

STUDENT ASSOCIATION YORK COLLEGE

CONSTITUTION

Passed and Ratified:

1997

Amended:

March 2000

July 2001

April 2003

April 2005

October 2006

MISSION

The objectives of this organization shall be: promoting unity among the campus organizations; fostering and maintaining a lively school with a deep sense of loyalty to the college; efficiently governing matters of student concern; and establishing better community relationships while upholding the Christian principles on which York College was formed.

ARTICLE 1: ORGANIZATION

SECTION 1: NAME

The name of this organization shall be **Student Association of York College**.

SECTION 2: MEMBERS

Members of this organization shall be registered students of York College.

SECTION 3: GOVERNING BODY

All legislative and governing powers for this organization herein granted shall be vested in the Student Senate, elected by the Student Association of York College.

SECTION 4: COUNCIL

A. Within the Student Association Senate shall exist the Executive Council. The Executive Council will consist of six officers:

1. President
2. Vice-President for Student Activities
3. Vice-President for Inter-Club Council

4. Treasurer
5. Secretary
6. Chief Communication Officer

B. The Executive Council shall enact all necessary administrative business and shall act as the representative for the Student Senate on matters when a quorum of the Senate cannot be convened. Decisions of the Executive Council may be revised by a $2/3$ majority vote of the Student Senate at the first meeting following said decisions.

SECTION 5: QUORUM

A quorum of the Student Senate shall consist of a simple majority of the members.

SECTION 6: MEETINGS

The Senate shall hold meetings once every week while school is in session on a day and time designated by the Executive Council, and shall hold special meetings at the call of the chair. The chair reserves the right to waive any meetings of the Student Senate.

ARTICLE II: STUDENT SENATE

SECTION 1: EXECUTIVE OFFICERS

Officers of the Student Senate shall consist of:

1. President
2. Vice-President for Student Activities
3. Vice-President for Inter-Club Council
4. Treasurer
5. Secretary
6. Chief Communication Officer

SECTION 2: OFFICERS

There will be a total of up to eight senators per year. If the need be, at least two senate positions are to be reserved for Freshmen representatives.

SECTION 3: ADVISORS

- A. Student Association shall have at least one sponsor, whether from Campus Life or a current faculty/staff member of York College.
- B. An additional sponsor may be recommended by the Executive Council and thereby confirmed by a two-thirds ($2/3$) vote of the Student Senate.

SECTION 4: VACANCIES

- A. In the event of a permanent vacancy in the Executive Office of President, the Executive Vice President of SAB will automatically become the Executive President. The Student Senate will then appoint someone, who meets the qualifications, to the executive Office of Vice President of SAB.
- B. In the event of a permanent vacancy in the office of Student Senate Vice President of SAB, Vice President of ICC, Treasurer, and Secretary, Executive Council shall appoint someone who meets the qualifications to the office.
- C. In the event of a vacancy in the Student Senate the representative class will elect a new senator for the position following policies and procedures and in due process.
- D. In the event of an unfilled office following elections, there shall be an open application process at the beginning of the semester following the elections.

ARTICLE III: DUTIES AND QUALIFICATIONS OF OFFICERS

SECTION 1: QUALIFICATIONS FOR EXECUTIVE COUNCIL

- A. The Executive Officers of President, Vice President of SAB and Vice President of ICC:
 - 1. Must be enrolled as a full-time student as long as he/she remains in office.
 - 2. Previously served two semesters in a Student Senate office.
 - 3. Completed four semesters of course work at York College.
 - 4. Have an academic status of Junior or Senior, as defined in the student handbook, by the end of the semester preceding the term of office he/she shall serve.
- B. The Executive Officers of Secretary, Treasurer, and Chief Communications Officer
 - 1. Must be enrolled as a full-time student as long as he/she remains in office.
 - 2. Shall have completed two semesters of course work at York College.
 - 3. Have an academic status of Sophomore, Junior, or Senior, as defined in the student handbook, by the end of the semester preceding the term of office he/she shall serve.
- C. All Executive officers shall be in good standing with York College.
- D. All Executive officers shall uphold all moral ideals for which the school stands as outlined in the student handbook.

SECTION 2: DUTIES OF EXECUTIVE OFFICERS

- A. President shall:**
 - 1. Preside over all meetings.
 - 2. Vote in the case of a tie in the Senate meetings.
 - 3. Make recommendations to the Senate.

4. Call special meetings.
5. Act as Chief Executive Officer of the Senate.
6. Appoint a Chief Communications Officer.
7. Act as official representative of the Senate on all occasions when such representation is necessary.
8. Act as a member ex-officio (by virtue of offices or position; acting as a stand-in, or ranking member; not a voting position in the committee) of all committees of the Senate.
9. Form, appoint, abolish, activate, and deactivate committees, as the Executive Council shall deem necessary in the conduct of the Senate's affairs.
10. Be one of the two student representatives on all York College committees related to student concerns.

B. Vice President for SAB shall:

1. Be a member of the Senate with voting privileges.
2. Serve as President in the event of inability of the President to discharge his/her Senate duties.
3. Serve as the Chairperson of the Student Activities Board.

C. Vice President for ICC shall:

1. Be a member of the Senate with voting privileges.
2. Preside over Inter-Club Council and conform to all duties stated in the Inter-Club Council By-Laws.
3. Serve as liaison between the Inter-Club Council and the Student Senate.

D. Treasurer shall:

1. Be a member of the Senate with voting privileges.
2. Keep an accurate account of all expenditures and receipts of the Senate.
3. Upon the request of the President, be prepared to give an accurate account at any time.
4. Present, at the end of the year, a proposed budget for the succeeding year, which is to be approved by the Senate.

E. Secretary shall:

1. Be member of the Senate with voting privileges.
2. Keep accurate minutes of all meetings.
3. Furnish copies of the minutes to the Executive Officers, advisor, and administration.
4. Keep a permanent record of all Association, committee, and class reports.
5. Supervise all elections.
6. Be the Chair of the Constitution and Elections Committee.

F. Chief Communications Officer shall:

1. Be Director of Publications—all-school calendar, flyers, programs, posters, etc.
2. Act a liaison between Student Association and the Panther Press.
3. Organize chapel announcements needed for Student Association.
4. Keep an updated bulletin board.

5. Fill-in due to the absence of the Secretary.
6. Coordinate with President and Vice President of SAB on public relations.

SECTION 3: SENATORS

A. Qualifications

1. Must be enrolled as a full-time student.
2. Must meet the academic qualifications necessary to be a member of the class that they represent as defined in the student handbook.
3. Be in good standing at York College.
4. Uphold all moral ideals on which the school stands.

B. Duties

1. Be a member of the Senate with voting privileges.
2. Actively seek out the suggestions of the representative classes.
3. Attend all Student Association meetings.
4. Attend all committee meetings of which he/she has been appointed.
5. Call class meetings.
6. Preside over class meetings.
7. Keep accurate minutes of all class meetings.
8. Keep an accurate record of all class expenditures and receipts of the class.

SECTION 5: IMPEACHMENT

- A. All impeachments of Executives and Student Senators are to be brought to the Senate. No person will be convicted without the concurrence of two-thirds (2/3) vote of the Senate. Judgment in cases of impeachment will not extend further than the removal from office and disqualification from holding any office, honor, or trust in the Student Association of York College.
- B. Willful violation of this Constitution, the laws made in pursuance thereof, negligence, and/or conduct contrary to institutional moral and ethical standards will be the grounds for impeachment.

ARTICLE IV- FUNCTIONS OF STUDENT SENATE

SECTION 1:

Student Association shall have the authority to organize functions of the Student Body.

SECTION 2:

Student Association shall have the responsibility for controlling the finances of the treasury of the Student Body.

SECTION 3:

Student Association shall strive to maintain unity between faculty, students, and administration.

SECTION 4:

Student Association shall support functions and support school spirit.

SECTION 5:

Student Association shall have the power to legislate on all school affairs, which are in accordance with institutional policies

SECTION 6:

Student Association shall have two voting members on all York College committees relating to student concerns. One member shall be the President of Student Association, and the other member shall be determined by a majority vote of the Executive Council.

SECTION 7:

Student Association Senators must hold a minimum of one class meeting each semester in which they get feedback from their respective classes.

ARTICLE V: PROCEDURES

SECTION 1: LEGISLATION

- A. Legislation, in the form of bills or resolutions may be proposed to the Student Senate upon the suggestion of any member of the Student Senate. Any member of the Student Body or faculty wishing to promote legislation must be placed on the agenda. Any legislation must be approved by a majority of the Senate.
- B. *Legislation shall be defined as:* any bill brought before the Student Senate, which the Senate has the power to act upon.
- C. *Resolution shall be defined as:* anything brought before the Student Senate which the Senate does not have direct control over, however wishes to act upon.

SECTION 2: NOMINATIONS

- A. Nominees shall submit a petition, with signatures of twenty-five qualified votes of the Student Body and three faculty signatures—including their Academic Advisor, to the Student Senate Secretary.

- B. The eligibility of the candidates will be determined by the Executive Council.
- C. Nominees will be notified as to their eligibility.

SECTION 3: ELECTIONS

- A. Elections shall be in this order:
 - 1. Executive officers
 - 2. Student Senators
- B. If defeated for an Executive office, the nominee is then eligible to run for the Student Senator. Candidates only need to fill out one petition for the entire election process.
- C. Executive Council and Sophomore, Junior, and Senior Senators will be elected in the Spring semester to serve the following year.
- D. Freshmen Student Senators will be elected within the first three weeks in the fall semester.
- E. In the event of a tie in any Student Senate elections, there will be a run-off to determine the winner.
- F. The Student Senate may call special elections at any time as the need arises.
- G. There shall be no groups of candidates on the ballot as a ticket in elections for Senate positions. All candidates shall be voted on independently and individually.

SECTION 4: VOTING

- A. To be eligible to vote, a person must be a member of the Student Body.
- B. Voting will be done by confidential ballot.
- C. Tallying of the ballots will be under the direction of the Executive Secretary.
- D. Simple majority shall elect executive officers.
- E. Student Senators shall be elected by majority vote of their respective classes.

ARTICLE VI: RULES OF ORDER

The Student Senate will be governed by respectful actions towards one another. The Executive President can reinstate Robert's Rules of Order Newly Revised if the need shall arise.

ARTICLE VII: AMENDMENTS

Amendments to this constitution may be made and brought into effect by a two-thirds (2/3) Senate vote. Only matters specifically affecting the Student Body should be voted on by the Student Body.

ARTICLE VIII: RATIFICATION

Any constitutional additions must be approved by a two-thirds (2/3) Senate vote, and two-thirds (2/3) student body vote.

ARTICLE IX: POLICIES AND PROCEDURES

SECTION 1:

The policies and procedures of the Student Senate will serve as Bylaws for the student body and the detailed guidelines for the Student Senate.

SECTION 2:

Policies and Procedures will be established by the Executive Council and approved by a two-thirds (2/3) vote of the Student Senate.

Student Association York College



Policy and procedures

Attendance Policy

A member of Student Association is allowed four unexcused absences per semester.

After the four unexcused absences for Executives:

The member will plead his/her case before the Student Senate. The Student Senate will then decide, by a 2/3 majority vote, if the executive will remain in office. If not, Article III Section 5 (Impeachment) of the Student Association Constitution will be followed.

After the four unexcused absences for Student Senators:

The member will plead his/her case before the Executive Council who will determine whether or not to terminate the individual from the Student Senate.

Excused absences:

Excused absences include: illness, family emergencies, and any activity that represents York College or approved by the Executive Council. Work is not an excused absence.

Tardies:

All members of Student Association will be counted tardy if arrival is after the official roll call of the Executive Secretary. Each member is allowed two excused and two unexcused tardies. Upon the third excused or unexcused tardy the member will receive an absence.

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Policy and procedures

COMMITTEES

The Student Activities Board (hereafter SAB) shall be chaired by the Vice President of the Student Senate. SAB shall plan and publicize all events sponsored by Student Association. This committee will be responsible for initiation and implementations of activities that will strengthen the York Experience and increase student participation in activities.

Constitution and Elections Committee shall be chaired by the Executive Secretary. The Constitution shall be reviewed at a minimum of every three years to check for necessary revisions or amendments. This committee will conduct all Senate-sponsored elections and be responsible for the planning, carrying out and the tallying of each election.

The All School Banquet Committee shall be in charge of planning and coordinating this annual event. Student Association will provide funds for banquet in that the budget for the event will be \$4 dollars per FTE student per semester. SAB President and one other elected member (by Executive and Senate approval) will work closely with whomever is coordinating banquet for the current year.

Student Association York College



Policy and procedures

PROPOSAL PROCEDURE AND MONEY REQUEST POLICY

Proposals, that are presented to the Senate, that do or do not include money requests, must be placed on the agenda one week in advance.

All proposals must be first approved by the Executive Council.

A written follow-up, all receipts, or approved reimbursement requests must be presented to the Executive Treasurer at the meeting immediately following the use of funds. Any funds not accounted for with receipts must be returned at that time.

When making College related purchases, please remember to use the College's tax-exempt number. You can obtain this number from the Executive Treasurer.

Expenditure of Summer Budget

The Executive Officers shall have the authority to spend Student Association money for expenditures that occur during the summer months in which Senate is not in session.

The payment of bills shall take priority over all other expenditures.

Organizational Expenses

Uncategorized monies used for miscellaneous materials, supplies, etc. with an amount to be determined by the Senate at the beginning of the school year.

Reimbursement Tax

Per school policy, taxes cannot be reimbursed. All members should consider this when making purchases.

Budgetary Requirements

Attached are the budgetary requirements, voted on by the Senate, which indicate how to distribute money. They were created to give continuity and guideline to money distribution.

Student Association York College



Policy and procedures

CAMPAIGNS, ELECTIONS, AND VOTING

Nominees will NOT be able to give oral announcements in chapel for campaigning purposes—to include videos or other visual presentations.

All campaign material must be sent or given to the Executive Secretary or Chief Communications Officer to be approved.

A member of the student body will vote for Executive Council members and their respective class's Student Senators. Classification outlined in the student handbook and a corresponding list given by the Registrar is used to determine for whom you are eligible to vote.

Further campaigning not outlined in policies and procedures shall be approved through the Elections Committee.

**Student Association
York College**



Policy and procedures

USE OF THE STUDENT ASSOCIATION OFFICE

The Student Association office was established to give the Executive Council and Senate a place to work and be available to the students that they represent.