It shall be the duty of the WINGS president to preside over all WINGS meetings, to represent non-traditional age students, and to perform other duties as necessary (see duties listed under Article XVI. Section 4. C.1).

**M. Adviser.**

It shall be the duty of the adviser to advise the Student Government Executive Board on all business before them and to serve as a non-voting member.

**Section 5. Meetings.**

The SGA Executive Board shall meet regularly to consider the business of the student body. During the year there may be joint meetings with any branch of the SGA as a place where the SGA Executive Board can go to obtain more student input as the need arises. As deemed necessary by the SGA president, special guest meetings may be held to increase campus wide communications. Special guests may include faculty council chair, staff affairs committee chair, class council, Student Athlete Advisory Committee, campus programming organizations, and campus publications.

**Section 6. Quorum.**

Two-thirds of the members of the SGA Executive Board shall constitute a quorum.

## **Article VII**

### ***Student Representatives to College Committees.***

**Section 1. Selections.**

Students shall be recommended to the provost to be appointed to the following college committees: Academic and Co-Curricular Technology, Admissions, Convocation, Curriculum, Disabilities, Honors, International Studies, Major Events, Library, General Education, and Undergraduate Research. Appointments shall be made by the SGA president in consultation with the provost during the summer or early fall semester.

The SGA vice president shall serve as the student representative or appoint a SGA Executive Board member to the following committees: Campus Technology, Enrollment Management Team, and Incident Management Team, Admissions Committee, and Major Events Committee.

**Section 2. Duties.**

It shall be the duty of all student representatives to attend all meetings of their respective committees and to report to the SGA president within one week of the meeting, if necessary.

## **Article VIII**

### ***Amendments.***

Amendments to the SGA Constitution may be proposed by any member of the Meredith community to the SGA Executive Board. Amendments must be approved by a two-thirds majority vote of the SGA Executive Board, a two-thirds majority vote of the Senate, and approval by the vice president for college programs.

## **Article IX**

### ***Approval.***

The constitution shall become effective immediately upon approval by a two-thirds vote of the SGA Senate.

## **Article X**

### ***Senate.***

#### **Section 1. *Name.***

The name of this organization shall be Senate hereinafter referred to as the Senate.

#### **Section 2. *Purpose.***

It shall be the purpose of Senate to maintain a standard of excellence in Meredith College's student organizations, SGA constitution and regulations, and student policies.

#### **Section 3. *Function.***

- A.** It shall be the function of the Senate to receive recommendations concerning updates and/or amendments in the present constitution and regulations of the SGA. Once approved by the Senate the updates and/or amendments will be referred to the appropriate college vice president for approval.
- B.** It shall be the function of the Senate to oversee all campus organizations, to review organizational constitutions every four years, and to receive proposals of new organizations. Organization constitution proposals and changes will undergo at least one reading by the Senate. This reading should take place during a meeting of the Senate, unless given prior approval by the Senate chair. Additional readings will be conducted as needed per constitution. Once approved by a quorum vote of Senate, the constitution will go into effect.
- C.** It shall be the function of the Senate to revoke any constitution of an organization that has not been active for two or more years or of an organization that violates Meredith's policies as stated in the Student Handbook. The Senate may call a hearing while considering whether or not to revoke any organization's constitution. Constitutional offenses of the Honor Code will result in a hearing by the Honor Council.
- D.** National Honor Societies with only a faculty representative on campus and no student leadership may meet individually with their appointed senator to review the constitution. The senator will then bring the revised constitution to the senate meeting for approval by Senate. The faculty representative will not be required to attend the Senate approval meeting if they have met with the senator individually.
- E.** It shall be the function of the Senate to consider legislation/regulation changes proposed to the Senate by an organization, a senator, the SGA Executive Board, or any student. After passage by the Senate, legislation/regulation changes will be referred to the appropriate college vice president for approval.
- F.** It shall be the function of the Senate to give reasons for any refusal of any legislative proposal. The proposal may be called before the student body by a referendum (in which a minimum of 25% of the undergraduate student body constitutes a quorum; a two-thirds vote can override the Senate's refusal of a legislative proposal). If the refusal is overridden by this vote of the student body, the proposal must be referred to the SGA Executive Board, which may concur or disagree with the vote. In either case, the action of the SGA Executive Board and the results of the referendum must be given to the appropriate college vice president for a decision.
- G.** It shall be the function of the Senate to require a meeting of the SGA when deemed necessary.
- H.** It shall be the function of the Senate to hold referendums when the need arises as deemed necessary by the Senate or the SGA Executive Board.

- I. It shall be the function of the Senate to play a role in the student organization registration process and the active/inactive status determination in conjunction with the Office of Student Leadership and Service.

#### **Section 4. *Membership.***

##### **A. Voting Members.**

Two senators elected from each class by the class, two AMC senators elected by AMC, one WINGS Adult Student Organization senator elected by the WINGS Adult Student Organization, and one faculty representative who shall be appointed for a two-year term by the Faculty Council.

##### **B. Non-Voting Members.**

The chair (who shall vote only in case of a tie), the secretary, and the adviser who is the assistant director of Student Leadership and Service or her designee. The adviser may not be one of the vice presidents or deans of the College.

#### **Section 5. *Duties of the Officers.***

##### **A. Chair.**

It shall be the duty of the chair of the Senate to serve as an active member of and to attend all meetings of the SGA Executive Board, to preside over all meetings of Senate, to serve as a non-voting member and to vote in the case of a tie, to call any meetings she may deem necessary, to appoint committees as needed so that all senators share equal responsibility, to determine which organizations need to be reviewed in a semester, to send a copy of newly approved organizations to the director of Student Leadership and Service, and to sign all approved constitutions.

##### **B. Secretary.**

The Senate secretary shall be appointed (see Article X. Section 12). The selection shall be made from the rising sophomore, junior, or senior classes through an application/interview process. It shall be the duty of the secretary to record the proceedings of the meetings of the Senate and to submit these minutes to all members of the Senate, the SGA president, the SGA secretary, the director of Student Leadership and Service, and to the vice president for college programs; to serve as a non-voting member; to record changes concerning the student handbook and to forward those changes to the SGA Executive Board and the vice president for college programs. It shall also be the duty of the secretary to keep records of organizational constitutions that have been reviewed; to file approved constitutions in the current constitutions notebook in the Office of Student Leadership and Service; to file past constitutions in the Constitutional Archives; and to follow up with organizational representatives to obtain final constitutions after revisions. The secretary shall also be in charge of appointing a senator to submit an article to the *Meredith Herald* when deemed necessary by the majority of the Senate.

#### **Section 6. *Duties of the Members.***

- A. It shall be the duty of each member to serve as a liaison between her constituents and the Senate.
- B. It shall be the duty of each member to serve on subcommittees appointed by the chair.
- C. It shall be the duty of each member to communicate the activities of the Senate with her constituents at their meetings.
- D. It shall be the duty of each member to participate fully in the constitution process. She shall contact the president or chair of the organization prior to the date the organization's constitution is to be reviewed. After initial contact, she shall schedule a time to meet with the president or chair to review the constitution and discuss any changes that need to be made. After that meeting, she shall meet with the president or chair a final time to go over the constitution checklist and to remind her that she or a representative must email an updated copy of the constitution to the member 72 hours before the day the constitution is to be reviewed and to be present with 4 copies of the constitution the day the constitution is to be reviewed. The meeting after the constitution is reviewed by the Senate, the two final copies are to be turned into the Senate box in the Office of Student Leadership and Service.

Individual circumstances will be reviewed by the Senate chair to ensure that the senator has upheld the constitution process.

- E. It shall be the duty of each member to participate in the review of student organizations who have submitted mid-year progress reports (as well as student organization appeals for some senators). Senators will vote on the change of any organization appeals.
- F. Failure to comply with the above process will result in the following:
  - 1. *First Offense*—A written warning from the Senate chair shall be issued and the member will write a letter of apology to her assigned organization's president or chair.
  - 2. *Second Offense*—A second offense will result in immediate removal from office.

## **Section 7. Committees.**

### **A. Student Organization Concerns Committee.**

It shall be the function of the Student Organization Concerns Committee to serve as a liaison between the student body and the Senate. The committee shall deal with any incoming concerns, comments, or questions regarding a student organization on Meredith's campus. The committee shall delegate concerns to the appropriate senators, who will follow the necessary procedures.

### **B. Active/Inactive Committee.**

It shall be the function of the Active/Inactive Committee to follow up on concerns about student organizations not abiding by their constitutions and/or the requirements of student organizations. A review process will take place in the spring semester to determine the status of all student organizations. (See By-Laws for student procedures of the Senate Ad-Hoc Committees.)

### **C. Appeals Committee.**

It shall be the function of the Appeals Committee to make decisions related to appeals by student organizations regarding their status. This committee shall be comprised of the Senate chair, a senator from each class, and a member of the professional staff in the Office of Student Leadership and Service. Student organizations wishing to appeal a change in status must write a letter of appeal to the Appeals Committee (deadlines to be determined).

## **Section 8. Attendance.**

Each Senate member will be allowed one excused absence and one unexcused absence per semester. In the event of an additional absence, she will be relieved of her position by a letter from the Senate chair. This attendance policy shall apply only to regularly scheduled meetings.

## **Section 9. Meetings.**

The Senate shall meet at least twice a month. The Senate shall hold special meetings when deemed necessary by the chair.

## **Section 10. Quorum.**

Two-thirds of the voting members shall constitute a quorum; unless otherwise voted on.

## **Section 11. Tie.**

In the case of a tie in the second run-off of an election, the Senate shall make the final decision of the tie. The process will be as follows:

- A. The Elections Board chair will notify the Senate chair that there is a tie in the second run-off.
- B. The Senate chair will immediately notify all of the senators to let them know of an emergency meeting (note: the senators shall be ready for an emergency meeting on Friday morning at 10 a.m. after run-offs during elections).
- C. The candidates for the position shall come to the emergency meeting ready to give a two to three minute speech on why each wants the position.

- D. After both candidates have spoken, the Senate will vote by secret ballot. The tie will be broken by simple majority. The Senate's decision is final.

**Section 12. *Appointments.***

Unfulfilled Senate positions will be filled through an application/interview process by the appropriate class (for class representatives) and by AMC (for AMC senator), and by the WINGS Adult Student Organization (for the WINGS Adult Student Organization senator). Senate chair position will be filled by appointment of the SGA Selection Committee. The Senate secretary position will be filled by application/ interview process held by the current chair, newly elected chair, current secretary, and the adviser.

**Article XI  
Honor Council.**

**Section 1. *Name.***

The name of this organization shall be Honor Council.

**Section 2. *Purpose.***

The purpose of the Honor Council shall be to foster and protect the community environment (both socially and academically), to promote personal integrity and responsibility in each student, and to model ethical leadership by example and precept.

**Section 3. *Function.***

- A. It shall be the function of the Honor Council to operate under the premise that the student is not responsible until proven otherwise through clear and convincing evidence.
- B. It shall be the function of the Honor Council to render a decision and to impose sanctions which may withdraw privileges from any registered student who has violated the Honor Code (CRC students are included). The sanctions of delay of graduation, suspension, and expulsion shall be subject to the approval of the vice president for college programs. Meredith College students who are accused of sexual violence will be referred to the dean of students for resolution and grievance procedures outlined in the College's Sexual Misconduct Policy.
- C. It shall be the function of the Honor Council to request that any member of the Meredith community appear before the council at the hearing of a case to give pertinent information. These witnesses shall have no vote.
- D. It shall be the function of the Honor Council to remove automatically from office any person placed on probation who holds a major campus officer position as described in the By-Laws of the Student Government Association Constitution, Article I, Section 6. In cases of reprimand, removal from office will be decided by Honor Council on a case-by-case basis.

**Section 4. *Membership of Honor Council.***

**A. *Voting Members.***

Voting members shall consist of: two representatives elected from the freshman, sophomore, junior, and senior classes; two representatives elected from AMC to hear cases involving traditional-aged commuter students; two representatives elected from WINGS to hear cases involving WINGS students; and four faculty members appointed for two-year, overlapping terms by the vice president for academic programs.

**B. *Non-voting Members.***

Non-voting members shall consist of: chair (who will cast the deciding vote in the event of a tie), solicitor general, support counselor, secretary, clerk, and the assistant dean of students, who shall serve as the administrative adviser. If the assistant dean chooses to appoint a designee, the designee

will work closely with the assistant dean of students and will attend all meetings of Honor Council but will not vote. If appointed, the designee shall serve as the adviser for the whole year.

**C. Quorum.**

The minimum number of council members present at any hearing will be eleven and will constitute a quorum. These members shall include the chair, solicitor general, support counselor, secretary, clerk, and adviser as non-voting members, and five voting members comprised of four student representatives and one faculty member, all to be scheduled for rotating duty by the chair.

**Section 5. Duties of the Officers.**

**A. Chair.**

It shall be the duty of the chair to preside over all meetings, to serve as a non-voting member and to call necessary meetings of the council. The chair shall meet with the adviser on a regular basis. She shall serve as an active member and attend all meetings of the SGA Executive Board and the Review Board. If the chair is unable to be at a meeting, she shall appoint, after consultation with the adviser, a voting member to preside over the meeting in her absence. A voting member will not vote if presiding in the chair's absence, unless she must break a tie.

**B. Solicitor General.**

It shall be the duty of the solicitor general to receive complaints of alleged violations, to investigate all complaints to determine whether there is sufficient evidence to proceed with the hearing, to formulate charges after consultation with the adviser (if need be), to present charges, and to inform the student of her rights upon the reception of the complaint. It shall be the duty of the solicitor general to refer cases involving minor violations of residence hall rules and policies to the Residence Hearings Committee. Meredith College students who are accused of sexual misconduct will be referred to the dean of students for resolution and grievance procedures outlined in the College's Sexual Misconduct Policy. In cases of academic dishonesty, she will inform the reporting professor of the outcome of the Honor Council hearing if the student does not choose to appeal to Review Board.

**C. Support Counselor.**

It shall be the duty of the support counselor to obtain and handle facts of the student's case; to make available to the solicitor general the facts, evidence, and names of witnesses in order to create an accurate and balanced presentation; and to support the student in the hearing and in meetings with the solicitor general. The support counselor will be available to the student after her case for questions and/or concerns.

**D. Secretary**

It shall be the duty of the secretary to record the proceedings and decisions of all meetings of the council. A copy of the final action form shall be distributed to the solicitor general and support counselor. The secretary shall distribute council minutes to the adviser and administrative adviser, the vice president for college programs and the chair within 48 hours of the case.

**E. Clerk.**

It shall be the duty of the clerk to inform the Honor Council and Review Board Advisers of upcoming cases, to maintain order with witnesses and others outside the case, to assist other officers with correspondence and paper work, and to fill in for others in the case of emergency absences.

**F. Vacancies.**

It shall be the duty of the current officers, in consultation with the adviser, to fill any vacancies which should occur.

**G. Academic Requirements.**

A student must have a minimum GPA of 2.4 to be appointed to any of the above offices.

**Section 6. Appointment Committee.**

It shall be the function of the appointment committee to select through application process the solicitor general, support counselor, secretary, and the clerk. The committee shall be comprised of the current chair, the

newly elected chair, the current solicitor general, the current support counselor, and the adviser. Appointments shall be made by April 15 except for the clerk, who will be selected in the fall.

### **Section 7. Meetings.**

The Honor Council shall meet regularly to consider the business of that body. When a case is being considered, the Honor Council shall meet to hear and evaluate the evidence, render a decision, and impose a sanction if merited. The Honor Council shall not meet during fall exam weeks except to hear a case involving a graduating senior. A summer Honor Council composed of the new or retiring chair or her designee, one or two student representatives to Honor Council (either new or retiring members), one faculty representative to Honor Council, the summer residence director, and the adviser shall hear cases occurring after the final day of classes of the spring semester through the final day of summer school classes except for those cases deferred until the beginning of the fall semester. The services of a support counselor and solicitor general may not be available, and the appeal process shall not include a Review Board.

### **Section 8. Review Board.**

#### **A. Purpose.**

From any determination of a violation and imposition of a sanction by the Honor Council, with the exception of actions by the Residence Hearings Committee, the student charged may appeal to the Review Board.

#### **B. Function.**

The Review Board consists of five students elected annually by the student body during campus-wide elections and two faculty members appointed for three-year, overlapping terms, scheduled for rotating duty by the chair. The chair and the secretary shall be selected from among the student members through an interview process with a committee comprised of the Honor Council chair, solicitor general, support counselor, and the adviser. Any vacancies in the Review Board shall be filled through the appointment and interview committee process. The actual number of Review Board members present at any appeals hearing may be nine.

#### **C. Voting Members.**

Voting members shall consist of: the three student representatives elected from any of the four academic classes (freshman, sophomore, junior, and senior) and one faculty representative appointed to the Board.

#### **D. Non-Voting Members.**

Non-voting members shall consist of the Review Board chair (who will cast the deciding vote in the event of a tie), Honor Council chair or designee, the secretary, the dean of students or his/her designee.

#### **E. Quorum.**

Although all members do not vote, three student members, one faculty member, the dean of students or her designee, the Honor Council chair or designee, the solicitor general, and the support counselor shall constitute a quorum of the Review Board.

### **Section 9. Residence Hearings Committee.**

#### **A. Function.**

The Residence Hearings Committee is a branch of the Honor Council coordinated by the Residents Housing Association. The Residence Hearings Committee shall hear appeals of residence fines and minor residence cases referred by the Honor Council Solicitor General.

#### **B. Membership and Organization.**

The Residence Hearings Committee consists of residence representatives, the vice chair of the Residents Housing Association, a clerk, and a residence director adviser. The residence hall representatives are scheduled for rotating duty by the vice chair of the Residence Hall Board. Two residence representatives shall be present at each hearing. A hearing shall not include the president from the building of the student. The vice chair of the Residents Housing Association shall preside over

all hearings and shall not vote except in the case of a tie. The clerk shall inform the student of her rights, shall explain to the student the nature of the hearing and the case, shall complete any necessary paperwork with the student, shall record all proceedings and decisions of all meetings of the committee, and shall not vote. The clerk also shall submit written decisions to the vice chair of the Residents Housing Association, the Chair of the Honor Council, the Solicitor General of the Honor Council, the advisers of the Hearings Committee and the Honor Council, the director of residence life, the assistant dean of students, the dean of students, and the vice president for college programs. The clerk shall be selected through an interview process by the vice chair of the Residents Housing Association and the adviser to the Hearings Committee. The residence director adviser shall serve as a non-voting member. The actual number of Residence Hearings Committee members at any hearing shall be five. The hearings shall be on Sunday nights.

**C. Retrials with Honor Council.**

The decision of the Residence Hearings Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general within 48 hours of the original hearing.

**D. Quorum.**

Two residence representatives, the vice chair of the Residents Housing Association, the clerk, and the residence director adviser to the Hearings Committee shall constitute a quorum of the Residence Hearings Committee.

**Section 10. Amendments.**

Amendments may be proposed by any member of the Honor Council at any time.

**Section 11. Approval.**

The constitution shall become effective immediately upon approval by a majority vote of members present and a two-thirds majority of the SGA Senate.

## **Article XII**

### **Student Life Committee.**

**Section 1. Name.**

The name of this organization shall be the Student Life Committee.

**Section 2. Purpose.**

The purpose of the Student Life Committee shall be to direct attention and study to the concerns and well-being of the students at Meredith College.

**Section 3. Function.**

It shall be the function of the Student Life Committee to:

- A. serve as an open forum before which any student, faculty, staff, administrator, or trustee may appear to discuss matters related to student concerns and student life;
- B. create focus groups or subcommittees composed of members of the Meredith community that will study issues related to student life; promote, aid, or conduct any research and planning necessary to meet the changing needs other Meredith community;
- C. originate legislation or regulation change which will require approval of the SGA Senate;
- D. originate amendments to the SGA Constitution in the form of legislation that will require SGA Senate approval;
- E. be an avenue for student input through means such as forums, suggestion boxes, and e-mail.

#### **Section 4. Membership.**

Membership in the Student Life Committee shall consist of voting members and non-voting members.

##### **A. Voting Members.**

Three Student Life Committee members shall be elected from each class by the class. One Student Life Committee member shall be chosen from the following organizations: MIA, AMC, WINGS Adult Student Organization, and RHA. One member shall be chosen from the Meredith College faculty. The chair shall vote in the case of a tie; if chair is absent the vice chair votes in case of a tie.

##### **B. Non-Voting Members.**

The chair, the vice chair, the secretary, and the adviser shall serve as non-voting members.

#### **Section 5. Duties of Members.**

It shall be the duty of each member to:

- A.** serve as a liaison between her constituents and the Student Life Committee;
- B.** raise and address campus concerns;
- C.** serve on any subcommittees to which she is appointed by the chair.

#### **Section 6. Officers.**

- A.** The officers of the Student Life Committee shall consist of the chair, the vice chair, and the secretary.
- B.** The chair shall be elected from the rising junior or senior class through campus-wide vote. The vice chair and secretary shall be voted in by the Student Life Committee board.

#### **Section 7. Duties of Officers.**

##### **A. Chair.**

It shall be the duty of the chair to:

1. preside over all meeting of the Student Life Committee;
2. seek information and clarification on procedure and policy that is related to Student Life Committee business;
3. present all necessary information to the members;
4. call any meetings she may deem necessary;
5. appoint and oversee all subcommittees;
6. aid in appointing the committee members for the *Who's Who* Committee;
7. serve as an active member on the SGA Executive Committee;
8. serve on the president's review board, if called upon;
9. facilitate the activities that gather student input;
10. direct concerns to the appropriate campus body, with the aid of the Student Life Committee;
11. serve as parliamentarian at meetings;
12. meet with the adviser of the Student Life Committee as necessary;
13. submit required reports to the Office of Student Leadership and Service.

##### **B. Vice Chair.**

It shall be the duty of the vice chair to:

1. preside at the meetings in the event of the chair's absence;
2. assist the chair in corresponding with students, faculty, staff, and administrators;
3. assist the chair in committee matters;
4. serve as non-voting member except in the case of a tie and absence of chair;
5. oversee all subcommittees assigned by chair;
6. meet with chair and adviser when necessary;
7. assist chair with forum planning.

**C. Secretary.**

It shall be the duty of the secretary to:

1. preside at the meetings in the event of the vice chair's absence;
2. aid in publicizing all Student Life Committee meetings and events to the Meredith community;
3. submit articles to the *Meredith Herald* when necessary;
4. coordinate any publicity deemed necessary by Student Life Committee;
5. record all changes concerning the Student Handbook and forward those changes to the dean of students;
6. record and distribute minutes to all Student Life Committee members, the SGA president, the SGA vice president, the office of the vice president for college programs, the dean of students, and the director of Student Leadership and Service.

**Section 8. Adviser.**

The adviser of the Student Life Committee shall be a faculty or staff member appointed to serve for a two-year term by the vice president for college programs. The adviser shall advise the committee on procedure and shall provide information and guidance to the members and the chair. The adviser shall meet twice a month with the chair.

**Section 9. Mini-Project Teams.**

Mini-Project Teams may be appointed at the discretion of the chair to study any campus concern and report their results to the Student Life Committee. Members from the Student Life Committee and the Meredith community may be appointed by the chair to serve on special subcommittees.

**Section 10. Meetings.**

**A. Regular Meetings.**

The Student Life Committee shall meet every other Monday of each month at 10:00 am unless another time is found to be more convenient.

**B. Special Meetings.**

Special meetings may be called by the chair, a Meredith student, faculty member, staff member, or administrator. The request must be written and given to the chair at least two days prior to the date of the meeting.

**C. Regular Attendance.**

Each Student Life Committee member will be allowed one excused and one unexcused absence per semester. In the event of an additional absence, she will automatically be relieved of her position on the Student Life Committee by a letter from the chair. This attendance policy shall apply to regularly scheduled meetings and Student Life Committee sponsored functions. Exceptions to the attendance policy may be made at the discretion of the chair.

**D. Special Attendance.**

1. Any member of the Meredith community may attend any meeting of the Student Life Committee except in cases when the chair deems the meeting closed. Any member of the Meredith community who wishes to address the committee during the business portion of the meeting must notify the chair at least two days before the meeting so that he or she may be added to the agenda.
2. The Student Life Committee may request the special appearance of designated students, faculty, staff, or administrators when appropriate to the agenda.

**E. Forums.**

1. The chair shall organize one forum per semester (suggested months are: August/September; January) for the purpose of reviewing current agenda items with the student body, offering an outlet for student concerns, and gathering new information for the agenda.
2. Persons to be invited to all Student Life forums: the dean of students, the vice president of college programs, the assistant dean of students, the director of Residence Life, the director of

Student Leadership and Service, and any other administrators deemed necessary by the chair. Administrative attendance is not necessary for the forum to proceed.

3. All forums shall be digitally filmed and shared with the Meredith Library and Archives as well as via email and other electronic community news.

**F. Quorum.**

Two-thirds of the entire membership shall constitute a quorum.

**Section 11. Amendments.**

Amendments to the constitution may be proposed at any meeting of Student Life Committee by a two-thirds vote of the voting membership.

**Section 12. Approval.**

This constitution shall become effective immediately upon approval by a two-thirds vote of members present and a two-thirds vote of the SGA Senate.

## **Article XIII**

### ***Elections Board.***

**Section 1. Name.**

The name of this organization shall be Elections Board.

**Section 2. Purpose.**

The purpose of the Elections Board shall be to supervise and promote all class and campus elections, and to supervise all referendums as called by the SGA Executive Board.

**Section 3. Function.**

- A. It shall be the function of the Elections Board to hold elections for the freshman class in the fall, campus-wide and class elections in the spring, and any other special elections requested by the SGA Executive Board, in accordance with the by-laws for the elections system.
- B. It shall be the function of the Elections Board to maintain current and accurate information on all elected positions and election procedures.
- C. It shall be the duty of the Elections Board to investigate and rule on any election contestation, in accordance with the By-Laws for the elections system.
- D. It shall be the duty of the Elections Board to encourage students to run for office during the election season and during the off season through programming and mentoring.

**Section 4. Membership.**

The board shall be composed of a chair elected by the student body, two student representatives elected by each class, one representative appointed by WINGS, and two representatives elected by AMC. A vice chair shall be appointed by a committee consisting of the current Elections Board chair, the incoming Elections Board chair, the current vice chair, and the Elections Board adviser. The assistant director of Student Leadership and Service shall serve as adviser.

**Section 5. Organization.**

**A. Officers.**

The officers of the Elections Board shall consist of the chair and the vice chair. The chair shall be elected and the vice chair shall be appointed by a committee consisting of the current chair and current vice chair, the incoming chair, and the adviser.

**B. Duties of the Officers and Adviser.**

**1. Chair.**

It shall be the duty of the chair to:

- a. coordinate campus and class elections;

- b. preside over all meetings of the Elections Board;
- c. serve as an active member of and to attend all meetings of the SGA Executive Board;
- d. report all activities of the Elections Board to the SGA Executive Board;
- e. serve on at least one campus committee.

**2. Vice Chair.**

It shall be the duty of the vice chair to:

- a. perform any duties requested by the chair;
- b. record minutes for every meeting and distribute them to all members, the director of Student Leadership and Service, the vice president for college programs, the SGA president, the SGA secretary, and the Elections Board adviser;
- c. assume the duties of the chair, along with the adviser, during the election season if the chair is in a contested race.

**3. Adviser.**

It shall be the duty of the Elections Board adviser to:

- a. check the eligibility of candidates with the Office of the Registrar and the chair of the Honor Council;
- b. check the academic and probationary status of every person holding an elected office after each semester;
- c. assume the duties of the chair, along with the vice chair, during the election season if the chair is in a contested race.

**Section 6. Meetings.**

The chair of the Elections Board shall hold weekly meetings during election periods and additional meetings as deemed necessary by the chair and the adviser.

**Section 7. Attendance.**

Each Elections Board member should be present at Elections Board meetings and Elections events. Each Elections Board member will be allowed a total of two excused absences per semester. If an Elections Board member is unable to attend, 24-hours notice should be given to the Elections Board chair and adviser. In the event of an additional absence, she will be relieved of her position by a letter from the Elections Board chair. The Elections Board adviser will be notified along with the president of the class or organization for which the student represents. The attendance policy shall apply only to regularly scheduled meetings.

**Section 8. Amendments.**

This constitution and election by-laws may be amended any time deemed necessary by Elections Board. Any amendments to the constitution require a quorum vote of the full board. Two-thirds of the members of Elections Board shall constitute a quorum. The chair will only vote in the case of a tie. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and SGA Senate.

## **Article XIV**

### ***Residents Housing Association.***

**Preamble**

We, the students of Meredith College, in order to provide collective self-governance in all areas of Residence Life and provisions of the Student Constitution, do hereby ordain this Constitution of the Residents Housing Association of Meredith College.

**Section 1. Organization**

The Residents Housing Association of Meredith College, hereafter referred to as RHA, shall consist of the Executive Board and General Body.

## **Section 2. Membership**

### **A. Officer**

1. The officers of RHA shall consist of those residents elected or appointed in accordance with this Constitution, including, but not limited to, the chair, vice chair, Residence Hearings Committee (RHC) chair, secretary, RHC clerk, treasurer, publicity chair, events chair, fundraising chair, National Communications Coordinator (NCC), National Communications Coordinator In-Training (NCC-IT), chief fire marshal, and Student Life representative.
2. All elected and appointed Officers of RHA shall be enrolled students at Meredith College, shall reside in a Meredith College residential community and shall remain in good academic standing with a GPA of 2.0 or higher, with the exception of the RHA chair who shall remain in good academic standing with a GPA requirement of 2.5 or higher. All residence representatives and fire marshals shall reside in the Community which they govern.

### **B. General Body Membership**

The membership of RHA shall consist of all students attending Meredith College who currently reside in an RHA Member Community.

### **C. Resident Advisers and Community Assistants**

Resident Advisers (RA) or Community Assistants (CA) employed by the Department of Residence Life, shall be active members of the RHA General Body.

## **Section 3. Purpose**

The purpose of RHA shall be to provide a living and learning environment in the residence halls and apartments where each student is able to develop as a well-rounded individual and as a contributing member of the community. RHA strives to provide an atmosphere which is conducive to the intellectual, social, emotional, physical, spiritual, and vocational development of students. RHA is committed to serving the total educational experience of individual students by providing a climate for the exchange of ideas, an atmosphere for broadening intellectual activity, and a setting for the interaction of women.

RHA shall:

- provide a structure for the governance of residence halls and apartments, and for planning and implementing creative programming and events;
- provide staff and residents an opportunity for leadership;
- discuss residence hall and apartment issues, policies, and procedures;
- assess student needs and provide leadership in meeting those needs within the residence hall and apartment environments;
- encourage campus involvement while also supporting residence hall and apartment unity, which starts within the RHA community and extends to the campus community;
- support and uphold the Meredith College Honor System, including participation in the Residence Hearings Committee (RHC).

## **Section 4. Executive Board**

### **A. Membership and Term of Office**

1. The Executive Board of RHA shall consist of the chair and the executive officers. The executive officers shall consist of, but not be limited to, the following positions as appointed by the chair.

- a) Vice Chair
- b) RHC Chair
- c) Secretary
- d) RHC Clerk
- e) Treasurer
- f) Publicity Chair
- g) Events Chair
- h) Fundraising Chair
- i) National Communications Coordinator (NCC)
- j) National Communication Coordinator-In-Training (NCC-IT)

- k) Chief Fire Marshal
- l) Student Life Representative

2. All officers, upon request of the chair, shall be subject to recall by the Executive Board and may be removed from her position by a two-thirds vote with three-fourths of members present.
3. The term of office for an executive officer shall commence upon her appointment by the chair. The term of office shall conclude at the end of the academic year.
4. In the absence of an acceptable candidate for a RHA executive board officer position that resides in a Meredith member community, the current chair, adviser, and head of Residence life, may, at their discretion, appoint to the executive board an officer that does not reside in a RHA Member community.

**B. Chair**

It shall be the duty of the chair to

1. preside over all meetings of the RHA executive board and the RHA full board;
2. to call any meetings she may deem necessary;
3. to appoint (following the application and interview process and counsel with the adviser) the vice-chair, the RHC Chair, the secretary, the treasurer, the RHC clerk, the publicity chair, the NCC, the chief fire marshal, the event chair, the fundraising chair, NCC-IT, and the Student Life representative;
4. to serve as a voting member in the case of a tie; and to appoint committees as needed.
5. She shall serve as an active member of and attend all meetings of the SGA executive board and shall report all RHA activities at SGA meetings.
6. She, along with the RHA executive board, shall plan and preside over the meetings of the RHA full board.
7. She shall submit required reports to the Office of Student Leadership and Service.

**C. Vice Chair**

It shall be the duty of the vice chair to

1. preside over all meetings of the RHA executive board and the RHA full board in the absence of the chair;
2. to serve as a voting member except when the chair is absent, in which case the vice chair votes only in the case of a tie;
3. and to perform all other duties when the chair is absent.
4. The vice chair shall assist the chair in all positions appointments. T
5. he vice chair shall also be responsible for any duties delegated to her by the chair.
6. A vacancy that occurs in the office of the chair shall be filled by the vice chair.

**D. RHC Chair**

It shall be the duty of the RHC chair to

1. head the Residence Hearings Committee meetings, proceedings and decisions of the Residence Hearings Committee.
2. The RHC chair is a voting member within the Residents Housing Association, but a nonvoting member within RHC with the exception of if a tie among votes occurs in which place she will be the tie breaking vote.
3. She alongside of the RHC clerk will choose a board of two students from each of the residence halls and the Oaks Apartments and will be known as the Residence Hearing Representatives.

**E. Secretary**

It shall be the duty of the secretary to

1. record the proceedings and decisions of the RHA executive board and of any RHA business sessions.
2. The secretary shall assist the clerk of the RHC when necessary.
3. The secretary shall serve as a voting member and shall be responsible for any other duties delegated to her by the chair.
4. It is also her duty to properly distribute the RHA executive board's minutes to each committee member as well as the vice president for college programs, director of Student Leadership and Service, director of Residence Life, and the dean of students.

**F. RHC Clerk**

It shall be the duty of the clerk to

1. guide students through procedures related to RHC. This duty shall include maintaining communication with the student involved and the solicitor general of the Honor Council.

2. The clerk shall also attend all RHC hearings which shall be scheduled on a weekly basis according to the number of cases to be heard.
3. The clerk shall keep records of preliminary hearing information as well as the plea and sanction assignment of the student involved.
4. It shall be the duty of the clerk to be responsible for any other duties delegated to her by the RHC chair.
5. A vacancy that occurs in the office of the RHC chair shall be filled by the clerk.
6. The RHC clerk is an active member of the RHA Executive Board. The RHC Clerk shall serve as a voting member of the RHA executive board.

**G. Treasurer**

It shall be the duty of the treasurer to

1. manage the budget of RHA, to allocate money to the members of RHA in accordance to the budget, to balance RHA's account, to update the monthly balance of each individual RA and Oaks staff to receive purchase order requests and have those requests approved by the director of the Office of Student Leadership and Service, to receive requests for work to be done in the Copy Center, and to monitor RHA's Copy Center account.
2. The treasurer shall serve as a voting member, to work closely with the SGA treasurer, and to be responsible for any other duties delegated to her by the chair.
3. It shall also be the treasurer's duty to submit required budget reports to the Office of Student Leadership and Service.

**H. National Communications Coordinator**

It shall be the duty of the NCC to

1. serve as a liaison between the Meredith College RHA and the North Carolina Association of Residence Halls (NCARH);
2. to organize Meredith College's involvement with the conference for NCARH;
3. to maintain a close relationship with the executive board of NCARH;
4. and to keep a close relationship with the director of Residence Life.
5. It shall be the duty of the NCC to serve on the executive board as a voting member and to be responsible for any other duties delegated to her by the chair.
6. The National Communications Coordinator is an active member of the RHA Executive Board.

**I. National Communications Coordinator-In-Training**

It shall be the duty of the NCC-IT to

1. serve as a liaison between the Meredith College RHA and the North Carolina Association of Residence Halls (NCARH);
2. to help the NCC organize Meredith College's involvement with the conference for NCARH;
3. to maintain a close relationship with the executive board of NCARH;
4. and to keep a close relationship with the Director of Residence Life.
5. It shall be the duty of the NCC-IT to serve on the executive board as a voting member and to be responsible for any other duties delegated to her by the chair.
6. The National Communications Coordinator-In-Training is an active member of the RHA Executive Board.
7. The NCC-IT shall serve as a voting member of the RHA executive board.

**J. Publicity Chair**

It shall be the duty of the publicity chair to

1. organize publicity volunteers, hold meetings when needed, and publicize for all RHA events.
2. It shall also be the duty of the publicity chair to serve on the executive board as a voting member and to be responsible for any other duties delegated to her by the chair.

**K. Events Chair**

It shall be the duty of the Event Chair to

1. coordinate all Meredith and a Movie events including the selection and presentation of the movies that will be played during the year, coordinate the dates, times, and locations of movies with RHA and Campus Events, work with the publicity chair to advertise for the movies, work with Grounds and Facility Services, provide refreshments during movies, make sure set up and take down are completed.
2. The event chair shall also be responsible for coordinating any other events RHA decides to create during the year under the supervision of the chair.
3. The event chair shall serve on the executive board as a voting member and shall be responsible for any duties delegated to her by the chair.

**L. Fundraising Chair**

It shall be the duty of the fundraising chair to

1. coordinate all fundraisers including sales and fundraising events, as well as calculating profit margins, finding vendors, communicating and working with Student Services and Marketing at Meredith College.
2. The fundraising chair will work with the publicity chair and events chair as needed to plan and advertise for fundraising sales and events.
3. The fundraising chair will also be responsible for ordering merchandise for fundraising sales and coordinating sales times with the general body of RHA.
4. The fundraising chair shall serve on the executive board as a voting member and shall be responsible for any duties delegated to her by the chair.

**M. Student Life Representative**

It shall be the duty of the Student Life representative to

1. represent RHA in Student Life Committee meetings and events, serve as a liaison between RHA and the Student Life Committee, raise and address campus concerns, and serve on any subcommittees to which she is appointed by either the RHA chair or the Student Life chair.
2. The Student Life Representative shall serve on the executive board as a voting member and shall be responsible for any other duties delegated to her by the chair.

**N. Chief Fire Marshal**

It shall be the duty of the chief fire marshal to

1. serve as a link between the chief of police of Meredith College's campus and RHA to coordinate quarterly fire drills.
2. The chief fire marshal shall serve on the executive board as a voting member and to be responsible for any other duties delegated to her by the chair.

**Section 5. Residence Hearings Committee**

**A. Residence Hearings Committee**

The Residence Hearings Committee is a branch of the Honor Council coordinated by RHA. The Residence Hearings Committee shall hear appeals of residence hall and apartment fines and minor residence hall and apartment cases referred by the Honor Council solicitor general. The RHC chair shall preside over all hearings and shall not vote except in the case of a tie. The clerk shall inform the student of her rights, shall explain to the student the nature of the hearing and the case, shall complete any necessary paperwork with the student, shall record all proceedings and decisions of all meetings of the committee, and shall not vote. The clerk also shall submit written decisions to the RHC chair, the chair of the Honor Council, the solicitor general of the Honor Council, the adviser(s) of the Hearings Committee and the Honor Council, the director of Residence Life, the assistant dean of students, the dean of students, and the vice president for college programs. The clerk shall be selected through an interview process by the RHC chair and the adviser to the Hearings Committee. The Residence Director adviser shall serve as a voting member.

**B. Residence Representatives**

Residence Hall and Oaks Apartments Representatives shall exhibit a strong leadership role in their residence community, and be a liaison between the residential staff in their residence community and the RHA executive board. The representatives shall serve as voting members of the RHC on a rotating basis. All representatives are strongly encouraged to be active in a residence life programming committee or weekend programming. A representative should attend all RHA meetings, events, and Residence Hall Staff meetings when deemed necessary by a Residence Life staff member. Each representative shall be required to volunteer for one hour at two separate events per semester. If a representative fails to complete their hours during a semester, they must complete those hours the next semester.

**C. Retrial Policy**

The decision of the Residence Hearings Committee concerning fine appeals shall be final. Students may request a retrial with the Honor Council for other cases by contacting the solicitor general within two business days of the original hearing.

**D. RHC Quorum**

Two Residence Representatives, the RHC chair, the clerk, and the Residence Director adviser to the Hearings Committee shall constitute a quorum of the Residence Hearings Committee.

**Section 6. Fire Marshals**

Fire marshals are responsible for knocking on doors and ensuring that students on the hall leave in a timely manner in the event of a fire or fire drill. Fire marshals should not jeopardize their own safety, but should

knock on as many doors as possible while exiting the building.

Fire marshals will be selected via an application and interview process with the chief fire marshal. Each fire marshal should attend all RHA meetings. Fire marshals shall be required to volunteer for one hour at two separate events per semester. If a fire marshal fails to complete their hours during a semester, they must complete those hours the next semester.

### **Section 7. Adviser to the Executive Board and Residence Hearings Committee**

The director of Residence Life shall provide a member(s) of its professional staff to serve as adviser(s) to RHA and RHC. The adviser(s) may, with the approval of the chair, appoint another professional staff member as co-adviser. The adviser(s) shall serve as a Non-Voting Member(s).

### **Section 8. Meetings**

#### **A. RHA Executive Board**

The RHA executive board shall hold regular meetings twice a month at a regularly scheduled time. The RHA executive board may be called into session whenever deemed necessary by the chair.

#### **B. Residence Hearings Committee**

The hearings shall be on specified nights given by the adviser and the RHC chair. The actual number of Residence Hearings Committee members at any hearing shall be five.

The Residence Hearings Committee will not meet in the summer. Summer fine appeals should be directed to the summer Honor Council Board.

#### **C. General Body**

The RHA general body shall meet biweekly to consider the business of RHA. This meeting shall be planned and facilitated by the RHA executive board under the leadership of the chair and shall be a forum for ideas, concerns, and information exchange, and may include a time for fellowship. The chair may call an RHA general body meeting with the consultation of the advisers.

#### **D. Attendance**

RHA executive board members are required to attend all bi-monthly executive board and general body meetings. If an executive board member cannot make a meeting, she must notify the chair of her absence.

The attendance process is as follows:

1. each member shall be permitted two excused absences per semester;
2. if a third absence occurs, she will be notified with a warning;
3. if a fourth absence occurs, then a meeting with the RHA chair and adviser(s) will occur, with a warning that any further absences may result in a recall process;
4. after five or more absences, a recall process may be called by the RHA chair if deemed necessary.

Excused absences include, but are not limited to the following:

- Representation of Meredith College: SA meeting/connection, athletics, attending a conference, a Teaching Fellows event, club meeting, etc.
- Illness
- Family Emergency

\*Note: Work conflicts or having a test the following day does not qualify as an excused absence.

All RHA executive board members, representatives, and fire marshals shall attend the RHA general meetings, and any others deemed necessary by the chair. The representatives shall attend the staff meetings in her residence community. Excessive absences from residence hall staff meetings shall be reviewed by the RHA executive board to determine the need for disciplinary action.

#### **E. Quorum**

Two-thirds of the voting members of RHA executive board shall constitute a quorum.

#### **F. Meeting Etiquette**

Meetings are to be conducted in a professional manner and setting. Any disruption: verbal attacks, disrespectful behavior, vulgar and/or derogatory comments will not be accepted at all in the meeting sessions. Any individual(s) found being disruptive in any way would be given one warning, if the individual(s) disruptive behavior continues the individual(s) will be made to leave the meeting room.

Repetitive disruption from the same individual(s) at multiple meeting sessions will be barred from all future meetings for that semester. The right to remove and/or ban the disruptive individual(s) is at the discretion of the chair.

### **Section 9. Elections**

The RHA chair shall be elected in the campus wide election held in the spring of each academic year. Once elected by majority vote, the chair may begin the process of appointing the RHA executive board with the consultation of the RHA adviser(s). The appointment process for an executive board member shall be an application, interview with the chair and adviser(s), and followed by an appointment process.

### **Section 10. Vacancies**

Vacancies shall be filled by appointment by the chair following the application and interview process and in consultation with the adviser. Any vacancies in the executive board by the end of the spring semester will be filled during the following fall semester.

### **Section 11. Recalling from Office**

#### **A. Recall of Officers**

All RHA Executive Board members can be removed from office upon a vote of two-thirds of all members of RHA Executive Board in the affirmative of removal. Each RHA Executive Board member's removal must be voted upon in separate instances.

#### **B. Grounds for Recall of RHA Executive Board Officers**

1. Violations of the RHA Constitution are grounds for the proposal of recall.
2. Violations of Meredith's Student Handbook and/or Meredith's Honor Code are grounds for the proposal of recall.
3. Poor academic standing with Meredith College is grounds for the proposal of probation

#### **C. Resignation**

At any time, any officer within any position may resign from her respective office due to any academic, health, and/or other personal concerns without any required explanation to RHA. A resignation is deemed official when an officer submits a formal letter, dated and signed, to the RHA chair and adviser. Upon receipt of the letter, the RHA executive board will present the information to the RHA general body at the next RHA meeting with the election proceedings outlined in Article X - Vacancies.

### **Section 12. Ratification and Nullification**

#### **A. Ratification**

This constitution shall take effect as the governing documents of RHA when ratified by a two-thirds majority of votes cast by the RHA Executive Board, and by SGA Executive Committee and Senate. Upon such ratification, all previous constitutions of RHA shall be rendered null and void.

#### **B. Nullification**

This constitution shall be considered null and void only when a new constitution is ratified.

### **Section 13. Process of Amendments**

The constitution may be amended at any time deemed necessary by the RHA executive board. Any amendments to the constitution require a quorum vote of the RHA executive board. Amendments must be discussed at a meeting prior to voting. All amendments must be approved by the SGA Executive Board and Senate.

## **Article XV**

### ***Association of Meredith Commuters (AMC).***

#### **Section 1. Name**

The name of this organization shall be the Association of Meredith Commuters, hereinafter referred to as AMC.

## **Section 2. Purpose**

The purpose of the AMC shall be to represent the body of commuters in the Student Government Association as well as to provide a network of support and services to all commuters.

## **Section 3. Function**

It shall be the function of AMC to:

- A.** provide the opportunity for Meredith's commuter student population to meet on an as-needed basis to address concerns;
- B.** inform students of campus-wide functions and the AMC's programs and activities;
- C.** provide activities that serve the needs of the commuters;
- D.** provide the Commuter-of-the-Week program to all commuter students with the benefit higher selection chances based on attendance to AMC meetings and events;
- E.** encourage campus involvement and commuter unity;
- F.** instruct, support, and uphold the Meredith College Honor System.

## **Section 4. Membership**

The members of the organization shall be comprised of all commuter students enrolled at Meredith College.

## **Section 5. Officers**

- A.** Any student who has been a commuter at Meredith College for a minimum of one year or is currently a commuter student is eligible for Executive Board membership.
- B.** The Executive Board of the organization shall consist of a president, vice president, secretary, treasurer, publicity and social chair, two senators, one Student Life Committee representative, two honor council representatives, one elections board representative, four class representatives one from each class, and one WINGS representative.
- C.** The president shall be elected from the rising sophomore, junior or senior class during campus-wide elections. The remaining officers shall be selected by the current president from the rising sophomore, junior, or senior classes, except for the freshman class representative selected in the Fall. If positions are not filled, AMC will elect members to the positions.

## **Section 6. General Duties of Executive Board Members**

It shall be the duty of each executive board member to:

- A.** attend scheduled AMC executive meetings and body meetings. Each executive board member will be allowed two absences per semester. Only one of the absences may be unexcused. Additional absences will be cause for review by the executive board and may result in dismissal from office. Dismissal from office will require a two-thirds majority vote of the executive board;
- B.** raise and address commuter student and campus concerns;
- C.** serve on any subcommittees to which she is appointed by the members of the executive board.

## **Section 7. Duties of Executive Board Members**

- A.** It shall be the duty of the president to:
  - a.** preside over meetings of commuter students and executive board, to serve as an active member of and attend all meetings of the SGA Executive Board, and to attend meetings with the adviser of AMC;
  - b.** be responsible for facilitating orientation and check-in of commuter students during the fall and spring semesters; appoint committees as needed;
  - c.** appoint committees as needed;
  - d.** oversee all committees and report committee actions to adviser;
  - e.** submit required reports and other requested information to the Office of Student Leadership and Service.
- B.** It shall be the duty of the vice president to:
  - a.** preside over meetings of commuter students in absence of the president of AMC or at the request of the president of AMC;
  - b.** appoint committees as needed in absence of AMC president;
  - c.** reserve speakers, event locations, and catering when necessary;

- d. assist the president in all commuter student affairs;
  - e. become president of AMC if a vacancy occurs.
- C. It shall be the duty of the secretary to:
- a. record the proceedings and decisions of AMC and the executive board;
  - b. distribute the minutes to the AMC adviser, Office of Student Leadership and Service, vice president for college programs, and other entities within one week of meetings;
  - c. manage all correspondence, and report AMC activities and upcoming events to the *Meredith Herald*.
- D. It shall be the duty of the treasurer to:
- a. maintain strict fiscal accounting of all receipts of AMC;
  - b. balance the AMC account with the Office of Student Leadership and Service at least once per semester;
  - c. complete purchase orders or check requests as needed;
  - d. submit budget reports to the Office of Student Leadership and Service.
- E. It shall be the duty of the publicity and social chair to:
- a. direct the planning of social events;
  - b. publicize commuter meetings and events;
  - c. maintain pictures of AMC events and other events that AMC sponsors;
  - d. provide committee reports to the president.
- F. It shall be the duty of the senators to attend every Senate meeting and report to the AMC at executive board meetings.
- G. It shall be the duty of the Student Life committee representative to:
- a. attend all Student Life Committee meetings;
  - b. voice commuter concerns in the meetings;
  - c. report minutes of meeting at subsequent AMC commuter student body or executive board meetings.
- H. It shall be the duty of the honor council representatives to attend required Honor Council hearings involving traditional-aged commuter students and to report to AMC as deemed necessary, without violating the confidentiality of the Honor Council.
- I. It shall be the duty of the Elections Board representative to attend all Elections Board meetings, voice commuter concerns in the meetings, and report to AMC as necessary.
- J. It shall be the duty of each class representative to:
- a. serve as a liaison between her constituents and the Association of Commuters;
  - b. raise and address commuter concerns in meetings;
  - c. serve on any subcommittee to which she is appointed by the chair;
  - d. help plan events as needed.

### **Section 8. Adviser**

It shall be the duty of the faculty/ staff adviser to oversee the actions of AMC as deemed necessary.

### **Section 9. Meetings**

AMC shall conduct a meeting at least once per semester or as deemed necessary by the president. The SGA Executive Board may request a special meeting of AMC. The executive board shall conduct a monthly meeting and any special meeting as requested by the president or board members.

### **Section 10. Amendments**

Proposed amendments must be circulated and/or posted on the AMC bulletin board in Cate Center for general members at least two weeks prior to any regular meetings of AMC. Those students in attendance constitute a quorum. Amendments must be approved by a two-thirds vote of the attending members of AMC, Senate, and the SGA Executive Board.

### **Section 11. Approval**

The constitution shall become effective immediately upon approval by two-thirds of the voting organization members and by the SGA Senate.

## **Article XVI** **WINGS.**

### **Section 1. Name.**

The name of this organization shall be WINGS, defined as Women in New Goal Settings. This organization is distinct from the Wings program which is defined as an adult education program for women.

### **Section 2. Purpose.**

The purpose of WINGS shall be to provide resource information, fellowship, support, and leadership opportunities for all students in the Wings program at Meredith College, to serve as a liaison between the students in the Wings program and the on-campus community, and to voice students in the Wings program concerns through representation on the SGA Executive Board.

### **Section 3. Membership.**

Membership shall consist of all Meredith students seeking undergraduate education who are 23 years of age and older, as well as those students who may see themselves in a non-traditional student role.

### **Section 4. Organization Executive Board.**

The Executive Board shall consist of the following officers: the president, vice president, secretary, publicity chair, treasurer, senator, Honor Council representative, Student Life representative, Elections Board representative and the WINGS adviser.

#### **A. Selection of Officers**

The Executive Board officers shall be selected as follows:

- a. The president shall be elected during campus-wide elections held by the Elections Board. In the event these positions are unfilled, the SGA Selection Committee shall proceed with appointments as stated in the By-Laws of the SGA Constitution.
- b. After campus-wide elections, WINGS organization members will be encouraged to run for the remaining WINGS organization officer positions. Those interested in running must notify the president-elect and the WINGS adviser of their interest in a WINGS organization leadership position verbally or in writing.
- c. Candidates interested in a WINGS organization officer position will formally address general members at the March meeting to demonstrate their intention to fulfill the position. If positions are contested, voting will be held accordingly.
- d. The officers shall be selected annually in the spring prior to graduation.
- e. The new officers shall take office at the last meeting of the school year.

#### **B. Duties of Executive Board Officers**

##### **a. President**

It shall be the duty of the president to call and preside over all meetings of the WINGS organization Executive Board and the general membership.

- i. The president shall serve as an active member of and attend all meetings of the SGA Executive Committee and shall report all activities of WINGS organization to the SGA.
- ii. The president shall meet regularly with the WINGS adviser, and members of the Executive Board.
- iii. The president shall also be responsible for monitoring the functions of the members of the Executive Board and for overseeing the budget. In the event a vacancy occurs in an office, the president may, with the Executive Board's approval, appoint a WINGS organization general member to fill the office.
- iv. The president-elect shall plan for the organization's programs for the coming year and shall choose standing committee chairs and other chairs as needed.
- v. The president will present awards at the Celebrating Student Achievement Day in April of each year.



- v. The treasurer shall be responsible for the oversight of fundraising activities for WINGS organization, including fundraising for WINGS organization Angel award.
  - vi. The treasurer, in cooperation with the Executive Board, general membership, and fundraising committee(s), shall oversee all fundraising efforts and ensure that the end of the year budget be transferred to the Angel Award Scholarship account.
- f. Senator
- i. It shall be the duty of the senator to attend all meetings of the Senate and to represent students in the Wings program.
  - ii. They shall serve on any sub-committees to which they are appointed.
  - iii. They shall report to the WINGS organization president or her designated representative.
- g. Honor Council Representative.
- i. It shall be the duty of the Honor Council representatives to attend any meetings of Honor Council involving a student in the Wings program.
  - ii. The Honor Council representatives will attend these cases, scheduled by the Honor Council chair.
  - iii. They shall report to the WINGS organization president or her designated representative.
  - iv. Honor Council sanctions are to kept in complete confidence and are not to be discussed with anyone.
- h. Student Life Representative.
- i. It shall be the duty of the Student Life representative to attend all meetings of the Student Life Committee. Her job is to represent and present the concerns of students in the Wings program.
  - ii. She shall serve on any subcommittee to which she is appointed. She shall report to the WINGS organization president or her designated representative.
- i. Elections Board Representative.
- i. It shall be the duty of the Elections Board representative to attend all meetings of the Elections Board and to represent WINGS organization members. Her job is to represent and present the concerns of students in the Wings program.
  - ii. She shall report to the WINGS organization president or her designated representative.
- j. Adviser
- i. It shall be the duty of the adviser to represent all students in the Wings program who are a part of the Wings program.
  - ii. It shall be the duty of the adviser to attend all executive and general membership meetings.
  - iii. It shall be the duty of the adviser to collaborate with the Registrar's staff to verify a current roster of graduating students in the Wings program and provide list of graduating students to the WINGS Vice President to formally invite WINGS graduating students to Silver Bells.

## **Section 5. Meetings.**

- A. WINGS organization shall hold regular monthly meetings during the academic year. Members wishing to present agenda items should notify the president three days prior to the meeting to have the item placed on the agenda. Dates, times and locations will be posted on the WINGS organization blackboard site and are listed in the Student Planner that is distributed by the Office of Student Leadership and Service.
- B. Executive Board meetings are called at the discretion of the president. Executive Board meetings are closed to the general membership. Business of the Executive Board meeting shall not be discussed outside of the board meeting with other Meredith students.

- C. All materials from the prior year shall be transferred to the incoming officers and committee chairs at the last meeting of the spring semester.

#### **Section 6. Attendance.**

Executive Board members are required to attend one general meeting each month and all Executive Board meetings. Each Executive Board member will be allowed only two unexcused absences per semester. If an Executive Board member has an approved conflict she will be excused, but will submit her report to the president before the meeting. Excused conflicts include, but are not limited to sickness, work and family matters, or others approved by the Executive Board members. If a board member has more than two unexcused absences in one semester the board may vote to relieve her of her duties.

#### **Section 7. Removal of an Officer from the Executive Board.**

The Executive Board shall seek the removal of an officer who has exhibited unbecoming conduct. The removal process is outlined in the SGA By-laws Article III, Section 6 A & B.

#### **Section 8. Awards.**

WINGS organization shall annually sponsor certain awards to be presented at the awards ceremony during Celebrating Student Achievement. These awards shall, at minimum, include the following:

All Executive members and dedicated general members shall be recognized and honored with a certificate and school gift at the end of the spring semester at the WINGS organization annual Silver Bells event. All current graduating nontraditional May, August and December seniors will be invited and recognized for their dedication and achievement with an honorary WINGS organization pin at WINGS organization end of the year celebration called Silver Bells.

- A. The Angel Award. The Angel Award is a competitive scholarship offered to a student in the Wings program selected by the Executive Board and the WINGS adviser following the submission of applicable scholarship materials. The funding for this award will come entirely from WINGS organization fundraising/donations that support this scholarship.
- B. Leadership Award(s). The Leadership Awards are traditionally given to the outgoing president and vice president for the stewardship of the organization during the preceding academic year.
- C. Outstanding Member Award(s). The Outstanding Member Award(s) is/are given to the general body member(s) who has/have attended the most meetings and/or events. This member has also demonstrated dedication and commitment to the organization.
- D. Outstanding Board Member Award(s). The Outstanding Board Member Award(s) is/are given to the Executive Board member(s) who has/have demonstrated the most dedication, leadership, and commitment to representing students in the Wings program throughout the year. Nominations will be taken from the Executive Board and the general membership, and the member will be selected by the president and the WINGS adviser. This process does not eliminate the vice president's eligibility of receiving the reward.

#### **Section 9. Amendments.**

Proposed amendments will be made available to general members upon request, and be announced for discussion at general meetings. Amendments must be ratified by a two-thirds vote of the attending board members of WINGS organization and approved by two-thirds majority of the SGA Senate.

## **Article XVII**

### ***Student Activities Fee (SAF) Committee.***

#### **Section 1. Name.**

The name of this organization shall be the Student Activities Fee Committee, hereinafter referred to as the SAF Committee.

**Section 2. Purpose.**

The purpose of the SAF Committee shall be to oversee the SAF fund to the inclusiveness and benefit of the Meredith community.

**Section 3. Function.**

It shall be the function of the SAF Committee members to:

- A. Be responsible for accepting and reviewing all SAF fund requests from clubs, organizations and individual students;
- B. Notify the SAF fund requestor of the determination no later than one week after the SAF Committee decision;
- C. Insure the appropriate use of SAF funds through evaluations and reimbursement documentation. The SAF Committee will require the evaluations and reimbursement documentation within a reasonable time period after the event;
- D. Communicate to SGA at the end of each semester the approved SAF fund requests or upon SGA request.

**Section 4. Membership.**

**A. Voting Members.**

The voting members of the SAF Committee shall consist of: one representative from the freshman class, sophomore class, junior class, senior class, and a non-traditional student, one of whom is a commuter. The members will be selected by an application process. In case of a tie, the chair shall vote.

**B. Non-Voting Members.**

The chair and the adviser(s) shall serve as non-voting members. The adviser(s) may not be the adviser(s) of any other student organization.

**Section 5. Duties of Members.**

It shall be the duties of the members to:

- A. be active members at every meeting;
- B. be responsible to read the material prior to meetings and ready to address all the submissions of the student body;
- C. discuss previous instances (possibly in previous years) that are relevant to the topic at hand in discussing financial matters; however, the previous instances should not be the sole determining factor;
- D. excuse themselves for any discussion or vote regarding a SAF funds request from an organization in which they are a member.

**Section 6. Officers.**

A. The officers of the SAF Committee shall consist of the chair and secretary.

B. The secretary shall be appointed by a committee consisting of the current chair, the incoming chair, and the adviser.

**Section 7. Duties of Officers.**

**A. Chair.**

It shall be the duty of the chair of the SAF Committee to:

1. serve as Student Government Association treasurer;
2. serve as an active member of and to attend all meetings of the SGA Executive Board;
3. preside over all meetings of the SAF Committee;
4. serve as a non-voting member and to vote in the case of a tie;
5. oversee the appeals process at the SGA Executive Board level;
6. call any meeting she may deem necessary;
7. keep a strict, accurate, and permanent account of all funds received and distributed;
8. submit required reports to the Office of Student Leadership and Service.

**B. Secretary.**

It shall be the duty of the SAF Committee secretary to:

1. perform any duties requested by the chair;
2. record minutes for every meeting and distribute them to all members, the SGA president, the SGA secretary, the SAF Committee adviser, the Office of Student Leadership and Service, and the vice president for college programs.

**Section 8. Meetings.**

The SAF Committee shall hold monthly meetings and the chair can call any other meetings when necessary.

**Section 9. Attendance.**

Each SAF Committee member will be allowed one excused absence per semester. In the event of an additional absence, she will be relieved of her position by a letter from the SAF Committee chair. The SAF Committee adviser will be notified and the application process will begin immediately to fill that position. The attendance policy shall apply only to regularly scheduled meetings.

**Section 10. Amendments.**

This constitution may be amended any time deemed necessary by the SAF Committee. Any amendments to the constitution require a quorum vote of the full board and must be discussed at a meeting prior to voting. The chair will only vote in the case of a tie. All amendments must be approved by the SGA Executive Board and SGA Senate.

**Section 11. Quorum.**

Two-thirds of the voting members shall constitute a quorum.

**Section 12. Approval.**

This constitution shall become effective immediately upon approval by a majority vote of members present and a two-thirds vote of the SGA Senate.

## **By-Laws**

### **Article I Election Systems.**

**Section 1. Filing and Elections Workshops.**

Students shall file for candidacy with the Elections Board prior to the date specified by the Elections Board.

**Section 2. Campaigning.**

Campaigning is allowed within the regulations set forth by the Elections Board. The Elections Board shall issue each candidate an information sheet outlining campaign procedures. The sheet includes approved campaigning

locations and guidelines for campaigning. All campaigning must be approved by the Elections Board and the Office of Student Leadership and Service. During the week of campaigning, the Elections Board will **supervise campaigning, and candidates will be notified of campaign violations.** Candidates may not solicit organizations.

**Speeches**

For fall and spring elections, all candidates running for contested positions must participate in speeches. If a candidate is not able to attend the speeches, she must notify the Elections Board Chair within 48 hours before speeches.

**Section 3. Disqualification.**

The Elections Board sets forth campaign guidelines in the best interest of the elections process. A violation of the campaign or election guidelines could result in removal from the elections process. Immediate disqualification will occur with serious infractions. Serious infractions will be defined at the discretion of the Elections Board chair, adviser, and vice chair. If an infraction occurs, a candidate will receive a warning from the Elections Board. If a second infraction occurs, a candidate will automatically be removed from the elections process. See "Contesting a Disqualification" (Section 10) for additional information.

**Section 4. Offices.**

**A. (See chart, below)**

	Campus-wide	Class	Major office	Sophomore	Junior	Senior
SGA President	•		•			•
SGA Vice President	•		•		•	•
SGA Treasurer/SAF Chair	•		•	•	•	•
SGA Secretary	•		•	•	•	•
SGA Senate Chair	•		•		•	•
Honor Council Chair	•		•		•	•
Student Life Chair	•		•		•	•
Elections Board Chair	•		•	•	•	•
AMC President	•		•	•	•	•
RHA Chair	•		•	•	•	•
WINGS President	•		•	•	•	•
MRA President	•		•		•	•
MAB President	•		•		•	•
Review Board Members (5)	•					
Class Presidents		•	•			

Class Vice Presidents		•	•			
Class Secretaries		•				
Class Treasurers		•				
Class Historians		•				
Class Cornhuskin' Co-Chairs		•				
Class Stunt Co-Chairs		•				
Honor Council Reps (2)		•				
Elections Board Reps (2)		•				
Class Senators (2)		•				
Student Life Reps (3)		•				

**B. Special Requirements.**

1. Elected co-chair positions shall be limited to Cornhuskin' and Stunt. If a candidate runs as a chair and not as a co-chair, she shall remain the only chair throughout her term or consult her class president to make an appointment of a second co-chair.
2. If a candidate is running for AMC president, she must have commuted at least one year prior to her term or will be a commuter during her term of office.
3. If a candidate is running for RHA Chair she must live in a residence hall or in the Oaks apartments.

**C. Other Major Offices.**

The chief freshman and transfer student advisers are considered to be major offices but are selected by the director for First Year Experience after an application and interview process. If a student adviser wishes to file for a major office, she must consult the director of First Year Experience before filing. Resident assistants are not allowed to hold major offices during their term of service. Publications Editors and MIA president are major offices but are selected by their organizations.

**D. Office Limits.**

No student shall hold more than one major office during a school term. (See Section 4A and Section 4C for more information.)

**Section 5. Eligibility for Filing.**

- A. Any student who has been declared ineligible to serve in office by Honor Council because of probation or reprimand may not hold any of the positions previously specified in Section 4A and 4C. A student may run for or be appointed to an office as long as she will not be serving probation during the term of office. For example, a student whose probation will be completed at the end of the spring semester may file for or be appointed to a position in which she will serve during the following academic year. Students who will be on a Study Abroad program during one or both semesters of term of office are also ineligible to file. If circumstances prevent an elected officer from attending classes at Meredith during her term, she must notify the SGA Executive Board as soon as she is aware of this situation. If any candidate wishes to

appeal eligibility, she must submit in writing her appeal within 48 hours to the Appeals Committee.

- B.** Any current student who wishes to file for a major office, as listed in Section 4A and 4C, must have and maintain a 2.5 or above Meredith GPA. Any current student who wishes to file for any other officer positions listed in Section 4A must have and maintain 2.25 or above Meredith GPA. A grade check will be implemented by the Elections Board Adviser during Elections Information Week.
- C.** The Appeals Committee for any issues mentioned in Section 5A will consist of the vice president for college programs, the Elections Board adviser, and the Elections Board chair.
- D.** The Appeals Committee for any issues mentioned in Section 5B will consist of the Elections Board Chair, the Elections Board Adviser, and the Honor Council Chair.

### **Section 6. Removal from Office.**

**A.** A student must be removed from any officer position if she violates academic status, is declared ineligible by Honor Council, or if she does not perform her duties as outlined in her organization's constitution or job description.

- 1.** Any student who holds a major office on campus, as listed in Section 4A and 4C, must maintain a 2.5 or above Meredith GPA. Any student who holds any other elected campus position listed in Section 4A as well as Presidents and Vice Presidents within a Registered Student Organization on campus not listed in Section 4A and 4C must maintain a 2.25 or above Meredith GPA. Any student who holds an officer position within a Registered Student Organization on campus must maintain at least a 2.0 or above Meredith GPA. These GPA requirements do not reflect the GPA requirements of Honors Societies on Campus. If an organization has a higher GPA requirement than the ones aforementioned, that GPA requirement will supersede the requirements listed previously.
- 2.** The adviser to the Elections Board will check the academic status of every person holding an officer position in May, August, and January with the Office of the Registrar. A student may self-identify as no longer eligible to hold a position by the end of the first week of classes in the fall or spring semester, or the end of the first week of the first summer session of classes. If a student is in violation and does not self-identify, she will be contacted by the Elections Board adviser immediately following the check of academic status with the Office of the Registrar. If a student wishes to appeal the decision of removal from office she must contact the Elections Board chair and the Elections Board adviser within two business days after being notified of the decision. If a student does not wish to appeal the decision, she has two business days after the decision is made to notify the chair/president of her organization of her removal from office. At the end of the two business days following the notification of the decision, the Elections Board adviser will notify the student's chair/president of her removal from office whether or not she has notified her chair/president.
  - a.** The Appeals Board shall consist of the Elections Board chair, the Elections Board adviser, the chair/president of the respective organization, the adviser of the respective organization, and the Honor Council chair.
  - b.** In the case that the chair/president of the organization or the SGA President is the student under review, the vice chair of Elections Board or an adviser from the Student Leadership and Service Office will fill their role on the Appeals Board.
  - c.** In the case that a major elected chair/president is the student under review, the SGA President will fill their role on the Appeals Board.
- 3.** A student who holds any campus or class office included on the Section 4A chart and Section 4C will be removed from her office if she is placed on probation or otherwise declared ineligible by Honor Council (see Article XI, Section 3D). The adviser to the

Elections Board will check the Honor Council status of every person holding an elected office in May, August, and January. If a student is in violation, she will be contacted by the Elections Board adviser.

4. A student who holds any position on the Section 4A chart and Section 4C will be removed from office if she is not performing her duties as outlined in her organization's constitution or job description (for additional information, see Article VI, Section 1D). Once the officer is removed, the Office of Student Leadership and Service and the Elections Board must be notified in writing of the removal.
  5. If a student chooses to study abroad after being elected or appointed to a position listed in Section 4A and 4C, she will then be removed from her office and the position will become an application and interview process for the organization within which this position resides. Exceptions are made for Cornhuskin' and Stunt Co-Chairs who will be physically attending classes at Meredith during the semester of their event. An exception is also granted for students who are studying abroad during the summer.
- B. A student who is removed for any reason from an elected office will be suspended for the current academic year from holding any elected office or another office in that organization. A student who resigns from an elected office will be suspended for the current academic year from holding another office in that organization.
  - C. If any candidate wishes to appeal a removal from office, she must submit in writing her appeal within two business days to the Appeals Committee (see Article I, Section 5C).

**Section 7. Online and Runoff Elections Procedure.**

**A. Validation.**

For any campus-wide or class election to be valid, the Elections Board must supervise the election.

**B. Schedule of Elections.**

1. Fall Elections—see chart (below)
2. Spring Elections—see chart (below)

<b>Fall Elections</b> The election period shall progress as follows:	
First full week of classes	On the first business day following the drop/add period, Elections Board will obtain an official registration list from the college for the appropriate semester. This list will be considered the official balloting list for use in elections.
Second week	Election information available for prospective candidates. During this week, the Elections Board shall hold an informational workshop to educate candidates on campaign procedures.
Third week	The filing period shall begin on Monday at 8:00 a.m. and continue until Friday at 5:00 p.m. No candidate may file for general election once this period is closed. Candidates shall submit all proposed campaign materials for approval. Candidates shall submit receipts for materials to the Elections Board Chair. Campaign materials that have not been approved by the Elections Board may not be used. All candidates must submit their receipts for materials before campaign materials may be put up. Any campaign material that goes up before the designated time will be taken down, and the candidate will be notified by the Elections Board. If the candidate continues to

	violate elections procedures, she will be disqualified (see Section 3, Disqualification).
Fourth week	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule candidate speeches during this week.
Fifth week	If online ballots are used, then polling shall begin at 8:00 a.m. on Monday and run until 5:00 p.m. on Tuesday. Ballots are to be sent via email by 8:00 a.m. on Monday morning.
<b>Spring Elections</b> The election period shall progress as follows:	
First full week of classes	On the first business day following the drop/add period, Elections Board will obtain an official registration list from the college for the appropriate semester. This list will be considered the official balloting list for use in elections.
Second week	Election information is available for prospective candidates. During this week, Elections Board shall hold an informational workshop to educate candidates on campaign procedures.
Third week	Filing will last a week and a half. The filing period shall begin on Monday at 8:00 a.m. and continue until the following Wednesday at 5:00 p.m. No candidate may file for general election once this period is closed. Candidates shall submit all proposed campaign materials for approval. Candidates shall submit receipts for materials to the Elections Board Chair. Campaign materials that have not been approved by the Elections Board may not be used. All candidates must submit their receipts for materials before campaign materials may be put up. Any campaign material that goes up before the designated time will be taken down, and the candidate will be notified by the Elections Board. If the candidate continues to violate elections procedures, she will be disqualified (see Section 3, Disqualification).
Fourth week	Campaigning shall begin Monday at 8:00 a.m. The Elections Board shall schedule candidate speeches and/or one Meet and Greet event during this week.
Fifth week	If online ballots are used, then polling shall begin at 8:00 a.m. on Monday and run until 5:00 p.m. on Tuesday. Ballots are to be sent via email by 8:00 a.m. on Monday morning.

**C. Voting Procedure.**

**1. Polling.**

Polling shall take place online with a vendor as designated by the Elections Board and the Office of Research, Planning, and Assessment. The polling website will be open from 8:00 a.m. on Monday until 5:00 p.m. on Tuesday for fall and spring elections.

**D. Election Administration and Results.**

**1. Ballot Administration**

Ballots and candidate videos will be set up by the Elections Board chair (or her designee).

**2. Results.**

- a. The Elections Board chair (or her designee) will receive an email from the Office of Research, Planning, and Assessment with elections results following the close of polls at 5:00 p.m. on Tuesday.
  - b. The Elections Board chair (or her designee), the Elections Board adviser (or her designee), the Elections Board vice chair (or her designee), and one representative of the Honor Council shall certify the results.
  - c. Elections Board will use plurality as defining the winner i.e. the person with the most number of votes.
3. *Voter Eligibility*

Eligible voters are limited to full-time and part-time Meredith students enrolled as undergraduate degree-seeking students and continuing Study Abroad students. Enrolled students who meet the criteria for eligibility three weeks before voting begins will receive a ballot.

a. *Fall Freshman Class Elections*

All eligible voters may vote in the Fall Freshman Class Elections. An official freshman registration list from the college will be considered the official balloting list for use in elections.

b. *Spring Class Elections*

All eligible voters may vote in the Spring Class Elections for their class in accordance with their official college credit hours. Any student that wishes to change their class voter affiliation will notify the Elections Board adviser via email/online form by the date determined by Elections Board. If there is a problem with a ballot or a ballot has not been received by an eligible voter, a student must inform the Elections Board adviser and chair no later than 12:00 p.m. the first day of campus elections polling. To receive a ballot for a class other than the classification originally obtained from the Registrar, a student must have notified the Elections Board adviser through the appropriate process no later than the Wednesday before polling begins.

c. *Campus Wide Elections*

All eligible voters may vote in the Campus Wide Elections in the spring.

**D. Notification and Vote Disclosure.**

- 1. Upon completion of tabulation and certification, the Elections Board will notify candidates of results via email within 5 hours of the closing of the polls. A copy of the results will be emailed to the Office of Student Leadership and Service, the vice president of college programs, the dean of students, and class advisers for each class.
- 2. The day following the close of polls, an email will be sent to all students notifying them of elections results. A copy of the results will be available in the Office of Student Leadership and Service. Results will also be sent to the Meredith Herald.

**E. Run-off Elections.**

A run-off election will occur when candidates have the same number of votes.

**Section 8. Backup Voting Procedure**

**A. Validation.**

For any campus-wide or class election to be valid, the Elections Board must supervise the election.

**B. Schedule of Elections.**

- 1. Fall Elections—see chart (above)
- 2. Spring Elections—see chart (above)

**C. Voting Procedures.**

1. *Polling.*

Polling shall take place in one location as designated by the Elections Board. The polling site will be open from 8 a.m. until 5 p.m. on the days specified in Section 7-B.

2. *Poll Workers.*

Poll workers may consist of the following:

- a. any Elections Board member not running for office;
- b. any Student Government Association Executive Committee member not running for office;
- c. any Student Government Association branch member not running for office; or
- d. any student assistant of the Office of Student Leadership and Service not running for office.

### **3. Voter Eligibility.**

Eligible voters are limited to full-time and part-time Meredith students enrolled as undergraduate degree-seeking students and continuing Study Abroad students.

### **D. Election Results.**

1. The Elections Board chair (or her designee) must be present to close a polling location and to transport the ballots to the counting location.
2. The Elections Board members will check for and remove invalid ballots before tabulation. A ballot will be considered invalid if the voter has voted for more than the allotted number of candidates. For example, if there are three candidates running for SGA president and the voter votes for two of those candidates, then the total ballot will be invalid.
3. The tabulation of the ballots is the responsibility of the Elections Board chair. The Elections Board chair (or her designee), the Elections Board adviser (or her designee), the Elections Board vice chair (or her designee), and one representative of the Honor Council shall certify the results in writing.
4. Elections Board will use plurality as defining the winner, i.e. person with the most number of votes.

### **E. Notification and Vote Disclosure.**

1. Upon completion of tabulation and certification, each candidate shall receive notification of the election results within five hours of the closing of the polls. A copy of the results will be sent to the Office of Student Leadership and Service, the vice president of college programs, the dean of students, and class advisers for each class.
2. The day following the close of the polls, an announcement will be sent to all students notifying them of elections results. A copy of the results will be available in the Office of Student Leadership and Service. Results will also be set to the Meredith Herald.

### **F. Recount.**

If a candidate wins by less than 2% of the vote, the Elections Board will have a recount of the votes.

### **G. Run-off Elections.**

A run-off election will occur when candidates have the same number of votes.

## **Section 9. Unfilled Elected Offices.**

### **A. Application/Interview Process.**

Unfilled elected offices shall be filled through an open application and interview process within each class or organization. For example, if the position of MAB president is not filled during the election, MAB is responsible for filling the position. Class status may be disregarded for appointments except in the

case of class offices. Any student who applies or is appointed to a major office on campus, as listed in Section 4A and 4C, must maintain a 2.5 or above Meredith GPA. Any student who applies or is appointed to any other elected campus position listed in Section 4A as well as presidents and vice presidents within a Registered Student Organization on campus not listed in Section 4A and 4C must maintain a 2.25 or above Meredith GPA. Any student who applies or is appointed to an officer position within a Registered Student Organization on campus must maintain at least a 2.0 or above Meredith GPA and all persons applying must fulfill other election requirements. The application/interview process shall be the responsibility of the newly elected president or chair (in the case of no president being elected, it is the responsibility of the adviser and/or the current president) and shall progress as follows: publicize the unfilled positions, make applications available, turn in a list of prospective applicants to the Elections Board adviser for academic and probationary status checks, and schedule and conduct interviews and make selections. All selections must be reported to the Elections Board and to the Office of Student Leadership and Service.

**B. Appointment Process.**

If no one applies for unfilled positions during the application/interview process, the current president/chair and her successor, in consultation with the adviser, have the power of appointment.

**C. Deadlines.**

Fall appointments for unfilled freshmen class positions must be made by October 1. Spring appointments for unfilled class and campus-wide positions must be made by April 15.

**Section 10. Contesting a Disqualification.**

**A. Eligibility.**

Any candidate may contest a disqualification. See "Disqualification" (Section 3).

**B. Procedures.**

1. A written notice of contestation must be given to the Elections Board chair within two business days of the disqualification.
2. The notice of contestation must include the name of the contestor, the reasons for the contestation, and the contestor's proposed solution.
3. The Elections Board chair must expediently contact the following:
  - a. all Elections Board members;
  - b. all involved candidates;
  - c. the Elections Board adviser; and
  - d. an Honor Council representative.
4. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. An Honor Council representative must be present at the meeting.
  - a. Upon invitation, contestors or candidates may present their concerns to the Elections Board.
  - b. No involved candidate may take part under any circumstances in the voting at the meeting.
5. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board.
6. If a contestor or candidate is not satisfied with the Elections Board decision, she may present her concerns to the SGA Executive Board. If she still is not satisfied, she may appeal to the vice president for college programs for a final decision.

**Section 11. Contesting the Election of a Particular Office.**

**A. Eligibility.**

Any candidate may contest an election of a particular office.

**B. Procedures.**

1. A candidate's total votes will not be disclosed unless the candidate makes a written request to the Elections Board chair within 24 hours of posting time of the results. The requesting candidate may receive only her total percentage. After the disclosure, the candidate may request a recount of the votes for the office for which she filed. All percentages and vote totals are confidential, except for the total number of voters for each ballot.
2. If a candidate chooses to contest the election of a particular office after receiving her percentage, she must submit a notice of contestation within 24 hours of the receipt of her elections percentage. Also, if the candidate chooses to file a notice of contestation, she must keep her voting percentage confidential during the contestation process and for at least 60 days after the contestation process is finished.
3. The notice of contestation must include the name of the contestee, the reasons for the contestation, and the contestee's proposed solution.
4. The Elections Board chair must expediently contact the following:
  - a. all Elections Board members;
  - b. all involved candidates;
  - c. the Elections Board adviser; and
  - d. an Honor Council representative.
5. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. The members of the Elections Board, in the presence of the Elections Board chair, the Elections Board adviser, and an Honor Council representative will then recount the votes of that particular office.
6. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board.
7. If a contestee or candidate is not satisfied with the Elections Board decision, she may present her concerns to the SGA Executive Board. If she still is not satisfied, she may appeal to the vice president for college programs for a final decision.

## **Section 12. *Contesting an Overall Election.***

### **A. Eligibility.**

Any voter or candidate may contest an election.

### **B. Procedures.**

1. A written notice of contestation must be given to the Elections Board chair within two business days of the election.
2. The notice of contestation must include the name of the contestee, the reasons why the election is being contested, and the contestee's proposed solution.
3. The Elections Board chair must expediently contact the following:
  - a. all Elections Board members;
  - b. all involved candidates or contestees;
  - c. the Elections Board adviser; and
  - d. an Honor Council representative.
4. The Elections Board chair must call a meeting of the Elections Board within two business days of the notification of the contestation. An Honor Council representative must be present at the meeting.
  - a. Upon invitation, contestees or candidates may present their concerns to the Elections Board.
  - b. No involved candidate may take part under any circumstances in the voting on contestation at the meeting.
5. The involved candidates must expediently be sent a written notification of the decision reached by the Elections Board. All percentages and vote totals are confidential.

6. If a contestee is not satisfied with the Elections Board decision, she may present her concerns to the SGA Executive Board. If she still is not satisfied, she may appeal to the vice president for college programs for a final decision.

### **Section 13. *Assumption of Duties.***

Officers shall assume their duties after the installation which shall be no later than April 30, with the exception of Honor Council. Honor Council shall train new members during April and May.

## **Article II**

### ***Meeting, Order for Business, and Quorum.***

#### **Section 1. *Meeting of the Association.***

##### **A. *Called Meetings.***

The president of the Association may call a meeting of the Association at any time. A meeting must be called by her at the written request of ten percent of the members. This request must state the object of the meeting. A meeting also will be called in the event that Senate deems a Student Government Association meeting necessary.

##### **B. *Forums.***

The Student Government Association may schedule forums throughout the year in order to receive input from the student body. The Student Government Association will inform the student body of forums at least two weeks in advance.

#### **Section 2. *Order for Business.***

All business meetings of the Association and its governing bodies shall be conducted according to Robert's Rules of Order.

#### **Section 3. *Quorum.***

If a two-thirds quorum is not present, the SGA President may invoke the one-tenth rule. Once this rule is approved by the majority of those present, it shall take effect for the transaction of ordinary business.

## **Article III**

### ***Procedures.***

#### **Section 1. *Legislation/Regulation Procedure.***

##### **A. *Origin of Legislation/Regulation Concerns and Proposals.***

Legislation/regulation concerns and proposals may originate from any member of the Meredith community and be presented to the appropriate branch of the Student Government Association.

Legislation is any change in the SGA constitution. Regulations are any rules and guidelines not found in the SGA constitution.

##### **B. *Consideration of Legislation/Regulation Concerns and Proposals.***

1. Once a legislation/regulation concern or proposal is presented to the appropriate branch, the branch will consider whether or not to take action on the concern or proposal. If the branch chooses to take action, it will work with its constituents within its jurisdiction to address the concern or proposal.
2. If a concern or proposal is deemed an official legislation/regulation change, the originating branch shall inform the SGA Executive Board of the proposed change and send the concern or

proposal to Senate, which may either approve or reject the change (See Constitution of the Student Government Association, Article X, Section 3D,E).

3. If approved by Senate, a legislation/regulation change will be referred to the SGA Executive Board. If the SGA Executive Board rejects the change, it shall give a written reason for refusal to both Senate and the originating body. If approved, the change will be sent to the appropriate college vice president. Legislation changes will always be referred to the vice president for college programs.
4. The appropriate college vice president may take one of three actions.
  - a. If approved by the appropriate college vice president, the legislation/regulation change shall be sent to the appropriate channels through which it will take effect.
  - b. If amended by the appropriate college vice president, an explanation of the vice president's action must be sent to the SGA Executive Board. The amended legislation/regulation change will go back to the originating body and Senate for approval. If both bodies approve the amended change, it will then be referred to the SGA Executive Board for final approval, after which it will take effect.
  - c. If the appropriate college vice president vetoes the legislation/regulation change, an explanation will be sent to the SGA Executive Board, Senate, and the originating body.
5. If the appropriate college vice president does not take action on the proposed legislation/regulation change within a two-week period, a special conference will be called by the chair of the originating body to discuss the proposed change. This conference will consist of the appropriate college vice president, SGA president, Senate chair, and chair of the originating body.

## **Section 2. *Judicial Procedure.***

### **A. Preliminary Procedure.**

This procedure shall be followed by the Honor Council in the preliminary investigation of cases.

#### **1. Initiation of Charges.**

- a. When an accusation is made to the solicitor general by a member of the College community (any student, faculty member, administrator, staff member, or person directly serving the College), a thorough investigation of the charges shall be undertaken by the solicitor general.
- b. Formal charges following investigation shall be served on the student by the summons signed by the solicitor general.
- c. The summons shall be delivered to the student by the solicitor general in person or in writing at least seven days prior to the time set for hearing.
- d. The summons shall specify the charge, the time, and the place of the hearing.
- e. The solicitor general shall notify the chair, support counselor and the assistant dean of students of the initiation of formal charges.
- f. Prior to any discussion of the alleged offense between the student and the solicitor general, or any college official investigating the matter, the student shall be informed of her rights. Failure to inform the student of her rights shall cause all incriminating statements made by her prior to such time to be inadmissible in any proceeding on the alleged offenses.
- g. The solicitor general shall present the student with the alternatives open to her in responding to the formal charge after informing her of the following rights granted under this instrument:
  - i. The right before the hearing to written notification of hearing, time, place and charge.

- ii. The right to be presumed innocent until proven otherwise through clear and convincing evidence.
  - iii. The right to refuse to respond to questions that would tend to be self-incriminating.
  - iv. The right to a fair, impartial, and confidential hearing.
  - v. The right to a speedy hearing.
  - vi. The right to the services of the support counselor, if she so chooses, or a council of her own choosing from among the students presently enrolled at the College who have no formal legal training.
  - vii. The right to present material and character witnesses from members of the Meredith College community only, and to testify and present evidence in her own behalf. Written testimony from off-campus persons may be presented at the hearing.
  - viii. The right to a separate hearing upon request.
  - ix. The right to know the evidence and to face witnesses testifying against her.
  - x. The right to question any material witnesses or to challenge and refute any evidence.
  - xi. The right to plead not responsible without fear of being tried for lying in relation to that plea if proven responsible. (This right does not disallow being tried for
  - xii. The right to a recording of the presentation at the hearing, if notification is given within 48 hours of the hearing, for the benefit of the student in the appeal to the Review Board (not available for summer hearings).
  - xiii. The right to immediate oral notification of the Honor Council's findings regarding decision and sanction. If the student is not present at the hearing, the chair will write or call her at the first opportunity. The secretary will deliver Official Notification of the Honor Council action to the student.
  - xiv. The right to be free from a retrial under this procedure for the same offense, after acquittal under this procedure.
  - xv. The right to submit an appeal to the dean of students by noon on the Wednesday following her Honor Council hearing (not available for summer hearings).
  - xvi. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the student's own free will and in writing.
- h. If the student fails to appear before the Honor Council and the Honor Council chooses to proceed with the hearing, all hearing-related rights shall be automatically waived, and the student may be subject to a more severe sanction if deemed appropriate by the council.
  - i. In response to the student's right to the service of the support counselor:
    - i. If the student waives her right to the service of the support counselor, she and the solicitor general shall have the preliminary conference at which time the solicitor general shall obtain the facts of the case and a plea from the student. (This waiver brings to an end the preliminary procedure.)
    - ii. If the student exercises her right to the service of the support counselor, she and the support counselor have a preliminary meeting to discuss the facts and determine the plea. The next step in this case is the preliminary conference.
    - iii. Service of a support counselor is not available during the summer.
  - j. Honor Council reserves the right to hear an emergency hearing if a student is of harm to herself, her community or has been arrested off-campus on a felony charge. The Emergency Board shall consist of the Honor Council chair, support counselor, solicitor

general, Honor Council adviser, assistant dean of students or her designee, a faculty representative, and two Honor Council board members.

**2. Preliminary Conference.**

- a. In order to enable the student to prepare a defense, a preliminary conference must take place at least ninety-six (96) hours before the hearing. However, upon request for waiver by the student, the hearing may be held in a period either less than or greater than ninety-six (96) hours. Request for departure from the time requirement shall be filed by the student with the solicitor general.
- b. The support counselor and the student shall meet with the solicitor general for the preliminary conference at which time the summons shall be issued. The plea and facts shall be presented to the solicitor general and the solicitor general shall explain the charge and the nature of the evidence against the student.
- c. The plea presented to the solicitor general during the preliminary conference cannot be changed within the immediate twenty-four hour period prior to the hearing unless approved by the adviser and chair.
- d. Upon revelation of the facts of the case, any material witnesses shall be served with a written summons by the solicitor general to appear at the hearing. Failure to comply with such a summons is a violation of the Honor Code and shall be treated as such. No material witness may appear in a hearing who has not been officially summoned by the support counselor or the solicitor general.
- e. Character witnesses may be contacted by the student and must comply with deadlines set by the support counselor. Members of the Meredith College community may appear at the hearing while nonmembers are invited to submit letters which will be read at the hearing.

**C. Jurisdiction.**

1. After completion of the preliminary procedures, the case is presented to the Honor Council. During the presentation of a case, any member of the Honor Council may question a student but only in areas directly related to the case. The five voting members of Honor Council, who serve on a rotating basis, shall render a decision and determine appropriate sanctions by simple majority. In the event of a tie vote on either accepting a plea or rendering a decision by voting members of the Honor Council, the chair of the Honor Council shall cast the deciding vote. The student is notified of the decision and sanction in writing at the conclusion of the hearing. The chair, solicitor general, or adviser of the Honor Council also notifies the accuser (if he/she is a staff or faculty member) of the decision and the registrar of the decision and sanction. In the event of delay of graduation, suspension, or expulsion, if after a 48-hour period following her notification the student has not appealed, the decision will be submitted to the vice president for college programs for final approval.
2. The student may appeal any Honor Council decision. The route of appeal begins with the Review Board, whose action is final except in cases involving delay of graduation, suspension or expulsion. All cases of delay of graduation, suspension and expulsion go to the vice president for college programs for approval.
3. A recording will be made of the hearing (not including the deliberation), and the student will be allowed a copy at her own expense. This recording is for the benefit of the student in an appeal to the Review Board. If she fails to give notice of desiring a copy of the recording within 48 hours of oral notification of the Honor Council decision and sanction, the recording will no longer be made available to the student.
4. In the event that a student fails to respond to her summons to appear before the Honor Council, the Honor Council may choose to proceed with the hearing without the student present. Such action by the student shall be considered a violation of the Honor Code and deserving of a sanction.

**Section 3. Review Board.**

**A. Method of Appeals to Review Board.**

A student may appeal to the Review Board by giving a written notice of her appeal to the dean of students by noon on the Wednesday following her Honor Council hearing. The notice of appeal must plainly identify the charge from which the appeal is taken and state a reason for the appeal. The Review Board hearing shall typically occur on the Friday following the receipt of the notice of appeal unless preempted by another student appeal.

**B. Record of Appeals.**

The appeal is considered solely on the record of the Honor Council proceedings. (This record consists of the minutes and the recording of the proceedings. The Honor Council secretary shall be responsible for making the Honor Council records available to the Review Board 48 hours before the review).

**C. Consideration of Appeal: Scope of Review.**

**1. Consideration of Appeal.**

The Review Board shall consider the appeal based solely on the record. It shall not receive any new evidence. It may permit written briefs, oral arguments, or both, by the student charged, the support counselor, or the solicitor general upon their request. Such briefs and arguments shall be confined to matters considered by the Review Board to be within the scope of its review as defined in the following paragraph. An appellant shall have a maximum of five minutes to present her appeal.

**2. Scope of Review.**

Review of hearing is confined to these questions: (1) whether there is clear and convincing evidence in the record to support the decision and/or the sanction; and (2) whether the hearing was free of substantial error prejudicial to the student charged which would have affected the outcome; and (3) whether the sanction imposed is appropriate to the offense (looking at total context).

**D. Determination of Appeal: Notice of Action.**

**1. Determination of Appeal.**

Members of the Board sitting on an appeal shall review all records of the Honor Council proceedings and any written briefs. The members sitting on an appeal shall together then hear such oral arguments as are received, and the Board shall reach a decision. A majority vote shall decide the action on the appeal both in respect of the finding of violation and of the imposition of a sanction. A decision shall be rendered within seven (7) days after receipt of the appeal unless an extension is deemed necessary by the Review Board.

**2. Notice of Action.**

Written Notice of Action taken on appeal shall be given in person by the secretary of the Board to the student charged within 24 hours of the Board's decision.

**E. Action Available to Review Board.**

On the basis of its review of the record and its consideration of any briefs and arguments received, the Review Board may; (1) affirm both the findings of violation and the sanction imposed; (2) remand for a rehearing if it determines that substantial error prejudicial to the student charged was committed at the hearing; (3) reverse and dismiss the charge if it determines that there is not substantial evidence on the record to support a finding of violation; (4) affirm the finding of violation but reduce the sanction to one deemed more appropriate than that imposed; or (5) where violation was admitted, reduce the sanction to one deemed more appropriate.

**F. Finality of Action on Appeal by Review Board.**

The action of the Review Board is final except in cases of remand, and except for the right of the student charged to appeal to the vice president for college programs in cases provided in paragraph G.

**G. Appeal to the Vice President for College Programs.**

In cases wherein the Review Board affirms a sanction of delay of graduation, suspension or expulsion, the student charged may appeal the sanction to the vice president for college programs within 48 hours of the Review Board's decision. The student shall present her appeal in writing to the dean of students who shall then present the appeal accompanied with relevant case documents to the vice president for college programs. Review is based solely on the record of the appeal presented before the Review Board and any written brief filed with the Review Board by the student charged. The vice president

may, in a conference with the student charged, hear and consider oral argument but may not consider any new evidence. Review by the vice president for college programs is confined solely to the question of appropriateness of the sanction in total context. The vice president of college programs shall reach a decision with the help of an advisory committee and give a formal written notice within ten days after receiving the written notice of appeal. The advisory committee includes the Provost, the chair of the Faculty Council, and the chair of the Student Life Committee. She may affirm the imposition of a sanction by the Review Board or change it to one deemed by her to be more appropriate. The action of the vice president for college programs is final.

#### **Section 4. Residence Hearings Committee.**

##### **A. Method of Fine Appeals to Residence Hearings Committee.**

A student may appeal a residence hall fine to the Residence Hearings Committee by giving a written notice of her appeal to the clerk within 48 hours of receiving the fine. The written notice must identify what fine is being appealed and why the fine is being appealed. The clerk will notify the appellant of the date and time of the hearing.

##### **B. Consideration of Fine Appeals.**

The clerk will introduce any material and/or character witnesses. The appellant shall have a maximum of five minutes to present her appeal. Members of the committee sitting on an appeal may ask questions of the material witnesses and appellant. The committee shall reach a decision by majority vote while the appellant waits in another room. The decision of the committee is final. Written notice of the decision shall be given by the clerk.

##### **C. Procedure for Minor Violations of Residence Policies.**

This procedure shall be followed by the Residence Hearings Committee when a minor violation of residence hall policy is referred by the solicitor general of the Honor Council.

1. The solicitor general of the Honor Council provides the clerk with the information from the preliminary investigation of the case.
2. Prior to any discussion by the student and the clerk of the alleged offense, the accused shall be informed of her rights.
  - a. The right before the hearing to written notification of hearing time, place, and charge.
  - b. The right to be presumed innocent until proven otherwise through clear and convincing evidence.
  - c. The right to refuse to respond to questions that would be self-incriminating.
  - d. The right to a fair, impartial, and confidential hearing.
  - e. The right to a speedy hearing.
  - f. The right to testify and present evidence on her own behalf.
  - g. The right to have one character witness from the Meredith College community.
  - h. The right to a separate hearing upon request.
  - i. The right to know the evidence and to face witnesses testifying against her.
  - j. The right to question any material witnesses or to challenge and rebut any evidence.
  - k. The right to plead not responsible without fear of being tried for lying in relation to that plea if proven otherwise. (This right does not disallow being tried for lying if the student lies in order to support a plea.)
  - l. The right to a tape of the hearing, if notification is given within 48 hours of the hearing, for the benefit of the student if she requests a retrial of the hearing with the Honor Council.
  - m. The right to immediate oral notification of the Residence Hearings Committee's findings regarding decision and sanction. The student will receive a written notification of decision and sanction from the clerk.
  - n. The right to request, within 48 hours of the hearing, a retrial with the Honor Council.

- o. The right to waive any of the above rights after explanation of the possible consequences, provided that the waiver is made of the student's own free will and in writing.
3. After informing the student of her rights, the clerk shall explain the procedures of the hearing, explain the charge and the nature of the evidence against the student, and provide a hearings summons stating the date, time, and place of the hearing. The student must tell the clerk in advance of the hearing the name of her character witness if she chooses to have a witness.
  4. The vice chair of the Residents Housing Association chairs the hearing. A tape will be made of the hearing. During the hearing, the clerk presents the evidence and material witnesses. The student then testifies on her own behalf and invites her character witness to join the hearing when directed by the vice chair of the Residence Hearings Committee. The members of the committee are allowed to ask questions of the clerk, witnesses, and student. The committee will reach a decision by majority vote while the student waits in another room. The clerk notifies the student of the committee's decision orally and in writing. In the event that the student fails to appear for the hearing, the committee may choose to proceed in her absence.
  5. The clerk shall submit written decisions to the vice chair of the Residence Hearings Committee, the chair of the Honor Council, the solicitor general of the Honor Council, the advisers of the hearings committee and the Honor Council, the director of residence life, the assistant dean of students, the dean of students and the vice president for college programs.

## **Section 5. *Senate Standing Committee.***

### **A. Student Organization Concerns Committee.**

1. Any student who has an organizational concern shall fill out a Student Organization Concern Form, located in the Office of Student Leadership and Service and outside the SGA Office.
2. The student should return the form to the Senate box, located in the Office of Student Leadership and Service.
3. A member of the Student Organization Concerns Committee will contact the student before the next Senate meeting to confirm that her concern has been received.
4. The Student Organization Concerns Committee will investigate the concern based on procedural guidelines approved by the SGA Senate.
5. A copy of the procedural guidelines can be obtained from the SGA Senate Chair or from the Office of Student Leadership and Service.

### **B. Appeals Committee.**

1. An Appeals Committee will be made up of the Senate Chair, a senator from each class, and a member of the professional staff in the Office of Student Leadership and Service.
2. Student Organizations wishing to appeal a change in status must write a letter of appeal to the Appeals Committee (deadlines to be determined).

## **Section 6. *Procedure for Removal from Office.***

### **A. Offices Subject to Removal.**

Any student holding any position (i.e., officer or chair/co-chair) within any recognized campus organization may be removed from office if she is not performing her duties as outlined in her organization's constitution or job description or for a failure to uphold the Code of Ethics for Student Leaders.

### **B. Procedure for Removal.**

Before the student can be removed from office, the president, chair, or adviser of the organization must issue an oral warning stating what duties are not being performed. If the student continues not performing her job, the president, chair, or adviser must issue a written warning. If this situation persists after the warning, the president, chair, or adviser must remove the student from her position.

Once the student is removed, the Office of Student Leadership and Service must be notified in written form of the removal. (For additional information, see Article VI, Section 1-D.)

**Section 7. Appeals Process for Removal from Office.**

Any student holding any position within any recognized campus organization who has been removed from office for not performing her duties as outlined in her organization's constitution may appeal this decision. She should appeal this decision in writing to the highest presiding officer and/or adviser in her organization. The organization should then implement an appeals process to consider the appeal. If this appeal is denied, she may further appeal to the Student Organization Concerns Committee of SGA Senate by completing a Student Organization Concerns form, available in the Office of Student Leadership and Service and the SGA office. The Student Organization Concerns Committee will hear the appeal based on SGA Senate-approved guidelines.