CONSTITUTION

ARTICLE I | ORGANIZATION NAME

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

ARTICLE II | PURPOSE AND MISSION

The purpose of the Grinnell College Student Government Association (SGA) shall be to ethically and responsibly allocate student funds, represent students to the College administration and faculty, encourage student dialogue, solicit student opinion, and advocate for any other needs of the students.

This organization shall encourage the participation of all students at Grinnell College in accordance with the non-discrimination policy of the College. In the spirit of non-discrimination, the gender-neutral pronouns they, their, theirs shall replace all gender-specific pronouns such as ‘she’ or ‘hers’ and ‘he’ or ‘his’ in this document.

It is the mission of the Grinnell College Student Government Association to be a governance body of student leaders who advocate for and support all students in partnership with the Grinnell College Student body, Staff, Faculty, and Administration. As an extension of the will of students, we are in pursuit of an equitable and fulfilling experience at Grinnell College.

ARTICLE III | ELIGIBILITY REQUIREMENTS

Any full time Grinnell College student shall be eligible for any paid or unpaid SGA position, provided that they meet all of the following expectations at the time of assuming office and for the duration of their term of office:

1. Must be in good academic standing.
2. Must be in good conduct standing.
3. Must be in attendance in person on the Grinnell College campus.
4. Must not hold a leadership position with any other Grinnell College student-led entity.

ARTICLE IV | EXECUTIVE OFFICERS

SECTION 1. MEMBERSHIP – Elected Executive Officers shall include the SGA President, SGA Vice President of Academic Affairs and SGA Vice President of Student Affairs who are selected in a campus-wide election. The SGA Treasurer is an appointed and hired Executive officer.

A. DUTIES AND RESPONSIBILITIES

1. All Executive officers shall perform the duties prescribed by this Constitution and
its By-Laws and by the parliamentary authority adopted by SGA. Each of these Executive Officers shall designate regular office hours and make a monthly report to the Senate. Executive officers shall make themselves available to meet with members of the student body and respond in a prompt manner to meeting requests.

2. Together, the three elected Executive officers shall support coordinating efforts to appoint and hire the SGA Cabinet members whose duties are described in the By-Laws of this Constitution.

B. WAGES Executive Officers are considered employees of the College and as such will be compensated for hours worked pursuant to the terms of any applicable collective bargaining agreement or College policy.

C. TERM OF OFFICE The term of office for all elected Executive Officers is from the conferment of the last degree of commencement ceremonies in May and shall end upon the conferment of the second to last degree of commencement the following May, unless otherwise outlined in the hiring procedures of the respective position, such as the appointed and hired SGA Treasurer.

D. ELIGIBILITY REQUIREMENTS In addition to the eligibility requirements already laid forth by this constitution, the following requirements apply to Executive Officers:
   1. During their term of office, Executive officers may not have any other on-campus student employment.
   2. During their term of office, elected Executive Officers may not be appointed and hired Cabinet members, nor may they be Elected Senators.

E. ELECTIONS Policies and Procedures for the election of Executive Officers shall be specified in the By-Laws and by the Oversight, Ethics, & Elections Committee (OEEC).

F. VACANCIES
   1. A permanent vacancy in the office of the SGA President shall be filled by the SGA Vice President of Student Affairs who shall assume the title of President. The new SGA President shall continue their vice-presidential duties until such time as the office of SGA Vice President of Student Affairs is filled. If the offices of both SGA President and SGA Vice President of Student Affairs become vacant, the SGA Vice President of Academic Affairs will assume the title of President and assume those responsibilities.

   2. A permanent vacancy in the office of the SGA Vice President of Student Affairs shall be filled by special election if the vacancy occurs before the election of a new SGA Vice President of Student Affairs for the succeeding term of office. If the vacancy occurs after the election for the following term of office, the SGA Vice President of Student Affairs-elect shall be nominated by the serving SGA President to take on the duties of the office. If the SGA Vice President of Student Affairs-elect does not wish to or is unable to assume the office at that time, the SGA President will appoint a new SGA Vice President of Student Affairs to serve the remainder of the term of office. This appointment must be approved by two-thirds of the Senate.
3. A permanent vacancy in the office of the SGA Vice President of Academic Affairs shall be filled by special election if the vacancy occurs before the election of a new SGA Vice President of Academic Affairs for the succeeding term of office. If the vacancy occurs after the election for the following term of office, the SGA Vice President of Academic Affairs-elect shall be nominated by the serving SGA President to take on the duties of the office. If the SGA Vice President of Academic Affairs-elect does not wish to or is unable to assume the office at that time, the SGA President will appoint a new SGA Vice President of Academic Affairs to serve the remainder of the term of office. This appointment must be approved by two-thirds of the Senate.

G. GUIDELINES FOR IMPEACHMENT
Elected Executive Officers may be removed from office by a petition of 100 Grinnell College students or by a petition of two-thirds of the Senate. Either action must be followed within one week by a campus-wide referendum. Of those voting, a two-thirds vote in favor of impeachment will be necessary to remove the officer from their position.

SECTION 2. MEETINGS AND TRAINING
A. The first Executive Officer meeting of the initial term of office will take place within one week of the officer elections. Subsequently, the Executive Officers shall meet together at least once a week, or one on one with the SGA Supervisor once a week when classes are in session, excluding finals.
B. The SGA President, in consultation and partnership with the Division of Student Affairs and SGA Supervisor shall coordinate a two-part training and goal-setting session for Executive Officers. They shall also organize an orientation session prior to the beginning of fall semester in addition to any other training session that may be provided pursuant to the terms of a collective bargaining agreement.
C. Emergency meetings of Executive Officers may be called SGA Executive officers or the SGA Supervisor.

ARTICLE V | CABINET

SECTION 1: MEMBERSHIP - The membership of the Cabinet shall consist of all appointed and hired positions within the Student Government Association. Elected Executive Officers are responsible for leading the Cabinet.

A. DUTIES AND RESPONSIBILITIES All hired and appointed cabinet members shall perform all duties prescribed by this Constitution and its By-Laws. Each of these hired and appointed Cabinet members shall designate regular office hours and attend all cabinet and senate meetings. Cabinet members shall make themselves available to meet with members of the student body as required by their duties and responsibilities. All Cabinet members shall respond in a prompt manner to meeting requests.

B. WAGES Cabinet Members are considered employees of the College and as such will be compensated for hours worked pursuant to the terms of any applicable collective bargaining agreement or College policy.
C. TERM OF OFFICE The term of office for all appointed and hired Cabinet members is from their date of hire until the end of the academic year.

D. ELIGIBILITY REQUIREMENTS
In addition to the eligibility requirements already laid forth by this constitution, the following requirement applies to hired and appointed cabinet members:
1. During their term of office, hired and appointed cabinet members may not also be elected Executive Officers, nor may they serve as Senators.

E. APPOINTMENT AND HIRING
Appointed and hired SGA Cabinet members will be selected by a committee consisting of at least two SGA elected Executive Officers and the SGA Supervisor who will serve as the hiring authority. SGA Cabinet hiring will be finalized by the SGA Supervisor and occur according to current Grinnell College student employee hiring practices, policies, and procedures.
1. If the SGA Assistant Treasurer chooses not to assume the title of Treasurer following their apprenticeship year, the outgoing SGA Treasurer shall serve on the appointment and hiring committee with at least two newly elected SGA Executive Officers and the SGA Supervisor.

F. VACANCIES
Vacancies in the Cabinet shall be appointed and hired according to the aforementioned process and current Grinnell College student employee hiring practices, policies, and procedures.

G. REMOVAL FROM OFFICE Appointed and Hired Cabinet Members may be removed from office according to current Grinnell College student employee separation practices, policies, and procedures. The SGA Executive Officers may request that the SGA Supervisor initiate a performance improvement plan of a Cabinet member who is not fulfilling their duties and responsibilities.

SECTION 2 MEETINGS AND TRAININGS
A. The first Cabinet meeting of the initial term will take place within two weeks of the appointment and hire date. Subsequently, the Cabinet shall meet every first and third Tuesday of the month at 7:00 pm when classes are in session and excluding finals.
B. The SGA Executive Officers, in consultation and partnership with the Division of Student Affairs and SGA Supervisor, shall organize an orientation, training and goal setting session for the Cabinet in addition to other training that may be provided pursuant to the terms of any collective bargaining agreement.
C. The time and day of the Cabinet training and goal-setting session will be set and advertised by the appointment committee in the application materials.
D. Emergency meetings of the Cabinet may be called at the request of two-thirds of the Cabinet, by Executive Officers, or by the SGA Supervisor.
E. QUORUM The Cabinet will require a quorum consisting of two-thirds of the Cabinet members.
ARTICLE VI | SENATE

SECTION 1. MEMBERSHIP - The membership of the Senate shall consist of Senators as voting members and the SGA Executive Officers and appointed and hired Cabinet as non-voting members.

A. SENATORS & CONSTITUENCIES
Senate membership shall include a total of twelve (12) members, consisting of three (3) elected Senators per each matriculating class who represent all Grinnell College students based on their academic classification matriculation status. These Senators shall also be known as Elected Class Representatives. Senators are volunteers, and thus not student workers.

B. VOTING
Each Senator shall have one vote in the Senate.

C. DUTIES AND RESPONSIBILITIES
Individual Senators shall represent their respective constituencies to the Senate. Their responsibilities shall include attending all Senate meetings, reporting all Senate business as well as their own views and votes to their constituents, ascertaining and reporting to Senate the opinions of their constituents, initiating legislation within the Senate, approving the annual budget, serving on at least one committee, and any other duties outlined in the By-laws.

D. TERM OF OFFICE
The term of office for a Senator is from the date of their election until the last day of each academic year.

E. ELIGIBILITY In addition to the eligibility requirements already laid forth by this constitution, the following requirement applies to elected Senators:
1. During their term of office, elected senators may not be appointed and hired cabinet members, nor may they be elected Executive officers.
2. If a particular constituency fails to elect a Senator as per the provisions in the By-Laws, the SGA President, SGA Vice President of Student Affairs and SGA Vice President of Academic Affairs shall select a Senator from that constituency who meets these eligibility guidelines. Such a selection shall be subject to the approval of two-thirds of the Senate.

F. REMOVAL FROM OFFICE
1. Senators are allowed a maximum of two absences from regular sessions of the Senate, excluding excused medical and family-related absences. Only one of these two absences may be without a substitute. If a Senator exceeds two absences, the Speaker of the Senate must alert the Chief of Staff to begin impeachment proceedings.
2. The Speaker of the Senate may petition the removal of a Senator who is not fulfilling their duties by making a motion to impeach during a session of the Senate.
3. Any student may petition the removal of a Senator who is not fulfilling their duties by presenting a petition of 50 constituents from their class of matriculation to the Senate. Such a petition must be presented by the petitioner or the SGA Chief of Staff, who then must make a motion to begin impeachment proceedings during a session of the Senate.

4. Two-thirds approval of the Senate is required to remove a Senator from office via impeachment.

G. ELECTION OF SENATORS
   Policies and procedures for the election of Senators shall be specified in the By-Laws and by the Oversight, Ethics, & Elections Committee (OEEC).

H. VACANCIES
   1. If a Senator position becomes vacant for any reason, including but not limited to impeachment, failure to elect, or resignation, such a vacancy must be filled if the vacancy occurs prior to Spring Break.

SECTION 2. MEETINGS AND PROCEDURES

A. MEETINGS
   1. The first meeting of the Senate will take place within one week of the election of Senators in the form of an orientation, training and goal setting session organized by the Speaker of the Senate in consultation and partnership with the Division of Student Affairs and SGA Supervisor.
   2. Senate meetings shall be held the fourth Tuesday of every month at 8:00 pm while classes are in session and excluding finals.
   3. The time and day of the Senator training session will be set and advertised prior to the Senator elections.
   4. The Senate must meet on a monthly basis throughout the academic year.
   5. The Senate must approve any change in the time, place, or day of the week of the Senate by a two-thirds majority.
   6. Emergency meetings of the Senate may be called at the request of the Speaker of the Senate, the SGA Supervisor, or two-thirds of the Senate composed by at least eight Senators.

B. OPEN MEETINGS
   1. Unless otherwise specified, all meetings of the Senate are open to any student. Any student will be allowed to speak when recognized by the Speaker of the Senate or during the public comment period. Only a member of the Senate may make or second a motion.
   2. The Senate may at any time declare a meeting closed. Such an action shall require the approval of a two-thirds majority of the Senate. The Senate will discuss the terms of the closing and approve those terms as part of the motion to close.

C. QUORUM The Senate will require a quorum consisting of two-thirds of the Senate,
excluding Executive Officers and Cabinet members, in order to consider any legislative matter. In the absence of a quorum, matters may be referred to the SGA Supervisor.

D. MINUTES The monthly minutes of the Senate, having been duly approved by that body, shall be compiled by the Speaker of the Senate and provided to the SGA Chief of Staff to be added to the SGA archives.

E. SUBSTITUTES In cases where Senators are unable to attend, their designated alternate may attend with full voting privileges upon presentation of the Senator’s written authorization to the Speaker of the Senate. A substitute must be a member of the absent Senator’s constituency and meet the same eligibility requirements as a regular Senator.

SECTION 3. COMMITTEES
A. STANDING COMMITTEES Standing committees are SGA committees that carry out various tasks pertinent to the purpose, mission and values of SGA.

1. CHAIRS
   a. The Committee Chairpersons of all Senate standing committees shall be appointed by the Executive Officers and endorsed by a simple majority of the Senate.
   b. Committee Chairpersons shall be responsible for maintaining records of committee action and submitting guidelines concerning the substance and procedures of committee operations to ensure continuity from year to year.

2. MEMBERSHIP Any Cabinet member, Senator, or student at large may serve on standing SGA committees.

3. RESPONSIBILITIES
   a. Each standing committee shall include an appointed Chairperson, at least one Senator, and students-at-large. At the beginning of each year, all standing committees shall compose their own guidelines. Any subsequent changes to these guidelines shall be reported to the Senate. These guidelines must be in accordance with the SGA Constitution & By-Laws.
   b. Each standing committee shall report on their progress at monthly Senate meetings.

B. AD HOC COMMITTEES The SGA President and the Speaker of the Senate may establish and dissolve ad hoc committees as the need arises. Ad hoc committees shall expire at the end of each academic year unless otherwise specified.

C. COLLEGE COMMITTEES College committees that require or request SGA representation must submit their requests to the SGA President. Student representatives may be elected by a simple majority of the Senate or appointed by the SGA Executive Officers as needed to ensure consistent and effective student
representation on College committees.

SECTION 4. PARLIAMENTARY PROCEDURE
The rules contained in the current edition of Robert’s Rules of Order shall govern the organization where they are applicable and where they do not conflict with the Constitution, By-Laws, or special rules of order SGA may adopt. The Speaker of the Senate shall serve as the Parliamentarian.

ARTICLE VII | BY-LAWS

SECTION 1.
The Senate shall have the power to create and amend all By-Laws deemed necessary and proper for carrying into execution the foregoing powers, provided they are not restricted by any College policy, state, or federal law.

SECTION 2.
By-Laws may be enacted, temporarily suspended, or permanently repealed by the passage of appropriate legislation through the Senate, by a two-thirds majority.

ARTICLE VIII | RATIFICATION AND AMENDMENT

SECTION 1. RATIFICATION
This Constitution takes effect immediately upon ratification by two thirds of the students voting on the Constitutional proposal. For the validity of the election, at least 100 students must vote to ratify.

A. Once the Constitution is ratified, a copy of the Constitution signed by the SGA President, shall be kept on permanent file in the SGA President’s office, on permanent reserve in Burling Library, and publicly accessible through electronic means.

SECTION 2. AMENDMENTS
B. Amendments to this Constitution may be proposed for the ratification process by any of the following manners:
1. By a petition delivered to the Senate with signature of ten percent of the student body.
2. By petition of two-thirds of the Senate.
C. All proposed amendments must be reviewed by the Reform Committee before being put to the student body for ratification. The Reform Committee may offer counsel on a proposed amendment but does not have the power to make changes to a proposed amendment without the consent of its author.
D. All amendments must be ratified within the semester they are proposed by two-thirds of the students voting.
1. The Chair of the Reform Committee shall be responsible for informing the President of the College about the potential passage of any constitutional amendments in a timely manner.
2. The President of the College must review and endorse any amendments prior to a vote for ratification.

SECTION 3. THE ELASTIC CLAUSE
When the regular business operations of the college are significantly disrupted due to extreme disasters, the SGA President, SGA Vice President for Student Affairs, and the SGA Vice President for Academic Affairs shall determine the operations of the Student Government Association in consultation with the President of the College, the Vice President of Student Affairs and the Dean of the College.