

**The Constitution and Bylaws  
of the Richmond College Student Government Association**



**Last Amended: 23 March 2016, 9:45 pm by a two-thirds majority of the Senate**

## **Article I. PREAMBLE**

We, the Duly Elected Representatives of the Students of Richmond College at the University of Richmond, recognize that students have the fundamental right and responsibility of self-governance and do hereby establish this document to govern the operations of the Richmond College Student Government Association. We do so pledging as Richmond College men to uphold the values of Honor, Duty, and Integrity as we strive to create the highest quality of life for the men of Richmond College and the University of Richmond.

## **Article II: PARLIAMENTARY PROCEDURE AND THE SPEAKER OF THE SENATE**

**Section I.** *Robert's Rules of Order Newly Revised* shall govern all proceedings of the Richmond College Student Government Association, hereafter referred to as the RCSGA, except when inconsistent with the Constitution or Governing Bylaws. A Quorum at all regular meetings of the Senate shall be two-thirds (2/3) of the Senators and Class Chairs eligible to vote. For the purpose of declaring a Quorum Senior Class Chair and Senators shall not be considered after the Spring Elections immediately prior to graduation.

### **Section II. The Speaker of the Senate**

- i. The duties and powers of the Speaker of the Senate shall include:
  - a. Serving as the presiding officer over all General Senate meetings.
  - b. Officiating over the planned agenda of the President for each meeting. The agenda shall be formatted in the following order: I. Roll Call, II. Approval of the Minutes, III. Visitors, IV. President's Report, V. Vice President Reports, VI. Class Chair Reports, VII. Open Floor, VIII. Announcements, IX. Closed Meeting, X. Adjournment.
  - c. Ensuring that proper parliamentary procedure and decorum is practiced by all members on the Senate floor. Infringements of decorum include but not limited the use of foul language, hostile actions, and any behavior unbecoming of a Senator on the floor.
  - d. All members of the body shall address discussion to the Speaker. The President shall have priority in discussion of general senate meetings.
  - e. Instructing new and younger members on the parliamentary procedures of the Senate in the annual Senate orientation at the beginning of each term. The incoming freshmen senators will be trained within the first three meetings of their terms. The speaker of the senate is also responsible for developing an annual program on proper parliamentary procedure for the Senate.

- f. Regular contact with the President of the RCSGA.
- g. Enforcing the dress code and attendance rules of the Senate.

ii. Election of the Speaker of the Senate

- a. The Speaker of the Senate shall be elected by a majority vote of the Senate on the first meeting of the new presidential term in the Spring semester.
- b. The Speaker of the Senate must have proficiency in Robert's Rules of Order and the RCSGA Constitution and Bylaws, customs and traditions.
- c. The Speaker of the Senate may be elected as a Senator or Class Chairman.
- d. The Speaker of the Senate must have at least one year in the Senate as a Senator or Class Chair and be in good academic standing.
- e. The Speaker of the Senate shall not serve concurrently as a member of the Executive Committee.

**Section I.** *Robert's Rules of Order Newly Revised* shall govern all proceedings of the Richmond College Student Government Association, hereafter referred to as the RCSGA, except when inconsistent with the Constitution or Governing Bylaws. A Quorum at all regular meetings of the Senate shall be two-thirds (2/3) of the Senators and Class Chairs eligible to vote. For the purpose of declaring a Quorum Senior Class Chair and Senators shall not be considered after the Spring Elections immediately prior to graduation.

**Section II.** In the case of a question regarding the interpretation of *Robert's Rules of Order Newly Revised*, the RCSGA shall appoint a Parliamentarian to aide the President in resolving any questions or disputes regarding proper parliamentary procedure.

### **Article III. THE PRESIDENT**

**Section I.** As empowered by the Constitution the President shall oversee and supervise the RCSGA acting as its Official Representative and executing the policy of the organization as expressed by the Senate.

**Section II.** The President shall have the authority to appoint a Senator to be the Senate's liaison to any University committee or organization. The President shall notify the Senate body of any such appointments at the General Senate Meeting immediately following said appointment.

**Section III.** As empowered by the Constitution, the President shall serve as an ex-officio member of all committees, departments, and agencies of the organization.

**Section IV.** The President shall hold the responsibility to convene and preside over meetings of

the Executive Council, unless otherwise delegated.

**Section V.** The position of President shall be salaried with the amount of \$400.00. The remaining \$400.00 will be placed in an unrestricted discretionary account hereby known as the Dean's Fund used for Senate business. The fund and all expenses made by the president will be reviewed and approved by the Vice President of Finance.

**Section VI.** To be eligible to become the President of the RCSGA the candidates shall be members of the rising senior class and must have achieved a cumulative grade point average equal to or greater than 3.00 at the time of election.

**Section VII.** The President shall have the authority to spend up to \$100 for purposes he deems fit without Senate approval, but is required to submit a written report about his expenditure to the Vice-President of the Finance Committee.

**Section VIII.** The President has the authority to bring forth articles of impeachment against Senators who are derelict in their duties in accordance with Article XIV. This power includes, but is not limited to, demoting a Vice-President who the President and the General Senate body feel is failing to fulfill his duties.

**Section IX.** The President must within 48 hours relay the meeting's events in a method at his discretion that is accessible to the students of Richmond College.

#### **Article IV. THE VICE-PRESIDENTS**

##### **Section I.**

a. The six Vice-Presidents of the standing committees, detailed in Article V Sections 1-5, shall be selected from the membership of the Senate, by a majority vote of the Senate at its first meeting following the Spring Elections. They shall serve until the election of the next Vice-President for their respective Committee; however, their voting status shall be determined by their status as an elected Senator.

b. To be eligible to become a Vice-President the candidates shall have completed twelve (12) units of college work and must be in good academic standing at the time of election. They must be elected members of the Senate to qualify for selection.

c. The five Vice-Presidents along with the President and Executive Secretary shall compose the Executive Committee of the RCSGA.

d. The positions of Vice-President shall be salaried with the amount of \$300.00 with \$200.00 of the remaining \$300.00 balance to be used for committee expenditures and the latter \$100.00 to be placed in the Dean's Fund.

e. The Vice-Presidents, along with the Richmond College Election Chair, are required to leave a detailed memo for their successors explaining what they achieved, key responsibilities, and any other advice they deem useful. The President has the power to widen this obligation to other offices or persons of the RCSGA as he sees fit.

f. Vice Presidents are required to hold committee meetings at least once every two weeks.

## **Section II. The Student Experience Committee**

The purpose of the Student Experience Committee shall be to solicit and address concerns pertaining to the student experience. Specific Duties are as follows:

- i. Responsible for appropriately routing all Student Concerns brought up in meetings of the General Senate, committee meetings, town hall meetings, general assemblies, and other avenues to ensure proper action is taken. Such concerns related to the student experience may include, but are not limited to, diversity, campus culture, school spirit, and environmental sustainability.
- ii. Responsible for acting as a liaison between the Jepson Student Government Association, Robins School of Business Student Government Association, Westhampton College Government Association, and their respective Deans for all student experience issues affecting the men of Richmond College.
- iii. Responsible for organizing efforts to reach out to the Student Body and solicit Student Concerns.
  - a. The Vice-President of the Student Experience Committee is responsible for maintaining communications between the main student organizations on campus and the RCSGA; this may include attending organizational meeting once a semester and periodic email conversations.
  - b. These main student organizations are determined by the members of the Student Experience Committee throughout the year.
- iv. Must be proactive in finding student concerns and addressing issues throughout campus.
- v. Must work closely in coordination with the Office of Student Development and the Richmond College Dean's Office to ensure connectivity to all campus wide events and changes that would impact the men of Richmond College.

### **Section III. The Student Services Committee**

The purpose of the Student Services Committee shall be to address concerns pertaining to student services on campus. Specific Duties are as follows:

- i. Responsible for maintaining contact, initiating constructive dialogue, soliciting and/or bringing forth concerns to Dining and Auxiliary Services, Housing, Career Development Center, Parking Services, Facilities, Health Center, Recreation and Wellness, Information Services, Counseling and Psychological Services, Chaplaincy, the University Police and the Center for Civic Engagement.
- ii. Responsible for keeping the Senate informed on all matters related to the aforementioned University departments and services.

### **Section IV. The Academic Affairs Committee**

The purpose of the Academic Affairs Committee shall be to address student concerns pertaining to academic life on campus. Specific Duties are as follows:

- i. Responsible for maintaining contact, initiating constructive dialogue, soliciting and/or bringing forth concerns to the Academic Deans, Faculty members, the Provost, and relevant University committees.
- ii. Responsible for addressing concerns pertaining to the Academic Skills Center, the Speech Center, the Writing Center, the Registrar, and Academic Advising.

### **Section V. The Administration Committee**

The purpose of the Administration Committee shall be to serve as the primary internal regulatory body for the RCSGA. Specific Duties are as follows:

- i. Responsible for ensuring the publication and promotion of the activities of the Senate including but not limited to the Collegian, digital flyers, and printed fliers, Senate-produced newsletters, and Commons tabling activities.
- ii. Responsible for monitoring the compliance of all Senators and Committees with the Constitution and Governing Bylaws, including the issue of attendance and participation.
- iii. Responsible for participating in the selection process of both the Student Conduct Council and Honor Council
- iv. Responsible for conducting, promoting, monitoring, and keeping record of all

Award Selection Processes within the Senate, including but not limited to the following:

- a. The Kessler Scholarship: A scholarship in the honor of the memory of Stephen Kessler to be given to a Junior involved in student activities with a 3.0 GPA or higher. The recipient shall be selected by a majority vote of the Senate and then be ratified by the Kessler family.
- b. The Morrill Award: A monetary award to be given each semester in recognition of a transforming Study Abroad experience. The recipient shall be selected by a majority vote of the Senate.
- c. The Richard A. Mateer Quality of Life Award: To be awarded at least once a Semester for outstanding service and contributions that have significantly improved the quality of life of Richmond College Men. The recipient shall be selected by a majority vote of the Senate.
- d. The Nick Carter Award: Selected by the Richmond College Dean to be presented to the senior with the most outstanding contribution to the RCSGA.
- e. The Richard A. Mateer Leadership Award: Established in 1986 as the most prestigious award ever given by the RCSGA. It is given in the spring to a graduating senior who has demonstrated outstanding character and leadership in service to the University of Richmond community; working tirelessly on behalf of the student body. The recipient shall be selected by a majority vote of the Senate.
- f. The Administrator of the Year Award: To be awarded in the spring in recognition of the University of Richmond Administrator who has made the most outstanding contribution to Richmond College. The recipient shall be selected by a majority vote of the Senate.
- g. The Faculty Member of the Year Award: To be awarded in the spring in recognition of the University of Richmond Faculty Member who has made the most outstanding contribution to Richmond College. The recipient shall be selected by a majority vote of the Senate.
- v. Responsible for planning and implementing the Senate Orientation Program before the start of the Fall Semester.
- vi. Responsible for keeping regular contact, initiating constructive dialogue, soliciting and/or bringing forth related concerns to the Vice President of Business

and Finance, Vice President for Information Services, Office of the President, and other relevant departments, offices, and divisions.

- vii. Responsible for maintaining regular contact with the student body by, but not limited to Senate Office Hours.
- viii. Responsible for organizing and coordinating extracurricular Senate bonding events.

## **Section VI. The Finance Committee**

The purpose of the Finance Committee shall be to oversee the finances of the RCSGA. Specific Duties are as follows:

- i. The Finance Committee shall discuss, vote, and recommend to the General Senate all funding requests that come before the RCSGA. Specific Duties are as follows:
  - a. Responsible for overseeing and participating in the Student Organization Budget Allocation Committee along with the Westhampton College Government Association and University Administration.
  - b. The Finance Committee shall also be responsible for generating the internal annual budget for the RCSGA.
  - c. Responsible for compensating all salaried positions a lump sum at the end of the year.
  - d. Responsible for overseeing the financial wellbeing of the RCSGA.
  - e. Responsible for conducting an annual review of all Senate appropriations guidelines.
  - f. Responsible for publicizing the Senate as a funding resource for recognized student organizations and providing a recommendation on all funding requests that come before the Senate.
  - g. Responsible for taking all steps to promote this Fund to the men of Richmond College.
  - h. Responsible for monitoring the Fund to evaluate its effectiveness and recommend to the Senate improvements in policy.

- i. Responsible for submitting semi-annual reports to the Richmond College Dean on the financial status of the Fund.
- j. The Finance Committee will be responsible for all Senate fundraising efforts.
- k. The Vice-President of the Finance Committee will be responsible for holding weekly meetings of the Finance Committee.
- ii. The Finance Committee will be composed of no fewer than one senator from each academic class.
- iii. Quorum at committee meetings shall be 2/3 and a 2/3 majority shall be required pass a proposal.
- iv. All funding decisions shall be presented to the General Senate no longer than a week from the date of the committee meeting.
- v. The Committee is responsible for ensuring that weekly funding request meet the mandatory funding request requirements. Furthermore:
  - a. Funding requests shall only be considered if they directly benefit the student body.
  - b. Senate funds shall not be allowed to be allocated towards philanthropic events unless, the event is directly sponsored by University of Richmond students and the philanthropic event is hosted on University property.

## **Section VII. The Legislative Affairs Committee**

The purpose of the Legislative Affairs Committee shall be to represent student interests throughout the policymaking process. Specific duties are as follows:

- i. Responsible for forging and maintaining working relationships with different governing bodies, from the university to the national level.
  - a. Instances of direct advocacy must be grounded in student concern and must further the RCSGA's mission to create the highest quality of life for the students of Richmond College and the University of Richmond

- b. Direct advocacy shall be defined as political action taken by committee members acting as representatives of the men of Richmond College
  - c. Evidence of student concern shall be drawn from an annual survey of Richmond College students, which must meet the response rate necessary for statistical significance
  - d. Survey results constituting two-thirds (2/3) consensus on any given interest is necessary to warrant measures of direct advocacy, which must then be approved by a unanimous vote of the committee
  - e. Approval of direct advocacy shall be reported to the RCSGA President in a timely manner, and during the following General Senate Meeting
- ii. Responsible for providing resources for students seeking legislative engagement, including but not limited to:
- a. Facilitating student correspondence with elected officials
  - b. Obtaining information regarding the regular meetings and agendas of governing bodies
  - c. Facilitating student testimony during hearings of the Virginia General Assembly and its committees
  - d. Voter registration efforts in conjunction with organizations such as the Center for Civic Engagement
  - e. Informing the student body of policies affecting student interests
  - f. Attending no fewer than one (1) session of each chamber of the Virginia General Assembly, and no fewer than two (2) committee hearings per year
- iii. The Legislative Affairs Committee shall be nonpartisan, and committee members shall act as delegate representatives following the expressed preferences of their constituents.
- a. All members must formally disclose potential conflicts of interest to the Vice-President of the Legislative Affairs Committee and the President
  - b. The Senate may approve a motion by two-thirds (2/3) vote to initiate a review period of the Legislative Affairs Committee lasting no longer than a week, to ensure that an action taken by the committee has complied with the Constitution and Governing Bylaws

- c. During this review period, all efforts specific to the action in question must cease. If the action is found to be in violation by a two-thirds (2/3) vote of the Senate, these efforts may not be resumed following the review period
- d. Legislative Affairs Committee members shall take the Legislative Oath during the first General Senate Meeting following committee selections

*President: Gentlemen, as members of the Legislative Affairs Committee, I charge you to faithfully represent student interests throughout the policy process above your own opinions and to keep a non-partisan attitude and action in your duties.*

*Senators: “ I do solemnly swear that I will advocate only for the general good, determined by the general reason of the men of Richmond College.”*

### **Section VIII. The Executive Secretary**

- i. To be eligible to become Executive Secretary the candidates shall have completed eight (8) units of college work and must be in academic good standing at the time of election. The Executive Secretary shall be selected from the membership of the Senate, by a majority of said Senate at the first meeting following the election. They shall serve until the election of the next Executive Secretary.
- ii. The position of Executive Secretary shall be salaried \$100.00 with the latter \$100.00 placed in the Dean’s Fund.
- iii. The Executive Secretary’s specific duties are as follows:
  - a. Responsible for taking respectful, thorough, and accurate minutes of all General Senate Meetings and Executive Committee meetings. Minutes of the General Senate Meeting must be sent out via-email to the entire RCSGA and posted to relevant social media outlets within twenty-four (24) hours.
  - b. Responsible for ensuring that the Senate website and relevant social media outlets are maintained and up to date.

## **Article V. THE CLASS COMMITTEES**

### **Section I. Committee Structure**

Each class committee shall have a Richmond College Dean’s staff member serving as advisor.

### **Section II. Class Committee Selection**

- i. The applications and application process for these committees shall be advertised and made available to all the members of Richmond College student body.
- ii. Each Class Committee shall have no less than 7 and no more than 12 members. These members are to be selected by the Class Committee Chair and approved by the Senate by a majority vote.
- iii. For the rising sophomore, junior and senior classes, Class Committee members should be selected as soon as possible following the Senatorial elections in the spring.
- iv. In the case of the freshmen class, the Class Committee Members shall be selected as soon as possible after the election of their Class Committee Chair but prior to Thanksgiving Break.
- v. Class Committee members can be removed from office at the discretion of the Class Chair and/or bearing a two-thirds (2/3) vote of the entire Senate body. A replacement shall be selected by the Class Chair and approved by the Senate by a majority.
- vi. The outgoing Class Chair shall brief the incoming Class Chair of all responsibilities, decorum, and procedures. The Class Chairs will be responsible for reviewing and disseminating all orientation material provided by the RCSGA concerning their positions.
- vii. If the Class Chair remains in office for two consecutive academic years, they have the right to maintain the same class committee without vote by the RCSGA.

### **Section III. Class Chair Selection**

- i. The Class Committee Chair will be elected by a vote of the men of Richmond College in his class, to be held on the same day as RCSGA Senatorial elections. No Richmond College man can stand for election for both Senator and Class Committee Chair.
- ii. Each Class Committee Chair's term of service shall be identical to that of the Senators for his respective class.
- iii. Each Class Chair shall be a voting member of the senate.

### **Section IV. Senior Class Committee**

- i. Senior Class Chair

- a. The Senior Class Chair shall have completed at least 23 units of college work, must be in academic good standing at the time of election, and must be a member of the rising Senior Class.
  - b. The Senior Class Chair shall attend every general Senate Meeting.
- ii. Duties and Powers
- a. Serve as the Committee's liaison to the Westhampton College Government Association Senior Class Cabinet for the purpose of representing Richmond College men in the planning and execution of all Senior Class socials and other Senior Class traditions.
  - b. Plan and implement the Richmond College Senior Banquet Committee and work with the Richmond College Dean to do the following:
    - 1. Select the menu
    - 2. Set the program
    - 3. Arrange for invitation to and recruitment of all members of the Richmond College Senior Class to this event
  - c. Organize social, educational and traditional events to the benefit of Richmond College men and to promote unity within the Senior Class.

## **Section V. Junior Class Committee**

- i. Junior Class Chair
- a. The Junior Class Chair shall have completed at least 15 units of college work, must be in academic good standing at the time of election, and must be a member of the rising Junior Class.
  - b. The Junior Class Chair shall attend every General Senate Meeting.
- ii. Duties and Powers
- a. Serve as the Committee's liaison to the Westhampton College Government Association Junior Class Cabinet for the purpose of representing Richmond College men in the planning and execution of all Junior Class traditions.
  - b. The Junior Class Committee shall, in conjunction with the Richmond

College Dean's Office, put on an event exclusively for the junior men of Richmond College to signify their maturation as Richmond College men.

- c. Organize social, educational and traditional events to the benefit of Richmond College men and to promote unity within the Junior Class.

## **Section VI. Sophomore Class Committee**

- i. Sophomore Class Chair
  - a. The Sophomore Class Chair shall have completed at least 6 units of college work, must be in academic good standing at the time of election, and must be a member of the rising Sophomore Class.
  - b. The Sophomore Class Chair shall attend every General Senate Meeting.
- ii. Duties and Powers
  - a. Serve as the Committee's liaison to the Westhampton College Government Association Sophomore Class Cabinet for the purpose of representing Richmond College men in the planning and execution of all Sophomore Class traditions.
  - b. The Sophomore Class Chair shall organize the annual Homecoming Dance, to be held during Homecoming festivities.
  - c. Organize social, educational and traditional events to the benefit of Richmond College men and to promote unity within the Sophomore Class.

## **Section VII. Freshman Class Committee**

- i. Freshman Class Chair
  - a. The Freshman Class Chair shall be a member of the current Freshman Class and in good academic standing.
  - b. The Freshman Class Chair shall attend every General Senate Meeting.
- ii. Duties and Powers
  - a. Serve as the Committee's liaison to the Westhampton College Government Association Freshman Class Cabinet for the purpose of representing Richmond College men in the planning and execution of all Freshman Class traditions.

- b. Be in charge of planning and implementing the Freshman Class Luau during the Spring Semester.
- c. Organize social, educational and traditional events to the benefit of Richmond College men and to promote unity within the Freshman Class.

## **Article VI. ETHICAL CODES OF CONDUCT**

### **Section I. Attendance Regulations**

- i. In a given semester, any Senator or Class Committee Chair who misses three total meetings, of either the General Senate, respective Committee, or any event deemed mandatory by the President shall be given a formal warning from the RCSGA Secretary.
- ii. If a Senator or Class Committee Chair misses a fourth meeting unexcused after being duly warned by the RCSGA Secretary, then the RCSGA Secretary must bring forward articles of impeachment against the said Senator or Class Committee Chair at the Senate meeting following the absence.
- iii. For the enforcement of the Attendance Policy, tardiness past ten (10) minutes of calling the Meeting to Order shall be counted as one-half (1/2) of an absence.
- iv. An absence shall be deemed “excused” by the acting head of the said meeting; this shall be the President for General Senate meetings and the Vice-Presidents for Committee meetings.
  - a. An absence may be excused by the responsible officer for reasons of verifiable sickness, family emergency, or University conflict. For any other reason, the absence should be considered “unexcused”.
- v. Attendance shall be kept by the Executive Secretary and all Vice-Presidents are required to submit their committee attendance record to the Secretary before the subsequent General Senate Meeting.

### **Section II. Dress Code Regulations**

- i. It is the duty of each Senator and Class Committee Chair to wear RCSGA sponsored attire including but not limited to jacket and tie, the RCSGA polo, or business casual attire with the RCSGA pin the day of Senate meetings.
- ii. The President has the authority to declare a specific dress code for special guests, meetings, or events.

- iii. All members of the RCSGA shall wear dress shirt, tie, and pants during all scheduled meetings unless alternative attire is declared by the President.

### **Section III: Meeting Regulations**

- i. All General Senate meetings of the RCSGA shall be open to all Richmond College and University of Richmond students.
  - a. The entirety of the meeting, including deliberations and votes, shall remain open to Richmond College men and University of Richmond students, except in exceptional circumstances.
- ii. In the case of exceptional circumstances, the President may declare a part of the Senate meeting closed.
  - a. An exceptional circumstance includes, but is not limited to voting on funding requests, impeachment procedures, cabinet nominations, student conduct council nominations, honor council nominations, and senate elections
  - b. Minutes shall still be kept during closed meetings and released to Richmond College students at the end of the meeting detailing the amounts funded and the individuals elected.
    - i. The Executive Secretary, under direction from the President, may delay the release of the minutes from a closed meeting for up to seven (7) days after the meeting.

## **Article VIII. ELECTORAL PROCEDURES**

### **Section I. The Richmond College Election Committee**

- i. There shall be a Richmond College Election Committee, hereafter referred to as the RCEC, which shall consist of three members. One of these members shall be selected by the Student Conduct Council to serve as the Chairman of the RCEC. The other two members shall be the Vice President of Administration and a nominated Vice President within RCSGA. The RCEC term shall run concurrent with that of the RCSGA President. The Chairman shall be responsible for ensuring that the RCEC fulfills its obligations to RCSGA and the men of Richmond College.
- ii. The RCEC, RCSGA, and the Richmond College Dean's office shall be charged

with the paramount duty of publicizing the election statutes so as to inform the men of Richmond College. The RCEC shall be charged with the task of enforcing the rules and regulations for the elections statutes as proscribed by the men of RCSGA, including the authority to levy fines, administer punishments and impose sanctions in accordance with the election statutes. A unanimous vote of the RCEC will be required to finalize any pending sanctions. Thereafter, the RCEC will be responsible for alerting a candidate of any violations committed, along with a written document informing the candidate of any punishments within one day of the RCEC decision. A student found guilty of an election statute violation shall possess the ability to submit a written appeal to the Dean of Richmond College for further review.

## **Section II. General Election Statutes**

- i. Election Dates: Before the end of the spring semester, the RCSGA President shall determine the election dates of the following academic year. The schedule must abide by the following guidelines:
  - a. The election of the RCSGA President must be held no sooner than the first (1st Tuesday in March but no later than the third (3rd) Tuesday in March.
  - b. Regular Senate elections must be held at least one (1) week after the RCSGA Presidential election, but before the second week of April.
  - c. Freshmen Senate elections must be held no later than the second (2nd) Tuesday in October but no earlier than the second (2nd) week of September.
  - d. All regular elections must take place on Tuesdays and all run off elections must take place on Thursdays.
- ii. Election Publicity: The RCEC shall make known to the student body of Richmond College all elections for RCSGA offices and all polling of referenda.
  - a. The RCEC shall publicize all RCSGA elections at least four (4) full class weeks before said elections. Publicity for the elections for RCSGA offices shall include the eligibility requirements for candidacy.
  - b. Signs publicizing the election shall be placed on residence hall bathroom door, the bulletin board or door of Resident Assistant, in each laundry room, and on all appropriate campus bulletin boards.
- iii. Determining Class Standing for Elections: The class designation of candidates

and voters shall be determined by their year of matriculation at the University unless said individuals have transferred from another institution. In the event a candidate's class designation is disputed, the RCEC Chairman shall have the authority to make a final determination as to said candidate's appropriate designation.

iv. Requirements for Candidacy

- a. To be eligible for candidacy, each prospective candidate shall be required to file a Petition for Candidacy with the RCEC.
- b. Said petition shall include the candidate's name, the RCSGA office sought, the date the petition was received by the candidate and his signature. Individuals running for the office of Senator shall be required to obtain the signatures of no fewer than twenty (20) members of Richmond College in the candidate's same class. Individuals running for the office of President shall be required to obtain the signatures of no fewer than fifty (50) signatures of the entire male student body.
- c. Petitions for candidacy must be provided to prospective candidates as soon as interest in candidacy is suggested to a member of senate. Petitions for candidacy will also be provided on the RCSGA website and relevant social media outlets.
- d. Petitions shall be accepted by the Chairman of the RCEC until twenty-four (24) hours prior to the election.

v. Mandatory Meetings for Candidates

- a. Between Thanksgiving and the time of the election, all candidates for the RCSGA Presidential election shall be required to attend four (4) RCSGA General Senate Meetings and one (1) RCSGA Executive Committee Meeting.
- b. Candidates for RCSGA Class Chair and Senate elections shall be required to attend one (1) General Senate Meeting between the time signs publicizing the election are posted and the time the election is held.
- c. The RCEC shall hold a mandatory informational meeting for RCSGA Senate and Presidential candidates on the Tuesday evening one (1) week prior to the elections for each respective office.

vi. Campaigning

- a. Campaigning shall begin no sooner than the Wednesday morning before the date of the election at 12:01AM.
- b. Campaigning shall be defined as and limited to the following: campaign posters/flyers, letters, emails, web sites, buttons, cards (business and quarter), stickers, and personal solicitation of voters.
- c. Candidates shall be held responsible for any campaigning done on their behalf. The RCEC is responsible for ensuring that all Richmond College men are made aware of these statutes.
- d. No endorsement from any individual or group affiliated with the University of Richmond shall be allowed.
- e. The RCEC Chair, Chair of the Honor Council, Chair of the Student Conduct Council, the RCSGA President and any other individual who will be responsible for certifying election results, cannot support or endorse any candidate for RCSGA Office.
- f. Within five (5) days prior to the RCSGA Presidential election, the RCEC shall schedule a debate whereupon the candidates agree upon the format and location.
- g. Each Presidential candidate shall not exceed \$300.00 worth of expenditures. This limit does include dining dollars and spider dollars, but does not include run-off elections, for which each candidate shall be allowed to spend an additional \$50.00. Candidates are responsible for providing a report of all campaign-related financial expenditures to the RCEC upon request at the end of polling on Election Day. Candidates are prohibited from accepting any monetary donations, which would be used toward their campaign.
- h. Each Senate candidate shall not exceed \$100.00 worth of expenditures. This limit does include dining dollars and spider dollars, but does not include run-off elections, for which each candidate shall be allowed to spend an additional \$25.00. Candidates are responsible for providing a report of all campaign-related financial expenditures to the RCEC upon request at the end of polling on Election Day.
- i. In Richmond College residence halls, campaign posters, which cannot exceed 11"x17" in size, may only be posted in accordance with the Richmond College Posting Policy, which currently includes:

1. Bathrooms
  2. Laundry Rooms (walls and doors only; machines are prohibited)
  3. On the walls inside Study Rooms and Lounges
  4. Bathroom Doors (inside and out)
  5. Students' Doors (with the student's permission; Resident Assistants are considered students for this purpose)
- j. Outside of Richmond College residence halls, campaigning posters, which cannot exceed 11"x17" in size, may only be posted in the following places:
1. Kiosk outside Wood Hall (only one sign on each side of the kiosk)
  2. E. Bruce Heilman Dining Center: only inside bathroom (entrance doors excluded)
  3. Adjacent to pathways around the University, providing that the posters are reasonably secured to the ground and not unreasonably excessive in number
  4. Personal property of students, with the student's consent.
- k. Candidates are prohibited from pleading ignorance to these election statutes while campaigning if they are found in violation.
- vii. Procedure for Campaign Violations
- a. Any determination of campaign violations shall be made by the RCEC.
  - b. The first campaign violation shall result in a warning of the violating candidate.
  - c. The second campaign violation of these statutes shall result in a \$40 fine to the violating candidate.
  - d. All fines will be collected by the RCSGA Vice-Presidents of the Administration and Finance committees. Candidates are required to make arrangements for payment before the day of the election; otherwise their name will be removed from the ballot.

- e. After notification of his second violation by the RCEC, if the same candidate should commit another violation, same or different, regardless of severity, that individual shall no longer be an eligible candidate for that RCSGA office election.
  - f. Upon an appeal, if the Student Conduct Council should find that the RCEC was in error, the violation shall be nullified and any penalties paid shall be returned.
- viii. Determining Candidate Order on the Ballot: After petitions for candidacy are no longer accepted, the RCEC Chair shall determine the order that the candidates shall be presented on the ballot. This determination shall be witnessed at least one of the two RCEC members, and shall be conducted using a drawing that provides all candidates an equal opportunity to be selected.
- ix. Designation of RCSGA Senate Offices
- a. There shall be seven (7) members from each class of the Richmond College student body elected to the RCSGA Senate, and there shall be one (1) member from each class of the Richmond College student body elected to the RCSGA as a Class Chair
  - b. The President is a representative of all of Richmond College and is not counted among the representatives for his class.
- x. Balloting
- a. The electronic ballots used for elections for RCSGA offices shall consist of the names of each of the candidates. The RCEC shall request any candidate wishing their name to appear on the ballot differently than the one on record, to send a written notification to the RCEC before the day the RCEC creates the electronic ballot.
  - b. All eligible voters shall be required to present a valid form of University-recognized identification through the form of University of Richmond user name and password.
  - c. In elections for RCSGA Senate offices, it shall be made clear on the electronic ballot the maximum number of votes that may be cast, which is equal to the number of RCSGA Senate positions for each class and the Class Chair position. It shall also be made clear that exceeding said number of votes shall invalidate all votes on that ballot. No more than one (1) vote shall be permitted for each candidate.

xi. Polling

- a. Election polling shall begin at 8:00 AM and end at 8:00 PM on the day of the election.
- b. The RCEC shall be responsible for all polling activities.
- c. All RCSGA elections shall use the online voting system, unless another form of voting is deemed necessary by the Richmond College Dean.
- d. The RCEC, the RCSGA President, the Richmond College Honor Council Chair, and the Richmond College Student Conduct Council Chair shall validate the election results prior to their publicity.
- e. All elections for RCSGA office, except that of the President, shall be determined by a plurality of votes cast. It shall be required that a majority of votes must be cast for a single candidate to the office of RCSGA President.
- f. Failure of any single RCSGA Presidential candidate to receive a majority of votes shall result in a run-off election.
- g. It shall be the responsibility of the RCEC to post polling results no later than three (3) hours after end of polling on the Student Activities Desk and relevant social media outlets.

xii. Runoffs, Challenges, and Vacancies

- a. For the office of RCSGA President, if a runoff election shall be deemed necessary to elect a candidate, the two candidates receiving the most votes in the unresolved election shall be the candidates in the runoff election.
- b. The runoff election shall be held the first Thursday after the Tuesday RCSGA Presidential election.
- c. In the event of a tie, a fair hearing before the RCSGA President and the RCEC shall be held to determine whether two or more candidates will run in the Thursday election.
- d. For the offices of RCSGA Senate, if the results of the election fail to determine seven (7) winners per class, such as in the instance of a tie for the seventh Senate position, the winner shall be determined by a run off election on the Thursday immediately following the Election Day.

- e. If an RCSGA Senator vacates his office, the Senate will elect a replacement Senator to serve the remainder of the term.
- f. If there are not enough candidates to fill the Senator positions in an election, then the newly elected Senate shall elect a student to fill each position.
- g. An election may be challenged by presentation of a written petition submitted to the Chairman of the Student Conduct Council, and signed by no fewer than fifty (50) members of the Richmond College Student Body.
- h. Presentation of said challenge must take place within forty-eight (48) hours after the end of polling of the challenged election.
- i. The petition shall contain the specific reason(s) for the challenge, and it shall be resolved by the Student Conduct Council with a decision to either nullify or legitimize election results within four (4) days of receiving the written petition.
- j. If the Student Conduct Council determines that the results of an election were not fairly and equitably achieved, the results of said election shall be nullified, and another election shall be held shortly thereafter, and with appropriate publicity.

## **Article IX. STUDENT CONDUCT COUNCIL SELECTION ACT**

**Section I.** Student Conduct Council member selections shall be made in the Spring Semester prior to spring vacation. The process shall coincide with that of the Richmond College Honor Council. The term of office shall coincide with the school year beginning the following semester.

**Section II.** The Student Conduct Council Chair and Secretary for the following academic year shall be selected by a majority vote of the Student Conduct Council prior to member selection. Those names shall then be submitted to the Richmond College Senate for confirmation. The newly elected Chair shall serve on the Selection Committee.

**Section III.** The Richmond College Student Conduct Council Selection Committee, under the direction of the RCSGA Vice-President of the Administration Committee, shall publicize in a manner it deems appropriate that selections will be made. The Vice-President of the Administration Committee may delegate these responsibilities.

**Section IV.** The Council shall consist of between fifteen (15) and eighteen (18) members. It is preferred that the council be kept to fifteen (15) members. The selection committee shall choose five (5) to six (6) members each from the sophomore, junior and senior classes.

**Section V.** The current non-graduating members of the Council shall be considered for reselection by the Selection Committee or by a process and body of its choosing. Appropriate paperwork and procedures are to be completed at the instruction of the Selection Committee.

**Section VI.** The Selection Committee shall consist of the following members:

- i. The newly elected Student Conduct Council Chair who shall serve as chair of the Selection Committee and hold privileges in the event of a tie.
- ii. One additional member of the Student Conduct Council to be selected by the Chair.
- iii. The RCSGA Vice-President of the Administration Committee.
- iv. One RCSGA Senator to be selected by the Vice-President of the Administration Committee.

**Section VII.** The Selection Committee should develop guidelines to assure itself that the men selected for the Student Conduct Council will be able to put organization affiliation and other potential personal biases aside in making decisions as Appeal Board Members. The Selection Committee shall also take actions to ensure that no one organization or group would dominate a council in terms of the number of its members on the council.

**Section VIII.** The Senate shall review, at its discretion and upon consultation with and advice from the RCSGA President, the selection at its next regularly scheduled meeting following the completion of all procedural matters by the Selection Committee. Once the Senate confirms the composition of the Council, the names of the new members shall be publicized.

**Section IX.** All Selection Committee proceedings shall remain confidential.

**Section X.** No member of the Student Conduct Council may simultaneously serve as a member of the RCSGA Senate or the Richmond College Honor Council.

**Section XI.** Any necessary interpretations or clarifications of this statute shall be made by the Dean of Richmond College in consultation with the Student Conduct Council Chair. Changes in this act may be made by the Richmond College Senate with the concurrence of the Richmond College Student Conduct Council.

## **Article X. HONOR COUNCIL SELECTION**

The selection procedures for the Richmond College Honor Council shall comprise those rules as stipulated in the University of Richmond Honor Statute, Appendix B, Chapter 2, Articles 2, 3, and 4; and Appendix B, Chapter 4, Article 13.

## **Article XI. AMENDMENTS**

**Section I.** This Document can be amended by a two-thirds (2/3) affirmative vote of the entire RCSGA Senate.

**Section II.** A written record of the last date of Constitutional review shall be noted at the beginning of the document. An appendix hereafter known as Appendix A will list all future dates of amendment and approval in accordance with Article XIII, Bylaw Revision.

### **Article XII. SUNSET PROVISION**

Within one year of By-Law changes the constitutional amendment process must be commenced in order to resolve any disagreement between the two documents or the By-Laws will be rendered null.

### **Article XIII. BYLAW REVISION**

Every two years a senate efficiency task force shall be convened for the purpose of reviewing the bylaws of the RCSGA and be charged with making recommendations to the senate. It is within the purvey of the President, if he deem necessary, to call for a Senate Efficiency Task Force in the intervening time.

### **Article XIII. RESIGNATION**

#### **Section I.** Resignation of the President

1. The President shall submit his written resignation to the Executive Committee and the Dean of Richmond College.
2. In this event, the Senior Class Chair shall assume the President's role until another election is called. The Senior Class Chair will hereafter be referred to as Acting-President of the RCSGA.
3. Another election must be called within a thirty day period of the resignation within the academic year.
4. The resigning President is required to give either written or oral explanation for his resignation before a general meeting of the Senate with an opportunity for non-Senate, Richmond College men to attend the week following his proposed resignation.

#### **Section II.** Resignation of a Vice President

1. The Vice President shall submit his written resignation to the RCSGA President and the Dean of Richmond College.
2. The President shall call for an internal election.
3. The new Vice President must be approved by a majority vote of the Senate.

### **Section III. Resignation of a Senator**

1. The Senator shall submit his written resignation to the RCSGA President, his respective committee Vice President, and the Dean of Richmond College.
2. In conjunction with Article VIII, Sec. II, ss. XII, e., the Senate will internally elect a replacement Senator to serve the remainder of the term.
3. In the general Senate meeting following the resignation, Senators shall have the opportunity to nominate a candidate for the vacated seat.
4. The nominated candidates will be directly informed of their nomination by the RCSGA President the evening of the nomination. They shall be requested to attend the following Senate meeting and cite their reasons of interest in filling the vacant seat.
5. In a closed meeting session, the Senate shall vote on the prospective candidates. The winner shall be determined by the nominee with the most votes.
6. In the case of three or more nominees, the President has the authority to grant a first and second ballot, with the final vote (between two nominees) being by majority rule.

## **Article XIV: Impeachment Procedures**

### **Section I.** The following offenses shall constitute cause for impeachment.

1. Violations of the oath of office or failure to fulfill duties of the office that jeopardizes the welfare of his constituents.
2. Abuse of powers or derelict actions.
3. Unauthorized use of funds.

4. Honor Code violations and convictions after the election of the Senate or Executive Council member.

**Section II.** The RCSGA President must officially bring forth the articles of impeachment against the Senator in question (in accordance with Article III, Section VII).

**Section III.** Any member(s) of the Senate may petition for the President to call forth articles of impeachment against another Senator. This petition must be in writing and may not be disclosed to other Senators before the closed meeting hearing. In this petition, the accusing Senator must list his cause in detail with any relevant evidence.

**Section IV.** The Impeachment Process

1. The accusing Senator must submit a petition to the President and Executive Committee listing his grievances with the Senator in question and include any relevant evidence. The petition shall be submitted in written form and the President and Executive Committee must acknowledge receiving the articles of impeachment within a twenty four (24) hour period. The accused senator must be notified of the articles brought against him within a 24 hours prior to the start of the meeting. If they choose not to attend then they will be impeached with the section of the constitution in the letter.
2. Once the petition is acknowledged, the general Senate will hear the petition read by the RCSGA President in closed meeting within the general Senate meeting in the presence of the accused.
3. The accusing Senator may remain anonymous to the accused Senator and the entire body if he so chooses.
4. After the reading of the petition, the accused Senator may not vote in the closed session. Before the exit of the accused, he shall have the chance to advocate on his own behalf.
5. The petition must be accepted by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate.
6. In the case that the petition is accepted, the President of the RCSGA shall submit written notification of the decision to the accused within a twenty four (24) hour period after the vote is called calling for the resignation of the accused within the next twenty four (24) hours.
7. Failure by the accused to respond to the written notification within the twenty four (24) hour period, constitutes removal from office and record in the published RCSGA minutes

of the resignation.

**Appendix A: Dates of Amendment**

**23 March 2016, 9:45 pm- Angelo L. Suggs, Jr. President**