

Constitution of the Snow College Student Association



Preamble

We, the students of Snow College Ephraim Campus, in order to assume the privileges and responsibilities of self-government, do ordain and establish this constitution. All actions of the Student Body Advocates of Snow College are undertaken for the purpose of improving the quality of life for Snow College students, and will be executed in accordance with the provisions set forth in this Constitution.

Article I: Student Association

Section 1: Name

The name of this organization, consisting of the student body of Snow College, hereafter shall be referred to as the "Student Association."

Section 2: Official Membership

All full-time students (10 credits or more) of Snow College Ephraim Campus shall be members of the Student Association upon payment of their student fees. All matters concerning personal conduct and/or disciplinary action involving members of the Student Association shall be addressed by the College and administered as outlined in the Snow College Catalog.

Article II: Student Body Advocates

All members of the Legislative Branch and Executive Branch are defined as Student Body Advocates.

Article III: Legislative Branch

Section 1: The Legislative Branch shall be made up of the appointed Legislative Student Body Advocates. All positions shall be filled by the last day in April of Spring Semester.

Section 2: The faculty and/or administration shall be represented with a nonvoting member on the Legislative Branch to serve as an advisor. This shall be the Director of Student Life or a Student Life staff member as assigned.

Section 3: The Legislative Student Body Advocates will elect a Legislative Lead. It shall be the duty of the Legislative Lead of the Legislative Branch to preside at all meetings, to authorize by signature all bills, orders and proceedings of the Legislative Branch. He/she will serve as a voting member of the Legislative Branch.

Section 4: A quorum is needed to conduct and vote on any formal Student Association Legislative business. A majority of the Legislative Branch shall constitute a quorum.

Section 5: The Student Body Executive Assistant shall be assigned as Secretary to the Legislative Branch. The Secretary shall act in a nonvoting role and shall be responsible for keeping and preserving accurate records of the proceedings of the Legislative Branch including a record of the budget and minutes from all meetings.

Section 6: Legislative Student Body Advocates will be assigned other duties as listed in their individual Student Body Advocate Leadership contracts.

Section 7: *Legislative Branch Functions/Duties*

- A. The Legislative Branch shall act upon bills brought forth by the administration or any member of the Student Association.
- B. The Legislative Branch shall pass budget bills. They shall approve all "line item" budgets for the following year before July 1st.
In case of a veto of the budget, and when differences cannot be quickly worked out, a compromise committee shall be formed. This committee shall be comprised of two representatives of the Legislative Branch and two representatives of the Executive Branch. All compromise committee budget resolutions must be honored by the Legislative Branch.
- C. The Legislative Branch shall have the power to investigate the use of all appropriations made by the Student Body Advocates "line item" allocations.
- D. The Legislative Branch shall have the power to establish committees or other appendages to assist in its legislative functions.
- E. The Legislative Branch shall have the power to submit any proposed amendment to this constitution if approved by a two-thirds vote to the Student Association.
- F. The Legislative Branch may enact budget proposals from the Executive Branch.
- G. The Legislative Branch will convene at least once per month.

H. All members of the Legislative Branch will attend the regularly scheduled Student Body Advocate team meeting.

Section 8: All meetings of the Legislative Branch are open to the Student Association unless voted closed by a two-thirds majority.

Section 9: All Legislative Branch records are open to inspection by the Administration of Snow College or by any member of the Student Association.

Section 10: All non-budget bills shall be enacted when passed by a majority vote of the Legislative Branch and upon signature by the Student Body President. If the Student Body President does not approve of the action taken by the Legislative Branch, he/she may return the bill to the respective parties with his/her objections. If, after further consideration, the Legislative Branch shall again pass the bill, this time by a two-thirds vote, it shall then be enacted. Should the Student Body President not sign a bill, and not return it within ten school days of receipt, the bill shall automatically become enacted. All enacted bills must be kept on file in the Student Life Office.

Section 11: The Legislative Branch shall have the power to either call for general elections or make appointments to fill vacancies within the Legislative Branch within four weeks of the vacated position. An appointment to fill a vacancy requires a two-thirds vote by the Legislative Branch.

Section 12: The Legislative Branch shall be responsible for reviewing proposals and shall allocate monies according to the guidelines established in the Snow College Club Handbook.

Article IV: Executive Branch

Section 1: The Executive Branch shall consist of the Student Body President, Student Body Vice President, Executive Assistant and all other appointed Student Body Advocates. Appointments shall be made by a consensus of the incoming President and Vice President in collaboration with the Director of Student Life and/or Student Life staff member as assigned. These offices shall be filled by the last day in April of Spring semester.

Section 2: The faculty and/or administration shall be represented with a nonvoting member on the Executive Branch to serve as an advisor. This shall be the Director of Student Life and/or a student life staff member as assigned.

Section 3: It shall be the duty of the Student Body President to convene and preside at all meetings of the Executive Branch, to authorize by signature all enacted bills, orders and proceedings of the Student Association. S/he shall, with the Director of Student Life oversee the budget of the Student Government. S/he shall be the official representative to various boards, committees and councils on or off campus. S/he may convene the Legislative Branch in a special session whenever the need arises.

Section 4: It shall be the duty of the Vice President to substitute for the Student Body President during absence or disabilities. During an extended absence the Vice President will be the acting President until the President returns to the campus. The Vice President will keep and preserve accurate event records. The Vice President will oversee all aspects of the Student Body Advocate election each spring. The Vice President may be assigned to special committees as assigned. The Vice President will serve as the campus ombudsman for the Student Association.

Section 5: The Student Body Executive Assistant shall be assigned as a secretary to the Executive Branch. The secretary shall act in a voting role and shall be responsible for keeping and preserving accurate records of the proceedings of the Executive Branch including a record of the budget and minutes from all meetings.

Section 6: *Executive Branch Functions/Duties*

- A. The Executive Branch shall serve as an advocacy committee for the Student Association.
- B. The Executive Branch shall assess student satisfaction.
- C. The Executive Branch works to enhance the quality of student life at Snow College by providing a variety of activities and other involvement opportunities.
- D. The Executive Branch shall serve on committees as assigned in their individual leadership contracts.
- E. The Executive Branch shall propose major budget amounts and allocation(s) for the upcoming school year led by the Student Body President under the advisement of the presidency and the Director of Student Life and Leadership and shall present it to the Legislative Branch for action. This will be completed by the 1st day of July.
In case of a veto, and when differences cannot be quickly worked out, a compromise committee shall be formed. This committee shall be comprised of two representatives of the Legislative Branch and two representatives of the Executive Branch. All compromise committee budget resolutions must be honored by the Legislative Branch.
- F. The Executive Branch may propose budget amendments for Legislative Branch approval as needed throughout the school year.
- G. The Executive Branch will convene at least once per month.

- H. All members of the Executive Branch will attend the regularly scheduled Student Body Advocate team meeting.

Article V: Qualifications and Selection of Student Body Advocates

Section 1: No student shall be elected and/or appointed to office, or allowed to maintain office, unless s/he is an enrolled student in good standing at Snow College, and who has completed 12 on campus Snow College semester credit hours before taking office. Good standing shall be defined as not being under disciplinary sanctions at the time they apply for office. Student Body Advocates are required to maintain a cumulative grade point average of at least 2.75 to qualify for and remain in office and receive their scholarship.

Section 2: The term of elected and appointed Advocates is for the upcoming fall and spring semesters.

Section 3: All Student Body Advocates shall abide by the terms and conditions of their individual leadership contract. Said contract shall be signed upon election or appointment to office. Failure to abide by terms and conditions will result in removal from office and the Advocate may be required to pay back all or part of their scholarship.

Section 4: No Student Body Advocate shall hold two offices concurrently, elected or appointed.

Section 5: General elections for all elected Student Body Advocates shall be held no later than the third week of March. Declaration of candidacy, primary, and final elections shall be scheduled as such to make general elections possible by said day.

Section 6: The oath of office for all elected and appointed Student Body Advocates shall be administered by the incoming Student Body President after the receiving the oath from the outgoing President. The said oath shall be administered at an inauguration event or in the presence of two or more witnesses. Failure to take the oath of office shall create a vacancy in the office which shall be filled as provided in this Constitution. The oath shall be:

I, (state your name), do solemnly affirm that I will faithfully execute the office of _____ and will, to the best of my ability, uphold and defend the Constitution of the Student Association of Snow College.

Section 7: The term of office for all Student Body Advocates (elected and appointed) shall expire on the day of Commencement.

Article VI: Removal, Recall, and Impeachment

Section 1: Removal

Any member of the Executive or Legislative Branch may be removed from office upon failure to maintain qualifications for office or failure to perform assigned duties, as outlined in this constitution and the Student Body Advocate Leadership Contract. Removal shall occur upon receipt of notification from the Director of Student Life or the Vice President for Student Success and the Student Body President.

Section 2: Impeachment

Any elected Student Body Advocate shall be subject to impeachment to be removed from office. Impeachment litigation may be brought against said elected Student Body Advocate upon failure to uphold their duties as outlined in this Constitution or the Student Body Advocate Leadership Contract. Any member of the Student Association may initiate impeachment litigation against said elected Student Body Advocate by means of an Impeachment Committee as detailed in the Impeachment by-Laws.

Section 4: Recall

A recall motion may be brought against any elected Student Body Advocate through a petition signed by at least 20 percent of the membership of the Student Association. Following validation of the petition by the Legislative Branch, a general vote of the student body must be held. A majority vote shall be necessary to remove an elected Advocate from office.

Article VII: Clubs

Section 1: In order for a club and/or organization to be officially recognized by the Snow College Student Association it is required to comply with all the requirements outlined in the Snow College Club Handbook.

Article VIII: Approval and Amendment of Student Association Constitution

Section 1: No provision of this Constitution is to be considered in any way as binding upon Snow College administration legally established by the State of Utah, in such a manner as to restrict them in performance of their statutory duties or exercise of their rightful powers.

Section 2: Amendments to this Constitution may be proposed by (a) a two thirds approval by the Legislative Branch or (b) a petition signed by 20 percent or more of the members of the Student Association. Amendments proposed by either method will be approved by a majority vote from the Student Association during Student Body Advocate elections.

Constitution Amended 4/24/14

All earlier Constitutions and copies thereof are hereby declared null and void.

Impeachment By-Laws

Article I: Position:

Section 1: Those subject to an Impeachment are any appointed or elected Student Body Advocate of the Student Association.

Section 2: Impeachment is defined as removal of office by trial that reviews allegations of misconduct among Student Body Advocates.

Section 3: The Snow College Richfield campus shall implement all Impeachment procedures according to Richfield Campus Constitution By-laws.

Article II: Impeachment Requirements:

Section 1: Intentional violation of contract, charter or constitution that does not constitute automatic removal as defined by the Student Association Constitution.

Section 2: Misconduct on or off the campus.

Section 3: Any actions or misconduct that a majority of the Student Body Advocates (elected and/or appointed) feel is worthy of Impeachment proceedings based on factual evidence of alleged misconduct.

Article III: Impeachment Due Process:

Section 1: The decision to take impeachment action against any Student Body Advocate must be formally initiated through Articles of Impeachment and requires a unanimous vote by the membership body drafting the Articles of Impeachment.

Section 2: All impeachment meetings and decisions shall be conducted during regular business meetings. No impeachment proceeding shall take place in the form of an emergency meeting.

Section 3: Upon the presentation of Articles of Impeachment, an Impeachment Committee consisting of at least eight members shall be chosen by the Legislative Branch by means of random selection from either the Executive and/or Legislative Branches (such as the drawing of names from a hat). No one being considered for impeachment may be a member of the Impeachment Committee. The Impeachment Committee shall select one member of the committee to act as spokesman. The primary duty of the committee is to determine whether impeachment litigation is justified and should be carried out.

Section 4: The person on trial will be tried by the Impeachment Committee. A two-thirds vote of the entire Impeachment Committee shall be necessary to remove any Student Body Advocate from their office.

Section 6: Upon an affirmative vote for impeachment, the appointed Impeachment Committee spokesperson must inform the accused within 24 hours of the decision and include all Articles of Impeachment.

Section 7: The accused may choose to resign from their position or to continue with an Impeachment Trial. Upon receipt of a letter of resignation, all impeachment proceedings are stopped and the Articles of Impeachment shall not be released to the public. Reasons for resignation shall be the sole communication of the resigning Advocates.

Section 8: Upon receipt of a letter supporting an impeachment trial, the Impeachment

Committee shall establish a trial date according to and honoring all impeachment deadlines.

Article IV: Impeachment Trial

Section 1: The Impeachment Trial shall take place between 5 to 10 academic days from the decision to proceed with said trial.

Section 2: The general student body must be informed of the impeachment decision at least two academic days prior to trial. It is recommended that this take place through a press conference or similar public meeting with Student Association

members. This meeting should explain to the public the rationale of the proceedings, and shall be conducted by the Impeachment Committee spokesperson.

Section 3: The person on trial may submit in writing, within three days of trial, any requests concerning trial business.

Section 4: All Student Body Advocates and Snow College personnel involved with impeachment proceedings shall be under a gag order, barring them from discussing the impeachment proceedings outside official impeachment meetings. Any Student Body Advocate or committee member in violation of this gag order will be automatically removed from the committee. This gag order shall be in effect until an official public meeting with Student Association members (i.e. press conference) is held to announce impeachment results. An extended gag order may be imposed upon trial committee members based on a unanimous vote of said members.

Section 5: The impeachment trial shall be conducted according to Robert's Rules of Order (parliamentary procedure).

Section 6: The Impeachment Trial Committee may appoint by a 2/3 majority vote a Student Association member to keep minutes. The Impeachment Trial Committee may also by a 2/3 majority vote appoint a Student Association member to function as Parliamentarian for impeachment proceedings. Said person must have a working knowledge and vast experience in the language and use of Robert's Rules of Order.

Section 7: A full-time faculty member or staff advisor must be present at the Impeachment Trial. The advisor shall be appointed by a 2/3 majority vote of the Impeachment Trial Committee.

Section 8: The Impeachment Trial shall be audio and visually recorded, the records of which shall be kept on file by the Director of Student Life.

Section 9: The Impeachment Trial shall be a closed meeting unless otherwise unanimously voted by the Impeachment Trial Committee.

Section 10: The decision to impeach shall be cast by closed (written) ballots. All ballots and other documentation minus the minutes and an original copy shall be destroyed within one week of the Impeachment Trial concluding. The minutes shall be approved and made public according to normal business practices. Original copies of impeachment documents shall be filed with the Director of Student Life.

Section 11: All documentation of an Impeachment Trial shall be closed to the public. Any formal request for impeachment documentation must be reviewed by the Impeachment Committee. Any release of documentation must have a 2/3 majority vote of the Impeachment Trial Committee.