Constitution
Of The
Landmark College Student Government

Submitted for discussion, amendment and ratification at the Landmark College Student Government Meeting
PREAMBLE

In order to promote a better College by ensuring the well-being of the student body of Landmark College, we, the students, establish the Landmark College Student Government Association of Landmark College, with the utmost ideals of democratic representation and the highest ideals and purposes of Landmark College.

The Landmark College Student Government Association will establish a foundation for all students of Landmark College, by presenting their views and ideas to the faculty and administration of this College.

Understanding the importance of community living, the Landmark College Student Government Association will provide quality leadership on and off campus for a stronger community around us. The Landmark College Student Government Association will serve as the reliable source of information to the student body in regards to student life, student services, student concerns, and student academics to the administration.

To these ends and upon these principles, we do associate ourselves and adopt this Constitution of the Landmark College Student Government Association.

The Student Government Association shall not discriminate against any person regardless of their race, creed, color, sexual orientation, or ethnic origin for any reason.
ARTICLE I: NAME OF ORGANIZATION

A. Name: The name of this organization shall be the Landmark College Student Government Association, hereinafter referred to as SGA. The Executive Council of the SGA may take cognizance of and contest or dispute the use of the Organization’s name by any person, or group of persons, who, in the Executive Council’s opinion, may not be entitled to it.

ARTICLE II: MEMBERSHIP

A. SGA Member: is a student that is enrolled in Landmark College.

B. SGA Member in Good Standing: A member that is not on any social or academic probation.

ARTICLE III: ELECTION OF OFFICERS

A. Process: Officers of the SGA shall be elected thirty days (30) before the end of the spring semester every year. The elections of the officers shall be by separate ballot, and elections for each position shall run and re-run until a single candidate has a majority of ballots. The election shall be held in the following order: President, Vice-President, Secretary, and Treasurer.

B. Voting

1. Those SGA members that will be eligible to vote must be physically present at the time of the vote.

C. Eligibility for Candidacy.
1. Any student may run for office, if they are in good standing, and have not been elected to that said office two (2) consecutive times or hold any other SGA office, and if planning to run for the office of Treasurer, make a written statement attesting to their competence in keeping financial records, in compliance with applicable federal and state law.

2. A completed Declaration of Candidacy form shall be filled out by persons seeking the office and signed by one fourth (1/4) of the members of SGA and filed in person with the Secretary thirty (30) days prior to the election.

3. Disclosure of Campaign expenditures shall be submitted to both the Treasurer and SGA Senate no later than fifteen (15) days after the election. Campaign Expenditures will not exceed five hundred dollars ($500.00) and a single contribution limited to fifty dollars ($50.00).

**D. Duties of the President.** The President shall:

1. Be the Chief Executive Officer of the SGA;

2. Be the Chief Financial Officer of the SGA and shall have the power to spend SGA’s monies, subject to the mandates, policies and directives of the Executive and Student Senate. The Executive and Student Senate shall impose financial restrictions on the President only by obtaining three votes in the former body and a two-thirds (2/3) majority vote in the latter body. Expenditures over ninety-nine dollars ($99.00) must have approval of the Executive Council. Working with the Treasurer, the President shall submit a report on all financial transactions at all Executive and Student Senate meetings;

3. Carry out the mandates, policies and directives of the Executive and Student Senate;
4. Preside over and attend all meetings of the Executive and Student Senate; and

5. If a tie the president shall vote twice.

E. Duties of the Vice-President. The Vice-President shall:

1. Assist the President in the performance of his or her duties;

2. Act as President when the President is unable to perform his or her duties;

3. Assume the office of the President upon the President’s death, removal or resignation, or incapacitating disability; and

4. Chair SGA Election Committee meetings.

F. Duties of the Secretary. The Secretary shall:

1. Record and compile all minutes of SGA;

2. Provide notice for all meetings of the Executive and Student Senate;

4. Carry on the College correspondence of the SGA members;

5. Maintain the records of the SGA, including copies of reports of officers and any publications of the SGA;

6. Perform such duties as the Executive Council or President may assign;

7. Attend Executive and Student Senate Meetings and provide quarterly reports to the President;

8. Make available Declaration of Candidacy forms at least sixty (60) days prior to the election;

9. Publish to the membership the names of those they have received a Declaration of Candidacy form no later than ten (10) days after the deadline; and
10. Vice-Chair SGA Election Committee meetings.

**G. Duties of the Treasurer.** The Treasurer shall:

1. Keep records of all receipts and disbursements of all funds of the SGA in compliance with all applicable appropriate financial accounting principles;
2. Share joint signatory power over the account along with the President;
3. Work with the President on preparing and submitting regular reports on all financial transactions for approval at each Executive and Student Senate meetings;
4. Publish and distribute a Quarterly Report to the Student Senate;
5. Perform such duties as the Executive Council or President may assign;

and

8. Chair the SGA Budget Committee.

**H. Notice and Call to an Election**

1. Elections shall be held annually of executive offices to be held in the spring of each year. Election shall take place no later than thirty (30) days prior to the end of the spring semester.
2. The Student Senate shall give notice of the date of the election by the twentieth (20th) of March, or no later than ninety days prior the election.
3. Only members in good standing will be eligible to vote.
4. Once issued, the Call to Election shall not be subject to amendments.

**I. Vacancy:** A vacancy shall be declared when an executive officer dies, resigns or is removed from office. If the vacancy occurs in an executive officer other than President, the President shall appoint a successor with the advice and consent of the Executive Council. If the vacancy is the President, then the Vice President is the
automatic replacement and the Vice President seat shall remain vacant until the next general election of that seat.

ARTICLE IV: ELECTION OF HALL REPRESENTATIVES

A. Named: The name of the representative shall be the Hall Representative, hereafter referred to as Senator.

B. Process: Senator(s) of the SGA shall be elected on or by thirtieth day (30) after the beginning of the fall semester every year. The elections of the Senator(s) shall be by separate ballot for each Hall, and elections for each position shall run until a candidate(s) has a majority of ballots. If the set amount of the candidate(s) is nominated, then no election is needed for those candidate(s) they are appointed by acclamation. The student body shall elect no more than fifteen (15) Senators or no less than eight (8).

B. Voting:

1. SGA members that will be eligible to vote must be members and must be present; these members may only vote for the Senator(s) that resided in their respective residence.

C. Eligibility for Candidacy:

1. Any SGA member, in good standing, may run for a Senate office, if they are in good standing, and have not been elected to that set office two (2) consecutive times or hold any other SGA office.

2. The person seeking said office shall reside in one of the following areas:

   a. Frost Hall,
   b. Aiken Hall,
c. Middle Hall,
d. Hall Four,
e. Davis Hall,
f. Chumley Student Apartments,
g. Bridges, and
h. office campus

3. A completed Declaration of Candidacy form shall be filled out by persons seeking the office and signed by one fourth (1/4) of his or her members of that Hall of SGA and filed in person with the Secretary seven (7) days prior to the election.

D. Responsibilities and Duties:

1. The Senator shall represent his or her Hall in all Student Council meetings;

2. Report any information that may be of important to that Hall; and

3. Perform such duties as the Executive Council or President may assign

ARTICLE V: STUDENT SENATE

A. Composition: The Student Senate shall be composed of the President, Vice President, Secretary, Treasurer, and every hall Senator. Each member of the Student Senate shall cast one vote. The President shall cast the deciding vote in the event of a tie.

B. Authority and Responsibility: The Student Senate shall be the highest authority of the SGA. The Student Senate shall have authority over the Executive Council and can overrule the Executive Council with a simple majority vote. The
Student Senate may overrule the President’s financial decisions or any committee decision with a two-thirds (2/3) vote of the majority.

C. Meetings: The Student Senate shall meet once (1) a week during the calendar year at such times and places as the President may determine.

D. Special Sessions: The Student Senate shall meet in special sessions by the request of either:

1. A written notice of a majority of the Executive Council; or
2. A written notice of no less than one-fifth (1/5) of the members of the Student Senate.

E. Quorum: A quorum of the Student Senate shall not be less than one-half (1/2) plus one (1) of the membership of the Student Senate, in person.

F. Notice and Agenda: At the direction of the President, or upon receipt of the requisite number of requests from the Student Senate members the Secretary shall send written notice to all members of the Student Senate. Such written notice should specify the location, date and time of meeting, said date to be not less than three (3) days from the date of the notice. With the notice, the Secretary shall also distribute a written agenda prepared by the President for the meeting.

G. Order of Business: The first order of business at every Student Senate meeting shall be the Report of the Secretary to determine if the Council has a quorum. Thereafter, business shall proceed in regular order as designated by the agenda.

H. Proxies: Proxy voting shall not be permitted.
I. Rights to Attend SGA Meetings: All meetings of a public body are declared to be open to the public at all times according to 1 V.S.A. § 312 of Vermont’s Statute, except as provided in section 1 V.S.A. § 313 of Vermont’s Statute.

ARTICLE VI. EXECUTIVE COUNCIL

A. Composition: The Executive Council shall be composed of the President, Vice President, Secretary, and Treasurer. Each member of the Executive Council shall cast one (1) vote.

B. Authority and Responsibility: The Executive Council shall have general authority and responsibility for the affairs of the SGA. The Executive Council may be overruled by a simple majority vote of the Student Council. The Executive Council may overrule the President’s decisions by obtaining the votes of three (3) members.

C. Meetings: The Executive Council shall meet once (1) week during the calendar year at such times and places as the President may determine. The Executive Council shall meet before the Student Council every week.

D. Special Sessions: The Executive Council shall meet in special sessions at the call of the President, or upon petition of no fewer than two (2) members of the Executive Council.

E. Quorum: A quorum of the Executive Council shall not be less than three (3) members of the Executive Council, in person.

F. Notice/Agenda: At the direction of the President, or upon receipt of the requisite number of requests from the Executive Council members, the Secretary shall give notice to all members of the Executive Council. Such notice should specify the location, date and time of meeting, said date to be not less than three (3) days from the
date of the notice. With the notice, the Secretary shall also distribute an agenda prepared by the President for the meeting.

G. Order of Business: The first order of business at every Student Council meeting shall be the Report of the Secretary to determine if the Council has a quorum. Thereafter, business shall proceed in regular order as designated by the agenda.

H. Proxies: Proxy voting shall not be permitted.

I. Vacancies: A vacancy shall be declared when a member of the Executive Council dies, resigns or is removed from office. If the vacancy occurs in an Executive Council position other than the President, the President shall appoint a successor with the advice and consent of the remaining Student Senate. If the vacancy is the President, then the Vice President is the automatic replacement.

ARTICLE VII: REMOVAL OF ELECTED OFFICERS.

A. Cause for Removal: Any member of the Executive Council may be removed by the Student Senate for malfeasance, misfeasance or nonfeasance of assigned duties, upon conviction of a felony against the United States or any state, upon failure to attend at least five Student Senate meetings in person or upon grounds found by a majority of members of the Student Senate to constitute good and sufficient cause.

B. Process for Removal:

1. To begin the process of removal of an officer, a Student Senate member must charge the officer in question with reasons for his dismissal at least thirty (30) days before the Student Senate meeting at which the officer can be removed. The officer in question must be offered an opportunity to defend him or herself against the charges.
2. A two-thirds (2/3) majority of the membership of any Student Senate shall be necessary to effect removal. Upon removal a vacancy shall be declared and filled.

ARTICLE IX. ELECTION COMMITTEE

A. Named: There shall be established an Election Committee.

B. Membership: The Election Committee shall consist of the two (2) members of SGA appointed by the President of SGA and be chaired by the Vice-President.

C. Meetings: Meeting of the Election Committee shall be convened in conjunction with every Student Senate election, at twenty (20) days before an election and ten (10) after an election and places as the chair may determine. All meetings of every election committee shall be open to the public.

D. Procedure in Committee: A quorum shall consist of two (2) members of the committee. Voting by proxy shall not be permitted, nor shall votes be taken by secret ballot. The committee shall otherwise provide for its own procedure.

E. Authority.

1. The Election Committee shall:

   a. Have the authority to review and recommend action on candidate that may proose any office of SGA;

   b. Determine and resolve questions regarding any questions that may arise; and

   c. Submit reports to Student Senate on the election process of the election and the candidate running for office.

ARTICLE X. BUDGET COMMITTEE
A. Named: There shall be established a Budget Committee.

B. Membership: The Budget Committee shall consist of the two (2) members of SGA appointed by the President of SGA and be chaired by the Treasurer.

C. Meetings: Meeting of the Budget Committee shall be convened once a week, at such times and places as the chair may determine. All meetings of every budget committee shall be open to the public.

D. Procedure in Committee: A quorum shall consist of two (2) members of the committee. Voting by proxy shall not be permitted, nor shall votes be taken by secret ballot. The committee shall otherwise provide for its own procedure.

E. Authority.

1. The Budget Committee shall:
   a. Have the authority to review all matter that deal with budget relation;
   b. Budget request over ninety-nine (99.00) dollar must be summated to the Treasurer one week prier for approval; and
   c. Submit reports to Student Senate on the approval or disapproval of any budget request.

ARTICLE XI. AD-HOC COMMITTEE(S)

A. Named: There are established an AD-HOC Committee(s).

B. Membership: The AD-HOC Committee(s) shall be appointed by the President of SGA and the chaired shall be appointed by the President of SGA.
C. **Meetings:** Meeting of the AD-HOC Committee(s) shall meet as many times till the work of that committee is complete. All meetings of every AD-HOC Committee(s) shall be open to the public.

D. **Procedure in Committee:** A quorum shall consist of fifty present (50%) plus one (1) members of the committee. Voting by proxy shall not be permitted, nor shall votes be taken by secret ballot. The committee shall otherwise provide for its own procedure.

E. **Authority.**

1. The AD-HOC Committee(s) shall:
   
   a. Have the authority to review all matter that deal with that committee; and
   
   b. Submit reports to Student Senate on the approval or disapproval of any items brought forth.

**ARTICLE XII. CLUBS AND ORGANIZATIONS**

A. **Campus Activities Board:** Shall provide SGA at the Student Senate meeting with information regarding their event(s). Campus Activities Board shall keep track of all student clubs and organizations and report every year for the approval of all chartering or re-chartering of said clubs or organization.

B. **Other Clubs and Organizations:** Shall submit for charter to Campus Activities Board and follow their process of chartering. If declined may appeal to SGA.

C. **Suspension of Charter:** Any charter may be suspended for just case with a two-thirds (2/3) majority vote of the Student Senate.

**ARTICLE XIII. AMENDMENTS**
A. This Constitution can be amended by:

1. A two-thirds majority vote of the Student Senate;

2. This vote shall automatically become the third item on the Order of Business for the Student Senate.

ARTICLE IVX. EFFECTIVE DATE

This Constitution shall be effective as of January 1, 2006. This Constitution will supersede any other Constitution or By-laws for SGA.