



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 Officers of Snow College will be done in accordance with the provisions set forth in this Constitution.

Article I: Student Association

Section 1: Name

The names of this organization shall be the Student Body of Snow College, hereafter to be referred to as the "Student Association."

Section 2: Official Membership

All full-time students (12 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 set by the College and administered as outlined in the Snow College Catalog.

Article II: Student Council (Executive Branch)

Section 1: The Student Council shall consist of the following elected offices: Student Body President and Student Body Vice President. It shall also consist of the following appointed offices: Academic Vice President, Service Vice President, Activities Vice President, Clubs Vice President, Diversity Vice President and Publicity Vice President. Appointments shall be made by a consensus of the incoming Student Body President and the Student Body Vice President, as well as the Director of Student Life and Student Life staff as applicable. The appointment of the Academic Vice President shall be confirmed by the Senate. These offices shall constitute the Student Council and shall be filled by the last day in March of spring semester (when possible).

Section 2: The faculty and administration shall be represented with a non-voting member on the Student Council to serve as an advisor. This shall be the Director of Student Life.

Section 3: A quorum is needed to conduct and vote on any formal Student Council business. A majority of the Student Council shall constitute a Quorum. The Student Body President shall have no vote, unless the Student Council is equally divided.

Section 4: All meetings of the Student Council are open to the Student Association unless voted closed by a two-thirds majority vote of the Student Council.

Section 5: ***Duties of the Student Body President:*** It shall be the duty of the Student Body President to preside at all meetings of the Student Council, to authorize by signature all acts, orders, and proceedings, of the Student Council. S/he shall, with the Director of Student Life, oversee the Student Government Fees budget. S/he shall be the official representative of the Student Association both on and off campus and on various campus committees. S/he may be an honorary member of all boards, councils, or committees of the Student Association. S/he may convene the Student Senate in a special session whenever the need arises. Adequate time must be given to the members of the Student Senate in a special session whenever the need arises and to comply with the call.

Section 6: ***Duties of the Student Body Vice President:*** During temporary absences or disabilities of the Student Body President, the Student Body Vice President shall be the acting Student Body President until the Student Body President returns to the campus or the disability is removed. S/he shall keep and preserve accurate records of the activities of the Student Council. This will include a history of events, publication of meeting agendas and minutes, and a full accounting of all Student Body Officer expenditures.

Section 7: ***Duties of the Academic Vice President:*** S/he shall serve as President of the Student Senate. S/he shall be responsible to enhance the quality of student life through being an advocate for the students, promoting the academics divisions, representing student concerns and assessing student satisfaction

Section 8: ***Duties of the Service Vice President:*** S/he shall be responsible to support and encourage all students on campus to be involved in service to the campus, community and society at large. S/he shall accomplish this by working with various campus and community persons and groups to organize, schedule, and inform the student body of service projects and opportunities. S/he shall also work with individual campus clubs and student organizations to provide service opportunities, events and programs. S/he shall work with the Director of Student Life in support of the College's Service-learning program, and Service Scholar Program. S/he shall work closely with the Activities Vice President and the Director of Student Life in their efforts to bring students to love learning through service to others.

Section 9: ***Duties of the Activities Vice President:*** S/he shall enhance the quality of student life at Snow College through developing, planning and implementation of student activities. S/he shall improve existing programs and initiate new activities, events and programs to serve a diverse group of students. S/he shall organize and plan the recruitment of an activities committee to help with position responsibilities.

Section 10: ***Duties of the Clubs Vice President:*** S/he shall oversee the organization, instruction, and leadership development of all chartered student clubs and organizations. S/he shall promote leadership development across Student Life initiatives and the Student Association. These duties include the governance of the Inter-Club Council (club communication) meeting, club policies and procedures, club funding, club officer and advisor training, and club recognition.

Section 11: ***Duties of the Publicity Vice President:*** S/he shall be responsible for the publicity needs as it relates to campus and the general student body. S/he shall work together with a wide

variety of campus organization, leadership teams and the community to enhance student's awareness and to be a resource for all publicity needs. These duties include, but are not limited to the following; helping to facilitate the exploration of new and improved publicity ideas, regulating and keeping track of all publicity on campus, coordinating and implementing weekly, monthly and semester publicity efforts, keeping track and organize publicity resources and working closely with both on and off campus partners to help improve publicity.

Section 12: ***Duties of the Diversity Vice President:*** S/he shall represent the following student and student groups: disabled students, gender diverse, international students, multicultural students, religiously diverse students and any other student or student group that may be considered diverse. S/he shall enhance, improve, and create programming events to enrich the cultural experience of each member of the Student Association. S/he shall work cohesively with all members of the Student Association in programming efforts toward diversity promotion. S/he shall be actively involved in identifying and addressing issues related to diversity on campus.

Section 13: All officers of the Student Council accept and carry out other assignments delegated by the Student Body President. To assure compliance to the duties and responsibilities listed above, each Student Council member will sign a Student Body Officers contract and position charter.

Section 14: **Succession:** In case of a vacancy in the office of the Student Body President, the Student Body Vice President shall become the Student Body President. In case of vacancy in the office of the Student Body Vice President, the Student Body President in consultation with the Student Council shall appoint a Student Body Vice President. In the case of a vacancy in any office of the Student Council, the Student Body President shall appoint a new council member subject to approval by a majority vote of the Student Council.

Article III: The Student Senate (Legislative Branch)

Section 1: The Legislative Branch shall consist of the Student Senate. All positions shall be filled by the last day in March of spring semester, if possible.

Section 2: The Academic Vice President shall be President of the Student Senate. S/he shall have no vote unless the Student Senate is equally divided.

Section 3: Membership of the Student Senate shall consist of six elected or appointed Senators. After either elected or appointed the Student Senators will be given one academic assignment/divisions to represent.

Section 4: ***Duties of the President Pro-Tem:*** S/he shall be the acting President of the Senate during temporary absences or disabilities of the Academic Vice President. S/he shall be appointed by nomination and a two-thirds vote of the Student Senate.

Section 5: ***Duties of the Senate Secretary:*** The Academic Vice President shall appoint (from the Student Senate) a Senate Secretary. The Senate Secretary shall keep and preserve an accurate record of the proceedings of the Student Senate.

Section 6: ***Duties of the Parliamentarian:*** The Academic Vice President shall appoint (from the Student Senate) a Parliamentarian. The Parliamentarian shall ensure that Student Senate meetings operate under the Robert's Rules of Parliamentary Procedure.

Section 7: All Student Senate records are open to inspection by the Administration of Snow College or by any member of the Student Association.

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

Section 9: Two-thirds of the members of the Student Senate shall constitute a quorum.

Section 10: All bills become laws when passed by a majority vote of the Student Senate and Student Council and upon signature by the Student Body President. If the Student Body President does not approve of the action taken by the Student Senate and/or Student Council, s/he may return the bill to the respective parties with his/her objections. If, after further consideration, the Student Senate and/or Student Council shall re-pass the bill by a two thirds vote, it shall then become law, except in matters pertaining to the Student Fee budget. The Student Body President will have final decision making power after consideration of the Student Senate and/or Student Council objections in matter pertaining to the Student Fee budget. Should the Student Body President not sign a bill, and not return it within ten school days of receipt, the bill shall automatically become law. All laws must be kept on file by the Student Body President and Student Senate and each elected or appointed Student Body Officer shall be given a copy of all laws.

Section 11: ***Senate Functions/Duties:*** The Senate shall represent the Student Association. The role of the Student Senate is to enhance the quality of student life through being an advocate for the students, promoting the academics divisions, representing student concerns and assessing student satisfaction. The Student Senate will serve as a Student Advocacy Committee. Each Senator will serve as a student advocate in their respective academic assignment. The Student Senate shall represent and work to identify student concerns over student services, auxiliary services, student government and college administration. They shall also work to propose solutions to such concerns and assist students in finding sources of assistance. The Student Senate shall work to assess student satisfaction by hosting regular focus groups and/or incorporating other ideas as they see fit. In addition, the Student Senate shall be responsible for surveys and student opinion polls concerning student services, academic policies, auxiliary services, and any other area deemed necessary. The Student Senate will promote/publicize the following on campus and to the student body: who they are as a working body, the Student Advocacy Committee, general student rights, the different majors/divisions represented on campus. The Student Senate will plan and carry out a Deans List Award Recognition event spring semester (Late January or early February). The Student Senate shall host an open Senate meeting monthly for the student body to air their grievances concerning college policy, procedures and decisions. The Student Senate shall help the Student Body Vice President with recognition efforts across campus.

Section 12: The Student Senate shall have the power to either call for general elections or make appointments to fill vacancies in the Student Senate within four weeks of the vacated position. An appointment to fill a vacancy requires a two-thirds vote of the Senate.

Article IV: Inter-Club Council

Section 1: There shall be a coordinated body for student leadership, under the direction of the Clubs Vice President, called the Inter-Club Council. The membership of the Inter-Club Council shall consist of the following: Student Council members, Student Senate member and representatives from campus media, chartered clubs, organizations and societies sanctioned by the Student Life office.

Section 2: In order for a club and/or organization to be officially recognized as a Snow College club and/or organization, it is required to have a Charter form on file with the Clubs Vice President. They must also have an advisor who is a faculty/staff member, they are required to do at least one service project each semester and attend Club Communication meetings.

Section 3: The Inter-Club Council is authorized under the direction of the Director of Student Life. It is a forum where leadership skills of the members may be developed.

Article V: Finance

Section 1: The budget shall be drawn up by the Student Body President and approved by the Student Council and Student Senate. Each chartered student club/organization will receive funding according to the funding policies established in the Clubs Policies and Procedures manual.

Section 2: The proposed budget for the upcoming school year shall be presented by the Student Body President to the Student Council and Student Senate for recommendations.

Section 3: The Student Council and Student Senate shall not have power to override a veto of the Student Body President pertaining to finance.

Section 4: 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 Student Senate, two representative of the Student Council, two representatives selected by the Student Body President and the Director of Student Life. All compromise committee budget proposals must be approved by the Student Council, Student Senate, Student Body President and Director of Student Life.

Article VI: Qualifications and Elections of Officers

Section 1: No student shall be elected 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 Snow College semester credit hours before taking office. Good standing shall be defined as not being in violation of the Students' Rights and Responsibilities and Code of Conduct or being on academic probation or suspension as outlined in the Snow College Catalog (see most recent Code on-line). Officers are required to maintain a cumulative grade point average of at least 2.5

to remain in office, and at least a 3.0 semester GPA to maintain a scholarship. The term of elected /appointment is for the upcoming fall and spring semesters.

Section 2: All Student Body Officers shall abide by the terms and conditions of their Student Body Officer Leadership contract and specific position charters. Said contract and charter shall be signed upon election or appointment to office. Failure to abide by terms and conditions may result in removal from office and or need to repay scholarship.

Section 3: No Student Body Officer shall hold two offices concurrently, elected or appointed.

Section 4: A sophomore shall be considered as anyone who has completed 32 or more credit hours. A freshman shall be considered as anyone who has completed less than 32 credit hours.

Section 5: All elections and appointments for Student Senate and Student Council shall be under the direction of the Director of Student Life.

Section 6: General elections for all elected Student Body Officers shall be held no later than the second week of March. Declaration of candidacy, primary, and final elections shall be scheduled such as to make general elections possible by said day.

Section 7: The oath of office for all elected and appointed Student Body Officers shall be administered by the Election Chairman or Student Body President of the school year. The said oath shall be administered at an inauguration event or in the presence of two or more witnesses and shall take place no later than four weeks following appointment or election to office. 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 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 8: The term of office for all members of the Student Council and Student Senate shall expire on the day of Commencement.

Article VII: Automatic Removal, Recall, and Impeachment

Section 1: **Automatic Removal:** An officer of the Student Council and/or Student Senate shall be automatically removed from office upon failure to maintain qualifications for office as outlined in this constitution. Removal is automatic upon receipt of notification of probation or suspension from the office of the Director of Student Life.

Section 2: **Recall:** A recall motion may be brought against any elected office of the Student Council and/or Student Senate through a petition signed by at least 20 percent of the membership of the Student Association. Following presentation of the petition to the Student Council and Student Senate, a general vote of the student body must be held. A majority vote shall be necessary to remove an officer from office.

Section 3: **Impeachment:** All elected or appointed Student Body Officers shall be subject to impeachment and removal from office. Impeachment litigation may be brought against said Student Body Officer upon failure to uphold their duties as outlined in this constitution, Student Body Officer Leadership Contract and/or position charter. Any member of the Student Association may initiate impeachment litigation against said Student Body Officer by means of an Impeachment Committee.

Section 4: See Impeachment By-Laws

Article VIII: Amendments

Section 1: Amendments to this Constitution may be proposed by (a) a two thirds approval by the Student Senate and Student Council or (b) a petition signed by 20 percent or more of the members of the Student Association or (c) by a majority vote from the Student Association during Student Body Officer Elections.

Article IX: Ratification

This Constitution shall become effective upon a two-thirds approval by the Student Senate and Student Council, or a petition signed by 20 percent or more of the members of the Student Association or a majority of the Student Body voting in a general election. No provision of this Constitution is to be considered in any way as binding upon Snow College authorities 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.

Constitution Revised Spring 2010.
All earlier Constitutions and copies thereof are hereby declared null and void.

Impeachment By-Laws

Article I: Position:

1. Those subject to an Impeachment are any appointed or elected Student Body Officer of the Student Association.
2. Impeachment is defined as removal of office by trial that reviews allegations of misconduct among Student Association officers.
3. The Snow College Richfield campus shall implement all Impeachment procedures according to Richfield Campus Constitution By-laws.

Article II: Impeachment Requirements:

1. Intentional violation of contract, charter or constitution that does not constitute automatic removal as defined by the Student Association Constitution.
2. Misconduct on or off the campus.
3. Any actions or misconduct that a majority of the Student Senate or Student Council 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 officer 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 Student Senate and/or Student Council 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 Student Council and the Student Senate. If the person being tried is a member of the Student Council, he will be tried by the Student Senate. If the officer is a member of the Student Senate, he will be tried by the Student Council. A two-thirds vote of the entire Trial Committee shall be necessary to remove any person from his office.

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

Section 7: The accused may choose resign from his position based on the decision 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 officers.

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 for proceedings as and is 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 officers 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 officer 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 voted upon unanimously 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. 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.