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## **PREAMBLE**

We, the Students of Massachusetts College of Art, in order to form an effective self government serving the collective interests of our artistic community establish and endorse this Constitution for the student body of Massachusetts College of Art.

## **ARTICLE I - TITLE**

The official title of this Organization shall be the Student Government Association of the Massachusetts College of Art, hereafter referred to as SGA.

## **ARTICLE II - AUTHORITY**

This body is subject to the laws of the United States of America, the Commonwealth of Massachusetts, and the by-laws of the Board of Trustees of the Massachusetts College of Art. No other charter or code of any student Group recognized by the SGA may contain provisions contrary to this Constitution.

## **ARTICLE III - RATIFICATION**

This Constitution and its provisions shall be considered ratified and in place upon a two-thirds vote of the Full Council after sufficient time has been allotted for reasonable understanding and legal counsel of the college has approved changes. Upon ratification, the date and names of the Council members so ratifying it shall be recorded on the title page of the document.

## **ARTICLE IV - PURPOSE**

1. The purpose of this organization shall be:
  - (a) The SGA shall encourage responsible Student Activism through Self-Governance.
  - (b) To act as the Representative unit of the Student body to express the concerns, judgments, and rights of said Body to the Faculty, Administration, and the Board of Higher Education, and organizations of which MassArt is a member.
  - (c) To secure and defend for the Student Body full participation in the process of decision making which affects their education and educational environment.
  - (d) To defend the Civil Rights of the membership as Students, Citizens, and Taxpayers in the Commonwealth of Massachusetts.
  - (e) To work toward full participation and cooperation amongst the Membership Groups of this organization.
  - (f) To oversee and manage the Student Government Fund.

## **ARTICLE V - MEMBERSHIP**

Membership in the SGA shall be contingent upon payment of the Student Activity Fee administered by the College to every matriculated student. No person, having qualified for SGA membership shall be denied the right and privileges of SGA Membership, on the basis of age, marital status, ability, class, national origin, political affiliation, race, religion, gender or sexual orientation.

Any member, either by dismissal from the college or by failure to return to the College, shall terminate his/her membership to the SGA, be it at the beginning of a semester or during any part of a semester which has already begun.

## **ARTICLE VI - FULL COUNCIL**

Full Council of the SGA shall consist of one (1) Representative from each major concentration as defined by the Office of Academic Affairs, as well as one (1) Representative from each non-departmental student group formed under the guidelines of the By-laws of SGA.

The members of the SGA of the Massachusetts College of Art shall be governed by the SGA Executive Board; consisting of a President, Vice President, Secretary, Treasurer, and Student Trustee.

1. **STUDENT REPRESENTATIVE RESPONSIBILITIES** - The duties and responsibilities of the Members of the Full Council are as follows:

- (a) Act upon all problems and suggestions brought to the Full Council by the Representatives within the council.
- (b) Report all actions of the Full Council proceedings to the Student Body they represent.
- (c) Encourage membership for committees established outside the SGA Council to which students have been guaranteed representation.
- (d) Facilitate communication among the SGA Full Council, Faculty, Administration, MassArt Board of Trustees, Board of Higher Education, and other organizations of which MassArt is a member (i.e., Colleges of the Fenway, etc.)
- (e) Assume the responsibility for and oversee any and all expenditures by the represented majors and non-departmental Groups which are receiving funding through the SGA.
- (f) Have an Alternate Representative for each major concentration and non-departmental group on the Full Council and to inform their constituents of the workings of the Full Council.

## 2. MEETINGS

- (a) Shall be conducted using the current edition of *Roberts' Rules of Order* as a guideline. Strict adherence to said guidelines can be suspended by a signed petition and two-thirds vote.
- (b) Shall be held weekly on a day to be specified by the Executive Board. If said day needs to be changed to fit future situations, it must be approved by a two-thirds vote of the Council.
- (c) Shall be mandatory for all Full Council representatives or alternates to attend both Full Council and Sub-Committee meetings. Any major concentration or non-departmental group which misses three (3) meetings shall be suspended. Exceptions may be granted by Executive Board decision only. Suspension shall include both voting privileges and funding for the remainder of the current academic year.
- (d) Shall be considered open for business when a quorum (two-thirds) of the Council is present.
- (e) Meeting schedule shall be determined at first Full Council meeting. Changes to schedule shall be voted by two-thirds majority of Full Council.
- (f) Meetings shall allow any student to address members of the Association, but only official Full Council Representatives or their Alternates shall cast votes.
- (g) Shall be called for unforeseen emergencies by the President of SGA provided a reasonable attempt has been made to contact each Council member.
- (h) Shall be recorded in minutes by the Secretary, kept on file in the SGA office for public perusal, and disseminated at the discretion of the Executive Board.

## 3. QUORUM

A quorum shall consist of two-thirds (2/3) of the entire voting membership positions filled at the time of the meeting. If a quorum is not obtained in any meeting, the meeting will be considered cancelled.

# ARTICLE VII - THE EXECUTIVE BOARD

## 1. GROUP RESPONSIBILITIES

- (a) Shall set the agenda for each Full Council Meeting.
- (b) Shall set a minimum of two office hours a week and adhere to those hours. Office hours may be updated or changed when necessary. If not available for their scheduled hours, alternate times must be posted outside SGA office.
- (c) Shall receive a stipend in the amount of \$1,000.00.
- (d) Shall meet as a group with the SGA advisor weekly (as determined by the SGA Executive Board) to discuss SGA business and prepare agendas.
- (e) Shall act as representatives of the Student Body.
- (f) Shall set deadlines for budget and new group proposals
- (g) Shall be mandatory for all Executive Board members to attend each Full Council and Sub-Committee meeting. Exceptions shall be considered by all members of the Executive Board.

## 2. PRESIDENT

- (a) Shall disseminate information received from members of the college community not affiliated with the SGA that affect student life at the college.
- (b) Shall call, and Chair, all meetings of the Full Council.
- (c) Shall be an Ex-Officio member of all internal Committees of the Council.
- (d) Shall assign volunteers from the Full Council to all sub-committees outlined in the Constitution. Also assigns volunteers from the student body to ad-hoc committees formed outside the SGA to which students have been guaranteed representation.
- (e) Shall be able to co-sign Payment Request and Purchase Order Requisition forms that originate from the Student Activity Fee Trust Fund, in the absence of the Treasurer.
- (f) Shall be able to, in accordance with the student issues procedures/guidelines, initiate an internal ad hoc committee as needed and approved by two-thirds Full Council vote. Representatives assigned to an ad hoc committee will be relieved of their duties in any existing committee(s) for the duration of the ad hoc committee.
- (g) Shall receive and make public the minutes of the All-College Committee and its sub-committees.
- (h) Shall be a standing member of the Student Advisory Council (SAC), as organized through the State Board of Higher Education.
- (i) Shall appoint members to the Executive Board if a vacancy occurs,
- (j) Shall be the Chair of the Elections Committee.
- (k) Shall make interim appointments to any vacant Executive Board position from qualified members of the student body and subject to the ratification by two-thirds private ballot vote of the Full Council.
- (l) Shall monitor group adherence to SGA school-wide policies and procedures.

### 3. VICE PRESIDENT

- (a) Shall carry out all duties of the President if the President is unable to fulfill his/her position through absence, resignation, or matriculating status.
- (b) Shall act as a liaison between SGA and the Student Activities Office on Campus.
- (c) Shall Chair the Events Planning Committee.
- (d) Shall be responsible for organizing SGA awareness program during the Orientation period and/or during the beginning of the semester.
- (e) Shall be responsible for other duties as assigned by the President.
- (f) Shall preside over meetings in absence of President

### 4. SECRETARY

- (a) Shall keep the minutes of all meetings.
- (b) Shall maintain and make public an updated list of all council members.
- (c) Shall call, record, and report attendance at meetings.
- (d) Shall provide the minutes of the previous meeting at each Full Council meeting
- (e) Shall read all applicable correspondence at the meetings.
- (f) Shall record the names of those Council Members who make a second motion at meetings on issues that are not voted on regularly.
- (g) Shall notify all Committees of their appointments and meeting times.
- (h) Shall maintain and update the files of the SGA and make them available to any Student upon request.
- (i) Shall conduct SGA correspondences as requested by the Executive Board and/or President.
- (j) Shall preside over the meetings in the absence of both the President and the Vice-President.
- (k) Shall be Chair of Communications Committee.
- (l) Shall inform the Full Council of Communication issues.
- (m) Shall be responsible for other duties as assigned by President.

### 5. TREASURER

- (a) Shall keep a record of all SGA expenditure accounts.
- (b) Shall be the principle signatory of all SGA Payment requests and Purchase Order Requisitions for all Full Council members.
- (c) Shall receive monthly reports from the Business Office to insure the accuracy of the records.

- (d) Shall issue financial statements to all Full Council members at beginning of spring semester.
- (e) Shall inform Full Council of financial matters.
- (f) Shall oversee the funds to pay outstanding debts acquired and accepted by the SGA
- (g) Shall act as Executor of the funds in SGA accounts until June 15th. Funds will then be pooled into the SGA rollover fund.
- (h) Shall be the Chair of the SGA Budget Committee.
- (i) Shall be responsible for other duties as assigned by president.
- (j) Shall preside over the Full Council meetings in the absence of President, Vice President, and
- (k) Secretary as approved by two-thirds vote of the Full Council.

#### 6. STUDENT TRUSTEE

- (a) Shall be a voting member on the Board of Trustees of the Massachusetts College of Art.
- (b) Shall be endowed with all the rights, privileges, and responsibilities as are accorded to his/her fellow Board of Trustees members.
- (c) Shall keep the SGA Council informed of all matters pertaining to the Board of Trustees.
- (d) Shall be a standing member of the Student Advisory Council (SAC) and the Higher Education Coordinating Council (HECC).
- (e) Shall Chair the Student Issues Committee.
- (f) Shall inform the Full Council of Student Issues.
- (g) Shall be responsible for any duties assigned by President.

### ARTICLE VIII - AMENDMENTS

#### 1. PROCEDURES

After having duly ratified this Constitution under the provisions set forth in Article VII above, any new amendment:

- (a) Must be brought up by a signed petition of one-third of the Full Council Members.
- (b) Shall be considered by the SGA President first. The President will send all information to a respective sub-committee for review in accordance with Student Issues Procedures and Guidelines.
- (c) Shall have the SGA Trustee responsible for filing of all documentation in prescribed log format.
- (d) Must be posted officially for all members of the Full Council to see.
- (e) Shall be ratified by two-thirds vote of the Full Council, and a majority vote of the SGA membership voting on the amendment through a Charge to the Student Issues Committee.

If any amendment is not in agreement with the members of the Council, they may make a motion to debate an issue. The debate will take place and follow the rules of debate, found in the By-laws and as according to *Roberts' Rules of Order*.

All accepted amendments take effect immediately and cannot be applied retroactively.

### ARTICLE IX - COMMITTEES

#### 1. STANDING COMMITTEES

SGA Full Council Representatives will be required to sit on one of the following committees as part of SGA: Budget & Finance, Communications, Events Planning, or Student Issues. Some representatives will be assigned to a particular committee in an effort to fairly represent all concentrations. Other students will have the option to choose which committee they would like to join.

Committees shall submit a report to the Full Council defining goals and objectives for the academic year.

- (a) Budget & Finance Committee (Chair: SGA Treasurer)

Responsibilities may include but are not limited to the following:

- 1) Eight (8) Members: Art Education, Art History, Communication Design, Environmental Design, Fine Arts 2D, Fine Arts 3D, Media & Performing Arts, Studio Foundation
- 2) Review and approve budgets.
- 3) Make recommendations on all SGA spending.
- 4) Review and revise budget guidelines and procedures to present to Full Council for a vote.

The Chair is a non-voting member - except in the case of a tie vote (*see Article X, Section 1*).

(b) Communications Committee (Chair: SGA Secretary)

Responsibilities may include but are not limited to the following:

- 1) Five (5) Member Minimum.
- 2) Generate and distribute monthly calendar.
- 3) Media and communication outreach.
- 4) Produce SGA newsletter and/or weekly e-mail update.

The Chair is a non-voting member - except in the case of a tie vote (*see Article X, Section 1*).

(c) Events Planning Committee (Chair: SGA Vice President)

Responsibilities may include but are not limited to the following:

- 1) Ten (10) Member Minimum
- 2) Shall be the main student body involved in facilitating the All School Student Exhibition (*see All School Student Exhibition Guidelines and Workbook*)
- 3) Assist Representatives in the coordination of their exhibition dates, sites, and openings for the All School Student Exhibition.
- 4) Work with gallery operators, Senior VP for Academic Affairs, and Director of Student Activities & Programs to coordinate exhibition dates, award money, and opening events respectively.

The Chair is a non-voting member - except in the case of a tie vote (*see Article X, Section 1*).

(d) Student Issues Committee (Chair: SGA Trustee)

Responsibilities may include but are not limited to the following:

- 1) Five (5) Member Minimum
- 2) Research SGA funded activities for programming problems; make recommendations.
- 3) Maintain open communications with other colleges.
- 4) Research, resolve, or make recommendations regarding student issues.
- 5) Review new amendment suggestions submitted by the President to present to Full Council for vote.

The Chair is a non-voting member - except in the case of a tie vote (*see Article X, Section 1*).

2. SECONDARY COMMITTEES

As voted on by the Full Council, SGA members ensure student representation on the various college-wide committees charged with various tasks that directly effect students' education and educational environment (*see Article VII, Section 2*).

- a) The College (Administration) established committees of SGA shall be the:  
All College Committee (3)

Academic Policies Committee (2)  
Curriculum Committee (2)  
Graduate Council (1)  
Long Range Planning Committee (1)  
Student Affairs Committee (9)  
The Exhibitions Committee (2)  
Student Hearing and Appeals Boards (3)  
Annual Ad Hoc Committees

(b) The Secondary Student Government established committees of SGA shall be:

The Elections Committee (4) (*see Article VII, Section 2*)  
The SGA Faculty and Staff Awards Committee (4)

The Full Council may establish Ad-Hoc committees in response to student need and/or suggestion.

Previous examples are:

Constitution Committee  
Extra-Curricular Committee  
Food Committee  
Health and Counseling Committee  
Multicultural Committee  
Recycling Committee  
Safety on Campus Committee

Ad Hoc Committees must uphold the principals of the Constitution and the By-laws recognized by the Council.

## **ARTICLE X – FULL COUNCIL VOTING**

Voting members are able to call votes to the floor at Full Council Meetings only when a quorum is present (*see Article VI, Section 3 for definition of a quorum*).

### **1. VOTING MEMBERSHIP**

- (a) Each designated representative or alternate for a recognized departmental or non-departmental group which has an approved charter is a voting member of the Full Council. Each department or non-departmental group can have one vote in any issue brought to the Full Council Floor.
- (b) Executive Board members have voting rights at Full Council and Sub-Committee meetings except when they are the acting Chair.

### **2. NON-VOTING MEMBERSHIP**

Any student enrolled in the Massachusetts College of Art full or part-time when contributing to the Student Activities Fee is an active non-voting member of the SGA Full Council.

## ARTICLE XI - BY LAWS

As Approved AY1999-00 (Addition Of Chapters 7-9)

### 1. DEFINITION

A by-law is a rule adopted for the regulation of a group's affairs.

### 2. PROCEDURES

Introduction, deletion and modification of constitutional by-laws shall follow the procedures set forth in Article IX. No By-law may take precedence over constitutionally ratified amendments.

### 3. MEMBERSHIP TO THE FULL COUNCIL

Membership is contingent upon each Group's fulfillment of the following requirements:

- (a) Group membership to the SGA Full Council consists of one (1) Representative and one (1) Alternate (qualifying for membership as stated in Article V) for each recognized non-departmental Group or major concentration of the existing curriculum (as defined by the Office of Academic Affairs).
- (b) Representatives and Alternates for a departmental Group must be full-time students enrolled in the Department or Major Concentration they are representing.
- (c) Signing of the Anti-hazing Agreement and the Student Representative Contract.
- (d) A Charter must be submitted to and approved by the Executive Board. Charter guidelines are pre-set by the Executive Board (see Section 4 of these By-laws).
- (e) A Representative or Alternate shall not exclude any member of the SGA from active participation.
- (f) One Body of Students should not be represented twice for their participation in one activity.
- (g) A funded Member of the Full Council shall be eligible to serve on Committees of SGA.
- (h) All departmental and non-departmental Groups must be supportive of the established SGA Constitution and By-laws.

### 4. CHARTERED GROUPS

To establish a Non-departmental Group, a Representative and Alternate must write a Charter and propose membership to the Full Council:

- (a) The written Charter must give a detailed description of the group's purpose and state how the Group will be beneficial to the entire Student Population.
- (b) The Representative and the Alternate of the proposed Group must make a formal presentation to the Full Council and explain how the Group will benefit the entire Student Population.
- (c) The Representative and Alternate must give a description of why they will or will not be asking for funding, and attach a budget proposal (if moneys are being requested).
- (d) The Group must be voted on and approved by two-thirds majority. Full Council reserves the right to debate during the approval process.

An approved Group must follow the established Constitution and By-laws of the SGA.

### 5. REQUIREMENTS FOR SGA FUNDING

Student Government shall follow established SGA Budget Guidelines and Procedures under the provision that all material is initially approved by a Full Council Vote. Departmental and non-departmental Groups shall be funded contingent upon fulfillment of membership requirements (see Article XI, Section 3) as well as the following:

- (a) A written Proposal for funding shall strictly adhere to the Budget Guidelines and then be submitted to the Treasurer of the SGA.
- (b) Funding proposals must be brought to the Treasurer by the deadline established by the Executive Board.
- (c) The Budget Committee will meet to approve requests for funds.

- (d) A Group's Representative or Alternate must attend every meeting. Failure to adhere to the established attendance requirements will result in suspension of the Group and their funds. The Representative or Alternate will receive a warning from the Secretary after two (2) absences, and a notice of suspension after three absences. The notice of suspension will also be sent to the Department Chair.

6. RESTRICTIONS ON SGA FUNDING

Funding shall not be granted for the following reasons:

- (a) A Representative has not followed the Budget Guidelines and Procedures.
- (b) A group does not abide by the Constitution and By-laws established and followed by the SGA.
- (c) The Anti-Hazing Agreement is broken.

7. NON-FUNDED MEMBERSHIP

Non-funded Membership to the SGA Full Council is an option for any Group; they will receive equal voting privileges, but no funding. A non-funded Member shall be eligible to serve on committees of the SGA. The Group must follow the Rules described in the Constitution and the By-laws.

8. RULES OF DEBATE

Debate will take place in accordance to *Robert's Rules of Order* (see Article VI, Section 2):

- (a) A member may address the Chair of the Full Council and make a formal motion of debate.
- (b) There must also be a second and a third to follow the original motion. The Secretary must record these members.
- (c) The Chair will then formulate the proposed question so that it is clear and unbiased. If the form of the said question is agreeable to by the persons making a motion, the Chair will Propose to the entire Full Council that a debate ensue.
- (d) To voice an opinion in a debate you must be recognized by the Chair and given an appointed moment to address the Full Council.
- (e) There will be no frivolous or excessive debate.
- (f) The Executive Board reserves the right to express opinions during debate, but must follow said guidelines.

**ARTICLE XII - ELECTIONS**

Any Massachusetts College of Art undergraduate student who is enrolled full-time can run for election. Elections will be held in high traffic areas on campus, such as the main entrances and lobbies of buildings. Available Positions are: President, Vice President, Treasurer, Secretary, and Student Trustee.

1. PROCEDURES, GUIDELINES, RULES

- (a) Nomination papers go out the last Tuesday in March.
- (b) Nominations are held for a two-week period.
- (c) Each candidate seeking an Executive Board Position must obtain one (1) nomination by any full or part-time student, faculty, staff, or one self-nomination.
- (d) Candidates may not solicit votes inside the voting areas.
- (e) Candidates and their supporters are allowed to solicit votes outside the voting areas as long as it does not impede the progress of persons who wish to walk through the polling areas.
- (f) Any candidate who violates any of the election procedures can be dismissed from the race at the discretion of the Elections Committee.
- (g) All full and part-time students paying the Student Activity Fee for the election semester are eligible to vote in the election.

- (h) In the event that 20% of the eligible students who have paid the Student Activity Fee do not cast votes, the voting will be continued for no longer than two days. At the end of the two days the ballots will be counted.
- (i) In the event of a tie, elections will be re-opened solely listing the position of interest. The poles will remain open for that position only for one (1) additional day, at the end of that day if there is still a tie the election for that position will go the Full Council for a secret ballot vote.
- (j) A Candidate may, in writing, withdraw her/his name from the ballot within forty-eight (48) hours of the election
- (k) Posters, flyers, handbills, etc. must be placed on bulletin boards designated for general announcements and cannot be placed over other candidate flyers or posters. All materials must be approved and stamped in the Student Development Office before posting. Advertising may not begin until nominations are counted and announced.
- (l) No posters, handbills, etc. will be hung anywhere in the specified voting areas during elections. An informational paragraph about a candidate and their campaign may be placed on each election table and contained in any SGA-sponsored student email. Text must be approved by the Elections Committee prior to the election.
- (m) Violations of the Student Code of Conduct by a candidate will result in the immediate dismissal of that candidate by power of the SGA President, SGA Advisor and the Dean of Students.
- (n) Names on the ballot will be listed in alphabetical order.
- (o) Election results will be made public within 24 hours of the polls closing.
- (p) Candidates may request, in writing, a recount of votes from the Elections Committee Chair within 24 hours of the posted election results.

## 2. ELECTIONS COMMITTEE

- (a) Shall consist of the Chair (SGA President) and a minimum of four (4) and a maximum of six (6) members to be appointed by the President of the SGA with a majority vote by the Full Council.
- (b) Shall oversee all elections whether general or special.
- (c) Shall organize all advertising, ballots, vote counting, election sites, counting and debates for elections.
- (d) Shall organize meetings to discuss additional rules and regulations of campaigns.

Should the SGA President run for re-election, the Student Trustee will be Chair of the Elections Committee. In the event that the Trustee is also running for re-election, the position of Chair will be nominated and appointed by the Full Council upon two-thirds vote.

## 3. PUBLIC ANNOUNCEMENTS

The Elections Committee shall provide for the public announcement of the following information no less than fourteen (14) calendar days prior to the close of nominations:

- (a) Dates, times and voting sites of the elections.
- (b) Nominating procedures and date at which nominations shall be closed.
- (c) Contact information of the Chair of the Elections Committee.
- (d) Any additional information effecting that year's elections.

## 4. ELECTION SITES

- (a) There shall be a minimum of 2 persons manning each of (2-3) ballot box locations.
- (b) The attendees shall be students of MassArt and be appointed by the Chair of the Elections Committee (SGA President).
- (c) Attendees shall have a working knowledge of Article XII of the SGA Constitution Bylaws.
- (d) Each attendee will initial each SECTION of Article XII to signify understanding of procedure.

## 5. BALLOTS

- (a) SGA Full Council must approve the ballot.

- (b) Ballot will include the five positions, all nominated candidates, a space for a write-in candidate for each position, and any additional collection of data set forth by the Elections Committee.
- (c) The official ballot approved by Full Council shall stand as the sole document to record votes. No other documents will be accepted or counted in any way or form.
- (d) Ballots and student lists are to be locked in the Student Development Office nightly throughout the election process.
- (e) Write in candidates are permitted to campaign. These candidates are not required to consult or receive approval of any present member of the SGA body. They shall be responsible for understanding and abiding by all procedures, guidelines, and rules set forth in the Constitution and By-laws.
- (f) In the event of an appeal to violations of election procedures, the Elections Committee will gather information and allow for a Full Council hearing of the appeal. Any action towards candidates is final by a Full Council majority vote.
- (g) Changes to this policy must be conducted in accordance with the SGA Constitution and By-laws (see *Article XI*).

### **ARTICLE XIII - DISCIPLINARY ACTION**

Any member of the MassArt SGA may make a motion before the SGA Full Council to censure or indict any elected official or appointed member of the SGA and associated committees.

#### **1. CENSURE AND INDICTMENT PROCEEDINGS**

- (a) Censure (warnings) - The MassArt SGA Full Council shall have the power to censure, that is, officially reprimand (warn) any of its own members, any elected or appointed SGA Officer, and any SGA Group at any time.
  - 1) Censure proceedings may only be closed by the SGA President or, in the case of a
  - 2) Presidential Impeachment, the SGA Vice-President.
  - 3) The SGA Secretary shall officially notify censured individuals and Groups of the reprimand. Repeated censures may be grounds for impeachment.
- (b) Indictment (Impeachment Trial) - The Full Council shall have the power to indict any of its own members and any elected or appointed officer of any committee, Group, or position within the SGA Full Council.
  - 1) Upon indictment, the SGA Student Issues Committee shall impeach, that is, formally try, the indicted member on all charges within 72 hours, unless extenuating circumstances deem otherwise. These meetings will be recorded by the SGA Secretary but will remain confidential.
  - 2) The SGA Trustee shall refer to the Student Issues Guidelines and Procedures.
  - 3) The indicted member shall retain all powers and responsibilities of office while awaiting trial and the verdict.
- (c) Indictment Proceedings - SGA Full Council shall have the power to conduct indictment procedures with a majority of its members present. The exclusive presence is required of any Council Member charged and/or bringing the charges.
  - 1) The proceedings shall be chaired by the SGA President, or in the case of direct conflict of interest, by the SGA Vice President.
  - 2) These proceedings may not be closed until completion.
  - 3) The officer in question in an indictment hearing shall enjoy the following rights:
    - a) To be present at and for the duration of the proceedings,
    - b) To hear all charges presented against him or her; and
    - c) To have the final words, before a vote, in his or her own defense.
  - 5) A majority vote in favor, exclusive of any Council member charged and/or bringing the charges shall be required for indictment or censure.
- (d) Impeachment and Removal from Office

- 1) Grounds for impeachment shall consist of one or more of the following:
  - a) Dereliction of duty
  - b) Incompetence
  - c) Employment of funds or property of the SGA for private gain
  - d) Violation of the Constitution or its by-laws
  - e) Repeated censure
  - f) Violation of the Student Code of Conduct
  - g) Failing Grades (majority vote)
  
- 2) The SGA President shall determine the validity of the charges and shall have the power to direct the appropriate course of action or to immediately remove the individual from office. In the event of a direct conflict of interest, the Vice President shall assume these responsibilities.
- 3) The President should delegate any indictment proceedings to either Full Council or The Student Issues Committee. All documentation shall be retained. In the event of a direct conflict of interest, the Vice President shall assume these responsibilities.
- 4) An individual sentenced to removal shall be relieved of the powers of office. The SGA Full Council shall declare the position vacant and the removed individual shall not have the right to run for, or be considered for appointment to, the same office indefinitely.
- 5) Decisions of the Student Issues Committee may be appealed to SGA Full Council by the processes here mentioned.
  
- (d) Recall - Any constituency shall have the power to supersede any decision or proclamation by the SGA or this Constitution and its by-laws:
  - 1) If the constituency is campus-wide, the petition to recall must contain the signatures of at least 60% of the MassArt Undergraduate student body.
  - 2) If the constituency is less than campus-wide, the petition must receive a two-thirds majority endorsement of that motion.
  - 3) In the case of elections, the Elections Committee shall, if they determine the petition to be in good order, within the limits of the Constitution, conduct an election for the office in question.

#### **ARTICLE XIV - OFFICIAL DOCUMENTS**

SGA Documents include Official Forms, Guidelines, Ballots, Procedures, Rulings, Regulations, Group Constitutions, and all other formal material internal to SGA and all active groups. Approval of such documentation controls standards and eliminates contrary procedure in budget allocation, elections, student issues, awards, and any other annual or ad-hoc regulated documentation.

##### **1. APPROVAL PROCESS**

- a) All documentation will work in conjunction with and may not supersede regulations established by the SGA Constitution or by-laws.
- b) All documentation shall be decided official in the manner described in Article XI.

##### **2. REMOVAL PROCESS**

- a) All approval of documentation is subject to appeals by the procedures described in the Student Government Student Issues Guidelines and Procedures.

##### **3. PROCEDURES**

- a) Following a vote, and upon approval, proposed documents will be enacted and the SGA Secretary will record all supporting documentation.
- b) Approved official documents should include date of approval, author(s), and comments.

**RATIFICATION**

See Articles X-XII for ratification procedures

Signatures of Approval

Ratification date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Student Government President: \_\_\_\_\_

Student Government Advisor: \_\_\_\_\_

Dean of Students: \_\_\_\_\_

Full Council Votes Record: (see Article VIII, Section 1) Please Attach.