

Constitution  
of the  
Allegheny Student Government

Established: 1906

Revised: 2022

In order to encourage responsible student citizenship and the exercising of individual and community responsibility on the parts of students elected to represent their peers in Student Governance, Allegheny College, in recognition of this Constitution, entrusts the Allegheny Student Government to exercise and discharge major privileges and responsibilities within the structure of policies and regulations established within this document and reviewed by the President of the College and the Board of Trustees.

## **Preamble**

We, the Students of Allegheny College, realize the value of the efforts of the administration and faculty to establish and maintain a well-founded liberal arts education. This mission is centered on the advancement of academic pursuit and the development of ability and sportsmanship in athletics, appreciation of and creative expression in the arts, social poise and group responsibility, and the worthwhile use of leisure time. Towards this end, we believe in the equal voicing and participation of the student body in achievement of this goal.

Thus Allegheny Student Government will undertake the mediation and advocacy between the student body and administration to harmonize and further the aims of this ongoing mission. This self-governing body will aim to represent significant activities on campus, competently express student life at this institution, in its sincerity in striving for the best interest of the Allegheny College community. This body shall serve as a testament to the power and influence of the student body in their continuing relations to this community and administration.

## **Article I: Name and Purpose**

### **Section 1. Name**

The name of the organization established by this constitution shall be the Allegheny Student Government, hereafter referred to as “ASG”.

### **Section 2. Purpose**

ASG shall strive to maintain the quality of, and wherever feasible, improve upon the educational, cultural, and social aspects of the Allegheny community. ASG shall endeavor to reflect, represent, and crystallize student opinion; to organize and coordinate programs of a co-curricular and extra-curricular nature; and to collaborate effectively with the faculty and administration in areas of common concern to the Allegheny community.

### **Section 3. Statement of Community**

ASG is committed to creating an inclusive, respectful and safe community that will actively confront and challenge racism, sexism, heterosexism, religious bigotry, and other forms of harassment and discrimination. All members shall seek to encourage individual growth by promoting a free exchange of ideas in a setting that values diversity, trust and equality. So that the right of all to participate in a shared learning experience is upheld, ASG affirms its commitment to the principles of freedom of speech and inquiry, while at the same time fostering responsibility and accountability in the exercise of these freedoms.

## **Article II: Scope of Powers and Membership**

### **Section 1. Powers**

1. ASG shall be the official voice and administrative unit of the student body.
2. It shall have the power to carry out duties designated within this Constitution and approved by the student body, faculty, and administration.

### **Section 2. Membership**

1. All registered students of Allegheny College, and only such persons, shall be eligible to be members of this student government.

### **Section 3. Representation**

1. ASG shall be the sole representative of the entire Allegheny College student body.

### **Section 4. Interdependence**

1. ASG shall be, except when outlined within this Constitution, a body interdependent of control or suspension by Allegheny College. The College shall not have any power to veto legislation approved by any body of ASG and the Legislative body, except as defined within this constitution.
2. All power of Allegheny College within ASG is confined by this Constitution. Any action by Allegheny College within ASG not specifically outlined within this Constitution is in violation of the spirit of cooperation between these interdependent bodies.

### **Section 5. Freedom of Information**

1. All minutes of any ASG body must be available for viewing by Allegheny College students.
2. ASG reserves the right to redact any names within documents to preserve the privacy of student representatives' personal information.
3. All meetings of ASG's Legislative body, and all meetings of student bodies in which one or more ASG legislators is acting in an official capacity shall be open for observation to all members of ASG and written records shall become available for review for Allegheny College students within one week after the close of the meeting.
  - a. Information regarding the time, agenda, and location for all General Assembly ASG meetings must be available to all enrolled students, including ASG senators.
4. Any body of ASG may elect, following a simple majority vote of said body, defined herein as fifty percent plus one, to close a meeting to discuss a specific issue if one of the following conditions are met:
  - a. The General Assembly is discussing the appointment, the performance, or the dismissal of a member of cabinet, senate, or an appointed member of a College Committee.
  - b. The body must discuss the reallocation of any ASG specific funds.
  - c. All discussions held in a closed session shall remain in the closed session and shall not be discussed thereafter, this includes the closed session discussion within the minutes.

5. Information on when a closed meeting is planned must become available to the student body 24 hours in advance of the meeting, unless the matter arises within the 24 hour period. During the closed meeting the body will only discuss the matter[s] to which the meeting has been closed for.

## **Article III. Executive Branch**

### **Section 1. Chief Executives**

1. The President and Vice President are the Chief Executive officers of Allegheny Student Government as elected representatives of the collective student voice.
2. The President and Vice President will be sworn in and begin to serve from the last Senate meeting of the academic year in which they were elected, until the last Senate meeting of the following academic year.
3. The President and Vice President are held to the same attendance standard as Senators.
4. The President and Vice-President shall directly relay information about the student body to upper level administrators, such as the President, the Provost, and the Board of Trustees.
5. The President and Vice-President shall work with any members, as well as the Chief of Staff, to manage and resolve conflicts between ASG members.
6. The President and Vice-President shall delegate tasks to cabinet as appropriate.
7. The Vice-President shall preside over all Senate meetings.
  - a. In the case of an absence of the Vice President, the President may decide to conduct the Senate meeting or delegate this task to the Chief of Staff or Attorney General.

### **Section 2. Appointment and Duties of Cabinet**

1. The President and Vice President will appoint a cabinet for a term of one academic year for advisory and administrative purposes.
- .2. Cabinet members are appointed by the President and Vice-President and approved by a simple majority vote of the Senate.
  - a. In the case where appointed president and/or vice president serve in Senate before being sworn in, they are still recognized as senate, therefore able to vote in appointment of cabinet members during general assembly
  - i. Senate members who feel uncertain about president and/or vice-president appointee voting as senate members may motion to bring (1-2) members from the pertaining class to serve as a proxy to vote in the incumbent's stead.
    1. The senate class members aside from the VP/P in which the vice president or president appointee reside, may select a member who has not been past or current member in ASG to serve as a proxy voting body
    2. The call for proxy must be passed by the Senate in a simple majority at the meeting before Cabinet is brought to a vote to ensure due time to find appropriate proxies.
3. Cabinet members must fulfill their duties delegated to them by both the Executives and

By-Laws.

4. Cabinet members are required to attend all assigned committee meetings and Senate meetings, in accordance with attendance policy.
5. Cabinet members must also complete three (3) hours of approved community service per term of office.
6. The President may call a Cabinet meeting as often as they deem necessary.
7. Cabinet appointees, must swear or affirm to an oath of office that includes the following clauses:
  - a. They will fulfill the duties of their position, as outlined in this constitution;
  - b. They will maintain communications with their constituents, through email, events, face-to-face communications, or a combination thereof;
  - c. They allow the Dean of Students, or any other member of the Allegheny College community to inform ASG's President that the member of Cabinet has violated Article III § 12 of the ASG Constitution.
    - i. Any communications, outside of informing the ASG president of that the clause had been violated, is a violation of the student's right to privacy.
8. Cabinet members, under their respective office, shall reserve the right to appoint, with the confirmation of Senate by simple majority, a number of ex-officio members.

**Section 3. Chief of Staff**

1. Reports to the Chief Executives regarding the progress of Cabinet members on current projects and initiatives.
2. Supports the Chief Executives in all pursuits.
3. Leads and directs the work of other cabinet members, senators, and College Committees Council.
4. Will serve as the Director of the College Committees Council.
  - a. Will assist in the appointment of students to the college committees.
  - b. Will convene bi-weekly meetings of student-faculty committee representatives in order to create a better line of communication between ASG and the student body.

**Section 4. Attorney General**

1. Head of the Office of the Attorney General, the Judicial Branch, and the ASG Rules Committee. .
  - a. The Rules Committee shall
    - i. Consist of four Senators within the office, one from each class.
    - ii. Introduce constitutional drafts of potential new clubs on campus and ASG Resolutions to be approved by a simple majority of the Senate over two consecutive weeks.
    - iii. Approve revisions to ASG-recognized Club Constitutions, which will then be approved by a simple majority of the Senate over one week.
    - iv. Approve revisions to the ASG Finance Guidelines and Policies by a simple

vote of the finance and rules committees.

v. Oversee ASG elections:

1. Elections shall be headed by the senator with the most experience on rules, designated as the Secretary of Student Voting.
    - a. Should no senior be most-experienced, the Attorney General shall select the Secretary of Student Voting.
  2. Will be responsible for ensuring voting procedures, as outlined in the ASG Bylaws, the Constitution, and the campaign guidelines are followed.
  3. Following a presidential or senatorial election, the rules committee will be given seventy-two (72) hours after the end of the election period to verify, and make public, the election results.
  4. In the event that one or more members of the Rules Committee is a candidate running in the election in question, that member shall appoint a proxy member to review election results in their place.
    5. Responsible for reporting election results and infractions to the Attorney General for review.
      - a. If it is suspected that an infraction occurred, the Attorney General will pursue a judicial investigation of the infraction in conjunction with the Judicial Branch of ASG.
      - b. For complete procedures regarding investigations of possible election infractions, see Bylaws.
  - c. The Committee must decide at the next Rules Meetings after the allegation is made to discuss and decide the case.
    - i. The accuser and the accused must be notified prior to the Committee meeting that the meeting is occurring.
    - ii. In the next Rules Committee meeting, the Committee shall call forward the accuser and the accused and any witnesses. The accuser and the accused shall be provided ample time to argue their case and present any witnesses, as well as answer any questions from the Committee.
    - iii. The Committee requires *clear and convincing evidence* that the infraction has occurred. This means that the evidence presented by a party must be highly and substantially more probable to be true than not and the trier of fact must have a firm belief or conviction in its factuality.
2. Will review yearly, in conjunction with the Rules Committee, the constitution of all recognized organizations and make changes where necessary. These changes must be approved by a majority vote of Senate present at one meeting.
  3. Will serve as a voting member on the Ways and Means Standards Board.

**Section 5. Director of the Treasury**

1. Shall head the Office of the Treasury and the Finance Committee.
  - a. The finance committee shall consist of:
    - i. Four senators, one from each class.
    - ii. One senator shall be designated by the Director of the Treasury as the Financial Controller.
2. Manages the funds of ASG and ASG-recognized organizations
  - a. Shall provide updates, as necessary, on the current balances of the various ASG funds.
3. Will attend and represent ASG at Finance and Facilities Committee (FFC) meetings as a permanent guest.
4. Shall retain tiebreaker voting powers within ASG Finance Committee meetings.
5. Refer suspected financial infractions to the Ways and Means Standards Board.
  - a. Serves as the head of the Ways and Means Standards Board.
  - b. The Ways and Means Standards Board shall consist of:
    - i. Voting members consist of the ASG President and Vice-President, Chief of Staff, Attorney General, and Director of Organizational Development.
  - c. Is responsible for investigating monetary infractions committed by clubs.
    - i. The following instances shall be referred to the Ways and Means Standards Board:
      1. Overspending club budgets
      2. Using club funds for personal benefit, including but not limited to:
        - a. Purchase of alcohol with ASG funds
        - b. Expenses not related to the operational purpose of the club
      3. Other major infractions at the discretion of the Director of the Treasury
    - ii. The Director of the Treasury shall retain discretion to handle all other infractions not listed above on a case by case basis.
6. Shall review, at least yearly, the ASG Financial Guidelines and Policies, in coordination with the Finance Committee and Rules Committee.
  - a. The proposed ASG Financial Guidelines and Policies shall be passed by a simple majority of both the Rules and Finance Committees.

**Section 6. Director of Diversity and Inclusion**

1. Head of the Office of Diversity and Inclusion and the Diversity and Inclusion Committee (DIC).
  - a. Diversity and Inclusion Committee shall consist of
    - i. Two senators in total.
      1. One senator shall be appointed as Secretary of Diversity and Inclusion.
    - ii. Any additional ex-officio members, as appointed by the Director of Diversity and Inclusion and confirmed by the Senate, as deemed necessary.
  - b. Will strive to approach issues surrounding power, privilege and difference. c. Is charged with formulating policy recommendations to the Senate body

- regarding campus climate issues and contemporary college issues of power, privilege and difference.
- 2. Will serve as a liaison to IDEAS Center, the Title IX office, and the Office of Institutional Diversity
- 3. Serves as a permanent guest of the Committee of Diversity and Equity (CoDE) meetings.

**Section 7. Co-Directors of Student Affairs**

- 1. Heads of the Office of Student Affairs and the Student Affairs Committee.
  - a. The Student Affairs Committee shall consist of:
    - i. Four total senators within the office, one from each class.
    - ii. One senator shall be appointed as the Secretary of Student Life
  - b. The student affairs committee:
    - i. Shall strive to improve the quality of student life within the boundaries of the Allegheny College campus.
      - 1. This may contain, but is not limited to
        - a. Dining, parking, residence hall conditions, accessibility, and student services
      - ii. Will create a Student Life Survey, annually, to be sent out to the entire campus addressing current issues.
- 2. Both will attend, and represent ASG, on the Campus Life and Community Standards Committee (CLCSC) as permanent guests

**Section 8. Director of Press and Communications**

- 1. Head of the Office of Press and Communications Committee
  - a. The Press and Communications Committee shall consist of:
    - i. Two senators.
      - 1. One senator shall be designated the Press Secretary, which directly assists the Director of Press and Communications.
      - 2. Any additional ex-officio members as appointed by the Director of Press and Communications and approved by the Senate.
- 2. Is responsible for maintaining ASG’s image through ASG all campus emails and communications through college media sources, social media posts, and posters, and all available resources.
- 3. Attends, and represents ASG, at Public Events Committee (PEC) meetings as a permanent guest. If unable to attend meeting, the Press Secretary will attend.

**Section 9. Director of Sustainability and Environmental Affairs:** 1. Head of the Office of Sustainability and Environmental Affairs and the Sustainability Committee.

- a. The Sustainability Committee shall consist of:
  - i. Two total senators
    - 1. One senator shall be designated as the Secretary of Sustainability and Environmental Affairs
  - ii. Any additional ex-officio members as nominated by the Director of

Sustainability and Environmental Affairs and confirmed by the Senate by simple majority.

- b. Will implement and coordinate projects concerning the sustainability of the campus as a whole.
- c. Will monitor the campus' environmental sustainability.
- d. Is charged with formulating policy recommendations to the Senate body regarding campus sustainability and environmental topics of interest.
- e. Will hold meetings with the campus Sustainability Coordinator, the Environmental Science and Sustainability Department, and other administrative faculty as necessary to determine suitable projects and guide institutional environmental policy.
- f. Will serve as the liaison between ASG and different environmentally minded organizations, groups, and individuals on campus to facilitate programming.

### **Section 10. Director of Organizational Development**

- 1. Head of the Office of Organizational Development.
  - a. Shall be able to appoint any additional ex-officio members as appointed by the Director of Organizational Development and confirmed by the Senate by a simple majority.
- 2. Will take minutes at any and all official meetings of the ASG General Assembly.
- 3. Will serve as the official liaison between all ASG sanctioned clubs and advocate for those clubs when necessary.
  - a. Will serve as a voting member of the Ways and Means Standards Board.
- 4. Will ensure that all minutes and other official ASG documents, such as resolutions, are sent to the college's official archives for preservation.
- 5. Will maintain the official ASG archives, to ensure that all of ASG's past iterations are preserved, as well as actions by the recent legislative and executive bodies.
- 6. Will distribute necessary information to all first year students.
  - a. This information will describe how to use ASG as a resource, as well as other on-campus resources, including, but not limited to, the counseling center, the learning commons, and the gateway.
- 7. Will oversee the transition of first-year senators on ASG.

### **Section 11. Director of Community Relations**

- 1. Will head the Office of Community Relations and the Community Relations Committee
  - a. The Community Relations Committee Shall consist of:
    - i. Two senators
      - 1. One senator shall be designated the Secretary of Community Relations
    - ii. Any additional ex-officio members as appointed by the Director of Community Relations and confirmed by the Senate
- 2. Shall seek to improve relations between the Allegheny College and surrounding non-college community.
- 3. Will engage the community in programs designed to enhance the student experience by

promoting community establishments and businesses.

4. Will serve as the liaison between ASG and offices such as the Office of Civic Engagement, the Allegheny Volunteer Service Corps, and other community service related groups.
5. Shall seek to improve student access to the Meadville community.
6. Shall strive to incorporate community events and resources into the first-year orientation.

### **Section 12. Removal from Office**

1. ASG President, Vice President, and Cabinet members shall subject to impeachment for neglect of duties, defined as the following:
  - a. A violation of the ASG constitution,
  - b. A violation of the Honor Code,
  - c. Or a failure to uphold one's duties as a cabinet member (referenced in Article III, §2.6).
2. The Removal Process is outlined in Article X § 1 of the ASG Bylaws.

## **Article IV. Legislative Branch**

### **Section 1. Description**

1. The legislative power shall be vested in the Senate of Student Government. a. The Senate shall be composed of twenty senators, five senators representing each class.
2. The office of President of each class shall be given to the senator who received the highest number of votes (including write-in candidates) during the senate elections. 3. The office of Vice President of each class shall be given to the senator who received the second highest number of votes (including write in candidates) during senate elections. 4. Senators shall hold office for one term, herein defined as a period of one academic year. 5. Senators representing each class shall be elected by popular vote. Voting practice and procedure shall be outlined in the By-laws.

### **Section 2. Duties and Powers of the Senate**

1. Senate Class Presidents
  - a. Class Presidents are responsible for organizing meetings of their class and delegating responsibilities that occur throughout the semester.
  - b. Class Presidents will be responsible for informing the general body of any activities, initiatives, or proposals their class has decided to do.
  - c. Will assist class senators in the coordinating and executing events.
2. Senate Class Vice Presidents
  - a. Assume the duties and authorities of the Class President in the absence, removal, or inability of the Class President to perform their duties.
  - b. Assume any duties in aid of the Class President per the Class President's request.
  - c. Assist class senators in organizing and coordinating class events or events with other campus organizations.
3. Duties of Senators

- a. Senators shall actively identify and represent the interests of the student body in debate and discussion with the college administration.
- b. Senators, before confirmation to Senate, must sign an oath of office that includes the following clauses:
  - i. They will fulfill the duties of their position, as outlined in this constitution.
  - ii. They will maintain communications with their constituents, through email, events, face-to-face communications, or a combination thereof.
  - iii. They allow the Dean of Students to inform ASG's President that the member of the Senate has violated Article IV § 3 of the ASG Constitution.
    1. Any communications, outside of informing the ASG President that the clause had been violated, is a violation of the student's right to privacy.
- c. The Senate shall pass legislation by a majority vote, which will act as the sentiments of the student body as a whole.
- d. The Senate shall use its judgment to properly distribute budgeted funds.
- e. Senators shall attend all meetings of the General Assembly, their class, and the committee of which they are a member.
  - i. *Two* unexcused absences are permitted from the General Assembly. No more than *three* total absences are allowed per semester from the General Assembly.
  - ii. Committee heads, and class bodies, may establish their own guidelines regarding absences with no more than *three* total absences allowed per semester.
  - iii. Failure to regularly attend Senate, Committee, and Class meetings (as defined above) will result in an investigation, and expulsion if found guilty, of the Senator by the Judicial Branch.
- f. Senators shall approve Cabinet appointments by a simple majority vote of present members of the General Assembly.
- g. The Senate shall approve appointments to the Judicial Branch by a supermajority vote.
- h. Senators shall perform all other duties designated to them by this Constitution or Bylaws.
- i. Senators reserve the right to transfer budget funds upon a supermajority vote of quorum.

### **Section 3. Removal from Office**

1. Senators shall be subject to impeachment for neglect of duties, defined as the following:
  - a. A violation of the ASG constitution,
  - b. A violation of the Honor Code,
  - c. or a failure to uphold duties as a senator (referenced in Article IV, Section 2)
  - D. Have been found culpable in verbally stating or portaying actions that are discriminatory or harmful to the bodies they are representing

i. Included but not limited to verbally stating or portraying actions that are showcasing acts of racism, sexism, homophobia, ageism, ableism, classism, and/or xenophobia

2. Removal Processes for the above actions are outlined in the Bylaws (Article X § 1 ).

## **Article V. Judicial Review Board**

### **Section 1. Description**

1. The judicial review power of Allegheny Student Government shall be vested in the judicial branch. The judicial branch will consist of three representatives appointed by the Attorney General and made public to the student body, with ample time devoted to student input, before being approved by a supermajority of the Senate for two weeks.

### **Section 2. Judicial Review**

1. The Judicial Review Board shall review all cases of constitutional infractions by the ASG Senate and Cabinet called into question.
  - a. Membership on Review Board
    - i. The Judicial Review Board shall be comprised of three students.
    - ii. Members of ASG shall not be eligible to serve on the Judicial Review Board.
    - iii. A member of the Judicial Review Board may be removed from office only by a supermajority vote of ASG General body at two consecutive meetings.
  - b. Conclave of the Judicial Board
    - i. The Rules Committee shall first determine if the infraction has a basis in the constitution.
      1. Should the case be deemed to not have constitutional basis, the case shall end at the rules committee.
    - ii. Should the rules committee determine there is a constitutional basis, the case shall be presented to the conclave of the JRB.
    - iii. Conclaves shall be held within ten days of the issuance of a call for the meeting.
    - iv. The Judicial Review Board shall make its rulings by majority vote. In ruling on any action, it may only vote to uphold the constitutionality of the action, or deem the action unconstitutional. A tie vote shall be construed as upholding the action's constitutionality.
    - v. Before the Board rules on an issue, it shall offer the individual or individuals accused of acting in an unconstitutional manner the right to present a case.
      1. The Board shall also offer a representative of the individuals who believe the accused to have acted unconstitutionally the right to present a case.
        - a. The Board may, at its discretion, allow other members of

- ASG or the community to speak to the issue.
2. Decisions regarding the constitutionality of an action shall be made within seven days of the first meeting.
  3. All members of the Board shall constitute a quorum for the purposes of voting on the constitutionality of an action.

**Article VII: Amendments**

- I. Amendments to this constitution must receive a supermajority vote of approval of the Senate at two consecutive meetings or by a majority vote of the student body with at least a simple majority of the full-time student body voting in an all college referendum. Voting procedures are defined in the By-laws
- II. The power to amend the ASG Constitution shall be vested within the elected representatives of the student body that are acting members of ASG.
- III. Amendments to this constitution must receive a supermajority, herein defined as a  $\frac{2}{3}$  vote of the present assembly, vote of approval of the Senate at two consecutive meetings *or* by a majority vote of the student body with at least a simple majority of the full-time student body voting in an all college referendum. Voting procedures will be defined in the By-laws.
- IV. Amendments to this constitution will be found after this section. Formatting procedures can be found in the By-laws.

By-Laws  
of the  
Allegheny Student Government

Established: 1906

Revised: 2019

## **Article I: Legislative Branch**

### **1. Senate Meetings**

- a. Robert's Rules of Order
  - i. The general meetings of Allegheny Student Government will be held to the standards of Robert's Rules of Order.
- b. Methods of Voting
  - i. General Consent - Occasionally, if the general consensus of the body seems to agree, the presiding officer may ask the body if there are any objections. If the question is met with silence, it is assumed to be unanimous agreement, however, a single objection requires a move to a counted vote.
  - ii. Voice - the assembly as a whole is asked to verbally state their vote and the chairperson may use discretion to determine the outcome, however, a member of the assembly may ask to move to a counted vote
  - iii. Counted - where an exact number of votes are required or requested. The number of senators that vote for to approve, disapprove, or abstain are counted.
  - iv. Roll call vote - where each senator casts a verbal vote of "yea" or "nay" or "abstained" as their name is called by the Vice-President so names on both sides of the vote are recorded. A roll call vote can be called by one fifth of the body present granted that quorum is present.
  - v. Ballots - normally used for secrecy, this vote is written down and counted with anonymity. Can be used on general matters, however, is often reserved for matters regarding individuals or the organization as a whole that may not be privy to public knowledge.
- c. Quorum
  - i. Quorum is defined by Robert's Rules of Order as the minimum number of members of the assembly that must be present for official business to be conducted. ASG defines quorum as 50% of the sitting body plus one.
- d. Open Public Meetings
  - i. All meetings of the General Assembly shall be open to all members of the Allegheny College community unless in executive session. Records of all meetings will be public.
- e. Motion to Re-access failed motions
  - i. Any Senator may motion for a re-vote on failed motions that occurred in prior government agenda's
    - 1. "Prior government" is herein defined as the acting governments in previous academic years
  - ii. A motion for a re-vote cannot apply to failed motions that occurred within the same government

### **2. Membership Policies & Requirements**

- a. Attendance

- i. Senators are required to attend all Senate, Class, and Committee meetings. Two unexcused and two excused absences from Senate meetings are permitted per semester. No more than three absences, of either kind, are permitted per semester.
  - ii. Senators who must miss a meeting and have reasonable knowledge beforehand they will be absent must appoint a student from their respective class to serve as a proxy, applicable to all general meetings and specified committee meetings.
  - iii. Standing committees may determine their own attendance requirements with no more than three absences, of any kind, are permitted per semester.
  - iv. Special circumstances will be taken into consideration for those that may need to miss meetings. Senators that believe a situation like this applies to them must notify the President or Vice President at the earliest time possible.
    - 1. Circumstance may include but are not limited to:
      - a. Bereavement, debilitating sickness, and mental health
  - v. Those that arrive to meetings late will be considered absent without an excuse if they arrive more than 10 minutes past the official start of a meeting.
    - 1. Only if prior notice for a valid excuse is given will a tardy be excused.
  - vi. Students who are suspended or expelled by the college are assumed to automatically forfeit their seat and all positions within the student government.
    - 1. A permanent proxy will be sworn into the vacant seat.
- b. Community Service
- i. Senators must complete a minimum of three (3) hours of approved community service per semester.
    - 1. Three (3) hours can be completed through general community service for the college or local community
    - 2.
  - ii. To see if an event or service activity qualifies, questions can be directed at the Director of Organizational Development.
- c. Representation
- i. Senators are responsible for actively assisting in at least one sponsored or one co-sponsored event per year.
  - ii. Senators are responsible for five (5) representation hours each semester. These service hours must comply with a predetermined location and time frame. The objectives of this responsibility are to discuss relevant issues with, gather ideas and input from the Allegheny student community.
  - iii. Each class must hold a minimum of two (2) class functions per semester,

the purpose of which is to help to bring the members of the respective class together and promote community.

1. At least one (1) joint event with other organizations will be encouraged each semester and joint cooperation between Senate Classes will be highly encouraged.

d. Senator Behavioral Standards

i. As representatives of the Allegheny Student Government, all members of the body are expected to hold themselves to set of behavioral standards. All actions of the individuals reflect upon the organization.

ii. Representatives are expected to act in accordance with the Statement of Community and college policies as well as the rules outlined in the ASG Constitution and Bylaws

iii. Certain information regarding the organization and members within the organization may be sensitive and not for public knowledge. Therefore there may be limitations as to what information may be discussed outside of official meetings and members of ASG. These include and are not limited to:

1. Personal information about a member.
2. The pending status of a member of ASG undergoing trial through the Judicial Review Board.
3. Unofficial reports, results, and/or legislation not yet brought forth through the general assembly.

iv. Members within ASG that are placed on academic probation/warning will be given amnesty for a first time offense. An honor system will stand in place for people to inform us about standings. Failure to do so may results in harsher penalties if brought in front of the Judicial Review Board.

v. If you are wearing ASG apparel, be cognizant of your actions as that is a direct link to the organization and the actions of the wearer will be strongly attributed to the group

1. Former persons that are no longer a sitting member on ASG that possess organization apparel will always be expected to honor the above clause.

vi. Behavior of a sitting member within a meeting, also known as decorum,

will be governed by Robert's Rules of Order (ASG Bylaws Art. 1 § 1 cl. a) **3. Class**

**President Duties and Election**

a. The senator from each class who receives the highest number of votes in the general election will receive the title of Class President of their respective classes.

i. Senators have the option to refuse to assume the office of Class President, in which case the class will hold an internal vote to decide appointment of the position.

b. Class President will lead the class in establishing the goals and vision of the senate class as informed by constituent input and maintain to achieve these goals and

visions to the best of their abilities.

#### **4. Elections**

- a. Senior, Junior, and Sophomore Senators will be sworn in during the first Senate meeting of the academic year. First-year Senators will be sworn in during the first Senate meeting following their election at the beginning of each academic year.
- b. Senators will be elected by an at-large, class structured model.
  - i. Once an official election is announced, all individuals who wish to run for senate positions may declare their candidacy in their respective classes.
    1. Should an individual be unclear about the class that they shall run in, the Rules Committee shall determine which class they shall run with.
    - ii. Each candidate will then be placed on an online ballot along with other candidates from their class and only their class.
    - iii. Each class will be given the ability to vote on the ballot for their class and their class only.
    - iv. The elections for the Senior, Junior, and Sophomore Senators will be conducted simultaneously
    - v. Voting will be organized by matriculation year.
- c. During elections, the Attorney General and Rules Committee will assume special, election related duties. The senior most member of the Rules Committee will be appointed as the Secretary of Student Voting, and assist the Attorney General in all election-related matters. This committee shall only exist and have power during official sanctioned ASG elections.
- d. The authority to break any ties in voting results for Senate Elections shall be reserved to the Senate.
  - i. In the result of a tie for the final seat in senate, the candidates in question will be brought into an ASG general assembly and given an opportunity to speak. Afterwards the Senate may ask each candidate questions and deliberate. After which a vote shall be taken.
  - ii. In the event that the tie is for the first, second, third, or fourth seat, and the number of candidates in a tie are five, four, three, or two, respectively, or fewer, special considerations will be taken.
    1. If there is a draw for the first seat, where the two or more individuals with the highest number of votes, then the question will be posed to the Senate to determine which of the individuals shall be given the first seat of the class president. Remaining candidates from the tiebreaker will then be placed in the remaining seats.
      - a. If there are more candidates from the tiebreaker remaining then there are remaining seats in the senate, a new question will be asked to determine which candidates will be extended a seat.
    2. If there are ties in the second, third, or fourth seat and enough seats remaining to accommodate the tied candidates without

displacing another candidate with a higher vote count, then the tied candidate(s) will be placed in the open seat(s). Any remaining seats will be filled by the candidate with the next highest votes.

a. If there are more candidates tied then there are seats available in Senate, then a question must be called to determine which candidate(s) shall receive the seat(s).

3. Candidates that were in a tiebreaker but did not receive appointment to the Senate shall be considered next in line should another candidate decline their position before the next Senate term begins.

e. If any seats on Senate are vacant at any given time, the Senate members of the respective class will nominate permanent proxies to fill the vacancies, upon supermajority approval of the Senate.

i. Candidate recommendations can be made to the class by members of ASG.

ii. Once selected and approved, a permanent proxy Senator will take the oath of office at their first Senate meeting.

iii. Upon completion of the oath, the permanent proxy shall be considered a full member of the Senate and enjoy all the rights and privileges associated with the position

iv. If four (4) seats or an entire class were to resign, be impeached, become incapacitated, or become vacant, new elections would need to take place immediately to replace the class.

1. In this case, persons who are granted a seat will be titled Senator.

2. If there was one Senator remaining when elections took place, they would assume the position of Class President.

## **5. Pre-Election Obligations**

a. Candidates are required to attend a mandatory pre-election meeting where election by-laws, candidacy petitions, and other materials will be handed out. b. All recognized Senate candidates must attend at least one Senate meeting prior to the election.

i. The Secretary of Student Voting shall be responsible for keeping track of candidate obligations.

c. All Senate candidates are obligated to attend all events as deemed mandatory by the Secretary of Student Voting. Failure to do so may result in removal from elections.

i. Twenty-four (24) hour notification must be given to the Secretary of Student Voting in the event an absence is necessary. Valid excuses include but are not limited to (death in the family, existing medical conditions, college sanctioned sports practice, etc...)

## **6. Election Infractions and Procedures**

a. Election Infractions

i. Candidates are upheld to a certain standard of behaviors when

campaigning. If a candidate is found to violate these, certain actions and punishments may be taken against them. A few actions and behaviors that constitute infractions include but are not limited to:

1. Bribery - material goods given out for the explicit exchange of a vote
2. Negative Campaigning against other candidates
3. Coercion - using force, threats, or otherwise unfair persuasion to procure votes

b. Reporting Election Infractions

- i. If a candidate is found to have violated election by-laws, college policy, or the Student Code of Conduct, members of the Allegheny College community may and are encouraged to report these infractions to the Attorney General who will move on reports to the Rules Committee.

c. Adjudicating Election Infractions

- i. The Rules Committee will review initial reports and recommend valid infractions. The Rules Committee shall determine necessary actions that should follow including possible punishments for the individual(s) in question.

d. Consequences for Election Infractions

- i. If a candidate is found guilty of election infractions, consequences could include removal from elections and a permanent ban on running for office within ASG.

## **7. Special Committees and Commissions**

### **a. Committee of the Budget**

- i. The Committee of the Budget will be formed at the end of spring semester to review monetary requests from recognized organizations for the following academic year.
- ii. The voting members of the committee will consist of the President, Vice President, President-Elect, Vice President-Elect, Treasurer (chairperson), Controller, and Finance Committee.
- iii. The Committee on the Budget shall retain power to determine procedures for hearing late submissions of club budgets, failure to attend budget hearings, and other ad hoc changes.

### **b. Budgetary Equalization Act**

- i. The Committee of the Budget may not allocate or disburse more than seven percent of the total budget expenditures after revenue application to any one organization or any group of such sponsored organizations applying jointly.
- ii. All groups seeking budgetary allocations must disclose all other sources of funding during the previous academic year, including, but not limited to: revenues, grants, awards, material gifts, and expenditures made on the group's behalf.
- iii. Each group requesting funding will be required to provide an estimate of

*active* membership, where active may be understood as average number of members attending weekly meetings.

1. If the committee deems a membership list to be inflated or otherwise falsified, they may refuse to allocate funds on this ground.
- iv. Upon receiving the budget proposal, the Senate may make any changes it deems necessary by a majority vote.
- v. The proposed budget must be presented before Senate no later than the second Tuesday following the hearings. The final proposed budget must be approved by supermajority vote of Senate present at two consecutive meetings.
- vi. An organization that wishes to petition the proposed budget may do so in accordance with the following procedure.
  1. File a grievance in writing with the Controller within 48 hours of receiving the proposed budget. If this deadline is met, a meeting of the Committee of the Budget and persons presenting the grievance will be held to review the complaint.
    - a. This meeting will be held within a week after the hearings. The Committee will present reasons as to the allotted budget and any concerned persons can present their case.
    - b. At any point and time, students can appeal to the Senate, with or without having exercised the above ability.

## **8. Ad Hoc Committees**

- a. Section 1: Description
  - i. An Ad Hoc Committee may be created to address and discuss specific issues of importance to the Allegheny College Student body with the intention of devising a solution or recommendation for the task at hand. Once the objective or task is adequately complete, Ad Hoc committees will be dissolved.
- b. Section 2: Chartering Procedure
  - i. Ad Hoc committees will be governed by a charter outlined in a written proposal presented to the ASG Senate.
    - 1.
  - ii. Approval and Formation of the Ad Hoc Committee
    1. All charters for proposed Ad Hoc Committees will be brought forward to ASG Senate at a general meeting where they will be voted on by the senate.
    2. A simple majority vote of the Senate will be required for approval.
- c. Section 3: Dissolution and Renewal
  - i. Dissolution
    1. All Ad Hoc Committees that complete their stated objectives before or by their anticipated date of completion need to go through ASG to be officially dissolved.
    2. A statement of dissolution of dissolution is needed including and

not limited to:

- a. Records
- b. references (If applicable)
- c. Findings or drafted legislation

- 3. Once a committee is dissolved through ASG, future committees can no longer be renewed or proposed under the original charter.
- 4. Any committee that reaches the end of the academic school year before they officially dissolve will automatically default.

ii. Renewal

- 1. Committees that did not dissolve the previous academic year or reach the anticipated date of completion without dissolving are eligible to renew their charter and continue the work of the Ad Hoc Committee.
- 2. The charter eligible for renewal must once again be brought before ASG to majority approval.
  - a. On the charter, committees up for renewal must mark this is a committee up for renewal and add their reason for renewal under their statement of purpose.
  - b. Section 4. Ad Hoc Legislation

2. Any findings by Ad Hoc Committees will be stated in the Statement of Dissolution and will be dispersed to the student body through the powers of the Senate and no further action will be required.

a. A Chairperson elected by the Ad Hoc Committee will be the official spokesperson for their group's findings or updates. They may request a time in the ASG agenda. 3. Any piece of legislation an Ad Hoc Committee drafts as a result of their work must undergo a 2 week approval process by the ASG Senate.

- a. Week 1: Committees will propose their piece of legislation to the ASG Senate, where discussion on the matter may be held. No motion can be passed and the Senate shall disburse the legislation to the student body through usual means of communication for feedback.
- b. Week 2: Here senators can once more discuss the legislation at hand and input student opinion into the matter. Once discussion is complete, a senate sponsor is required for the bill and the piece of legislation will pass through senate as per constitutional rules.
- c. Prior to bringing any legislation up to senate, Ad Hoc committees are encouraged but not required to contact the Rules Committee for assistance or advice on drafting up a document.

## **Article X. Removal**

### **Section 1 : Removal of Student from Office**

1. Impeachment proceedings are as follows:

- a. To begin the process, a member within ASG must fill out the corresponding judicial form for impeachment
  - i. This form shall be transmitted to the Attorney General for presentation to the Rules Committee.
  - ii. The Rules Committee shall determine if there is a constitutional basis for the impeachment, not if the infraction has occurred.
  - iii. The member initiating the motion will reserve the right to maintain anonymity if they so choose
    1. The identity of members who choose anonymity shall only be known to the members of the JRB and the advisor of the Allegheny Student Government
- b. Once reviewed and if endorsed by the Judicial Review Board, the JRB shall inform the member in question of the action brought against them no less than 3 days before the start of the next general meeting.
  - i. Once informed of the action taken against them, any member that is undergoing the impeachment process shall be immediately suspended from any and all duties associated with their position.
- c. At the next general meeting the Judicial Review Board will come in and request the chairperson to call an executive session.
  - i. At this point ex-officio and non-members of the student government will be asked to temporarily step out of the meeting room
- d. Once the executive session is called, the Judicial Review Board shall name the person in question and state the charges brought forth against them and all claims related
- e. The member under question shall reserve the right to speak in their defense before a discussion of the remaining members and the vote takes place. i. The member in question will be asked to step out for the discussion and vote
- f. Following the discussion ASG Senate may, by a supermajority vote, impeach the member of ASG. An impeachment vote shall only take place at a regular meeting of the Senate