

Constitution of the Student Government of Pacific Oaks College

Preamble

We the students of Pacific Oaks College in order to acknowledge student views, interests and rights and educational opportunities to maintain effective communication with Pacific Oaks College community, do hereby form this Constitution of the Student Government Association. The Student Government Association shall serve as the official voice of the student population to the administration and faculty of the College.

Article One: Name

The name of this organization shall be the Student Government Association (SGA) of Pacific Oaks College (PO).

Article Two: Affiliation

The SGA shall be affiliated with PO and is subject to the rules and regulations of PO.

Article Three: Purpose

The purpose of the SGA is to serve as a representative group for the students of PO including: representing the student body's, voice, views, and interests and enhancing communication and community among students, faculty and administration at PO.

Article Four: Membership

The membership of the SGA consists of all students currently enrolled and paying student fees.

Article Five: Bylaws

This Constitution empowers the SGA to formulate Bylaws for the governance of the student body including the establishment of a Student Board for the day-to-day governance of the SGA. The Bylaws are subject to the approval of PO's President or his/her/their designee.

Article Six: Amendment

This Constitution can be amended by a three-fourths vote of SGA members at a formal meeting, or through mail or electronic ballots as determined by the SBA. Any member of the SGA may propose amendments to the Constitution to the SBA. Proposed changes must not be in conflict with official PO policies, applicable law, this Constitution, or the Articles of Incorporation of PO. All amendments to the Constitution are subject to the approval of PO's President and his/her/their designee.

Article Seven: Date of Effect

This Constitution shall become effective upon its approval by a three-fourths vote of the SGA membership. This Constitution is subject to the approval of PO's President and his/her/their designee.

Bylaws of the Student Government of Pacific Oaks College

Article One: Name, Purpose, and Membership

The name; purpose; and membership of the SGA are set forth in the Constitution. All students are subject to the Constitution and regulations as approved by the SGA.

Article Two: The Student Board

The Student Board shall consist of six members, with every attempt to have all schools and modalities represented: School of Education, School of Human Development, School of Cultural Family Psychology, Online and Northern California representative. The Student Board shall have control to manage the organization, subject to the will of SGA members and with the advice and consent of SGA Advisors. SBA members will not receive privileges and/or monetary gain because of their position or office. Student Board are to advocate and represent the needs of the SGA as set forth in the SGA Constitution. Student Board must be in good academic and judicial standing and cannot have any outstanding holds. Employees of PO are not eligible to serve as a representative of the Student Board. However, student workers are eligible to serve as a representative of the Student Board, so long as their employment is not in conflict of interest with SGA.

Article Three: Nominations and Elections

Section One: Annual nominations

The nominations for new Student Board shall be gathered by the Student Board in February of each year to allow for the established campaign period.

Section Two: Annual Elections

The election of the Student Board shall be at the annual meeting of the SGA in March of each year. Members shall be inducted yearly in early April of each year.

Article Four: Meetings

Section One:

The Student Board will meet regularly during the year of their tenure as established by the SGA.

Section Two: General Meetings of the SGA.

A schedule for general meetings of the SGA shall be determined by the Student Board in month/year of each year after their election. There shall be at least three general meetings during the tenure of each Student Board. Agenda for each meeting must be sent 72 hours prior to meeting to each Student Board member. Only Agenda items will be covered in SGA meetings. The Chair and his/her their designee of the EB will track attendance.

Section Three:

Emergency meetings shall consist of previously established quorum.

Section Four:

All SBA Members are expected to attend the Student Board and SGA general meetings. Attendance may be achieved in person, phone, or online. All present must be able to hear and be heard. Excused absence must be cleared by the chair prior to the commencement of the meeting.

Article Five: Quorum

A three-fourths vote by Student Board members shall constitute a quorum for general and SBA meetings. A quorum is necessary to transact business. All meetings should be notated. Any minutes and /or transcripts/recordings are to be submitted to the appointed Advisors as designated by the Dean of Students.

Article Six: Vacancies

Nomination to fill vacancies in the Student Board, shall be presented by the chair to the entirety of the Student Board members. Vacancy to be filled by three-fourths vote of the Student Board. Such selectees shall serve for the duration of the term of the individual being replaced. The Seats of any SGA members can be filled with appointees approved by a three- fourths vote of the SGA with the advice and consent of the appointed Advisor.

Article Seven: Disciplinary Action

A call for disciplinary action may be brought against any Student Board member by SGA or a fellow Student Board member. Grounds for disciplinary action shall be the willful neglect of office, or misconduct within PO.

Disciplinary Actions include but not limited to:

1. Written reprimand by the PO's President
2. Suspension - removal of elected duties, rights, and voting privileges associated with their position for a period no longer than one month, or based on the severity of the incident.
3. Impeachment - removal from office.

Any disciplinary action must be made by a three-fourths vote of the Student Board. Unless direct violation of PO Student conduct, local, state, or federal law.

Any Student Board member who has been subject to any disciplinary action may appeal in writing, to the appointed Advisors or designee. A disciplinary review committee will be established to investigate the charges in collaboration with advisors.

Article Eight: Duties of Student Board

The elected students of PO Student Board exist to organize students' voices and concerns into a unified representation of the student body and to convey viable solutions, ideas, and concerns to the institution.

Executive Board shall: (I) preside over all SGA and Student Board meetings (II) supervise the organization's affairs and activities; (III) designate one Student Board Member to serve as liaison to PO's Board of Trustees; and (IV) appoint committees and administrative positions as necessary with the advice and consent of SGA Advisors.

- Provide leadership and mentoring to new EB members.
- Serve as primary spokesperson for the SGA.
- Responsible for making executive decisions as required.
- Familiarize themselves with the PO's policies and procedures.
- Participate in PO sponsored events, such as NSO, and open houses, etc.
- Serve as a point of contact for resources and assistance for SGA members.
- Serve as a liaison between the students, faculty and administration on student issues.
- Network with PO community to identify and assist in the development of services to enhance the student experience.
- Preside over all SGA meetings.
- Generate reports and approve SGA spending.
- Record and maintain accurate SGA meeting minutes and make them available to all members and the appointed Advisor.

Opportunities shared by all SGA Members

- Participate in SGA organizational events.
- Create a well-attended forum for student SGA members to collectively share best practices, experiences, and ideas.
- Support SBA members in achieving their respective goals.
- Assist in PO's activities and events.
- Represent the organizational in a professional manner.
- Communicate with respected assigned SGA office hours.

Article Nine: Committees

The Student Board may establish and populate ad-hoc committees as deemed necessary and appropriate with the advice and consent of the SGA Advisors. Student Board will participate in college wide committees as designated by advisors

Article Ten: Parliamentary Procedure

Section One: Conduct of Meetings

Robert's Rules of Order shall govern all affairs, actions, and proceedings of the organization as provided in these Bylaws or the Constitution of this organization. At the determination of Student Board, meetings of the SGA and the Student Board may be conducted in an informal manner subject to ordinary rules of decency and mutual respect.

Section Two: Robert's Rules of Order

When procedural matters are not addressed by these Bylaws, Robert's Rules of Order shall be consulted and followed by both the Student Board and the SGA.

Article Eleven: SGA Advisor

The SGA Advisors shall be appointed by the Dean of Students or designee.

Article Twelve: Date of Effect

These Bylaws shall become effective upon its approval by a three-fourth vote of the SGA membership or by a majority of all SGA members via mail or email ballot determined by the appointed Advisor. This Constitution is subject to the approval of PO' s President.