

BYLAWS

Jepson Student Government Association

(JSGA)

Bylaws

Revised February 2010

1. The Senate shall:
 - a. Pass such legislation as shall be necessary for the execution of effective student government through JSGA meetings.
 - b. Enact such policies as shall enhance the educational experience of the student body.
 - c. Allocate and disperse JSGA funds in accordance with the JSGA funding policy.
 - d. Actively seek and respond to student concerns.
 - e. Communicate to students, faculty, and staff upcoming events, opportunities, and other important information.
 - f. Encourage general JSGA membership to become involved with the Jepson community.
2. Executive Council – Responsibilities and Roles
 - a. Responsibilities:
 - i. Maintain weekly communication between committees.
 - ii. Place members on appropriate ad hoc committees.
 - iii. Delegate his or her duties to another member of the Senate if he or she is unable to attend a meeting.
 - iv. Determine a suitable method for the maintenance and cleanliness of the Jepson student lounge.
 - v. Assign Senators to Jepson School committees as specified by the Dean's office.
 - b. Roles:
 - i. President
 - ii. VP Administration / Finance
 - iii. VP Academic Affairs
 - iv. VP Student Affairs
 - v. VP Public Relations
3. Ad Hoc Committees:
 - a. The Academic Affairs Committee:
 - i. Be responsible for curriculum concerns.

- ii. Support the recruitment and selection of prospective faculty, as requested by the Jepson Dean's office.
 - iii. Sponsor special programs of student interest, specifically, but not limited to, those with an academic focus.
 - iv. Fulfill any other responsibilities deemed necessary by the Senate.
 - b. The Student Affairs Committee:
 - i. Ensure that general student concerns are addressed and resolved by JSGA.
 - ii. Organize social events for JSGA and its general membership (including, but not limited to, the annual Senior Banquet).
 - iii. Fulfill any other responsibilities deemed necessary by the Senate.
 - c. The Public Relations Committee
 - i. Coordinate outgoing publicity and correspondence.
 - ii. Maintain the JSGA bulletin board and public calendar.
 - iii. Maintain the JSGA website (including, but not limited to the JSGA calendar and uploading photos from JSGA events).
 - iv. Coordinate developmental opportunities for JSGA and its general membership with the CDC and the Alumni Association.
 - v. Coordinate collaborative efforts with other student governments and on-campus organizations.
 - vi. Fulfill any other responsibilities deemed necessary by the Senate.
4. Election Statues
- a. Eligible Candidates: a candidate shall be considered eligible for an Executive Council position as outline in Article Two of the Constitution; a candidate for Senator shall b considered eligible as a registered major or minor of the Jepson School of Leadership Studies with no plans to study abroad in the Fall.
 - b. Candidacy Qualifications: all prospective eligible candidates must do the following to be placed on the election ballot.
 - i. Attend an election information session organized by the Director of Elections detailing the duties and obligations of becoming a member of the Senate as well as the guidelines for campaigning.
 - ii. Submit a one-paragraph statement to the Director of Elections no later than five days prior to the election (via e-mail) that will be sent to all eligible voters three days prior to the election.
 - iii. Attend at least one of the open weekly JSGA Senate meetings before the election and verify attendance with the Director of Elections.

- c. Campaign Guidelines: campaigning shall commence precisely ten days before the election for which a candidate is running (as detailed in Article Two of the Constitution).
 - i. Candidates will be allowed to place up to ten signs within Jepson Hall
 - ii. Campaigning shall be defined as limited to the following: campaign posters, letters, emails, stickers, and personal solicitation of voters. The Director of Elections must approve other forms of campaigning no fewer than ten days before the election.
 - iii. Violation of these guidelines, as determined by the Director of Elections in consultation with the JSGA president, is grounds for disqualification from the election or removal from office, should the party at fault have already taken the oath of office.
 - d. A candidate must have the full intent to serve for the entire year and a split ballot such as that which involves to students who are studying abroad is prohibited.
5. Oath of Office:
- a. The oath of office shall read: I, state your name, do solemnly swear to uphold the duties and responsibilities of a JSGA representative. I am elected to this position by my classmates for the purpose of representing their interests. I promise to fulfill my duties to the best of my abilities while upholding the standards and ideals of the Jepson School of Leadership Studies.
6. Voting Procedures:
- a. All JSGA voting shall be in accordance with Article Four of the JSGA Constitution.
 - b. All elected members of the senate shall vote on necessary measures before the body subject to the voting process illustrated in Article four of the JSGA Constitution with the election of the president. In the case of a tie the President shall cast the deciding vote.
7. Meetings:
- a. JSGA Executive Council meetings shall be held one each academic week at the discretion of the council.
 - b. JSGA Senate meetings will be held once each academic week at the discretion of the Senate. Meetings shall be open to the public and remain in session until a motion to adjourn is made, recognized, seconded, and voted in favor of by two-thirds of the Senate.
 - c. Weekly meetings may be cancelled by a two-thirds vote of the Senate, or in the case of an emergency, at the discretion of the Executive Council.
 - d. Non-scheduled JSGA meetings may be called by the President under advisement of the Executive Council.

8. Attendance Requirements:

- a. Attendance by JSGA Senators and Executive Council members shall be expected at weekly meetings. Attendance shall also be required at all mandatory events as determined by the Executive Council.
- b. The VP Administration/Finance shall determine whether an absence shall be deemed excused or unexcused for a general meeting or mandatory event. JSGA Senate members seeking an excused absence must notify, in writing, the VP Administration/Finance no later than 24 hours before the weekly meeting or mandatory event to submit their request; otherwise an absence will be deemed unexcused, except in the case of emergency. The same holds true for arriving late to or leaving meetings early.
- c. A member who is late twice to general meetings or leaves two meetings early without prior notice shall accrue one unexcused absence. If a Senate member arrives after roll call is completed, that member shall be deemed late.
- d. After more than two unexcused absences per term of office, action shall be taken by the Senate to address the attendance record of the member in question. The President shall ask a Senator to make a motion of impeachment during the general meeting of excessive absence. If such a motion is made, and seconded, the impeachment proceedings shall commence according to Article Five of the JSGA Constitution.
- e. These attendance requirements shall be reviewed at the beginning of each JSGA term. Each senator and Executive Council member must sign and abide by this contract, which will be kept and brought to each meeting by the VP Administration/Finance.
- f. Events that are deemed mandatory by the executive council of JSGA also fall under the attendance requirements. Events will be advertised at weekly JSGA senate meetings, and at least 48 hours warning will be given before the event.

9. Funding Policy:

- a. To receive funding from JSGA, a funding request form must be completed. JSGA will consider funding proposals from organizations and charitable groups holding a specific event that furthers the Jepson mission and philosophy or can be demonstrated to enhance the Jepson community. To receive funding for the event, the event must be open to all Jepson students, and at the discretion of the senate, may be open to Jepson faculty, staff, and administration.

Constitution

Jepson Student Government Association

(JSGA)

Constitution

Revised February 2010

Preamble:

We the students of the Jepson School of Leadership Studies, in order to participate in the determination of Jepson policies and practices, establish a responsible student self-government, and provide the opportunity for responsible individual and collective action ordain and establish this Constitution of the Jepson Student Government Association (JSGA).

Article I: Name, Purpose and Powers, Membership, Effective Date

Section 1. Name

The name of this organization shall be the Jepson Student Government Association.

Section 2. Purpose and Powers

The purpose of this organization shall be to serve the interest of the Jepson community by addressing academic needs, facilitating student concerns, informing students of important events, promoting faculty, staff, and student interaction within the school, and facilitating cooperation and activities between other student organizations and the University of Richmond to further common interests.

Section 3. Membership

Every undergraduate member of the Jepson School of Leadership Studies, upon admission to the school, shall automatically qualify to be a member of this organization.

Section 4. Effective Date

This Constitution shall become effective immediately upon ratification by a two-thirds majority of Jepson students voting in a referendum and all other constitutions shall become null and void.

Article II: Executive Branch

Section 1. Executive Officers

The Executive Officers shall be the President, the Vice President for Administration/Finance, the Vice President for Student Affairs, the Vice President for Academic Affairs, and the Vice President for Public Relations.

Section 2. The President.

A. Qualifications

The President shall be a Leadership studies major and a candidate for a degree at the conclusion of the school year in which his/her term of office as President expires. He or she must have been in the Jepson School for two years and have achieved at the University of Richmond a cumulative grade point average equal to or greater than a 3.0 at the time of the election. The candidate must have served at least one term as a member of JSGA before the election.

B. Duties and Powers

The President Shall:

1. Execute the policy of the organization as expressed by the Senate or by the entire organization in referendum;
2. Act as the official representative of the organization;
3. Preside over the Senate and vote only in the case of a tie;
4. Prepare a weekly agenda;
5. Convene and preside over meetings of the Executive Committee except at such times as he or she may delegate this function to another member of the committee;
6. Have power, with consent of the Senate, to create such agencies and departments as he or she deems necessary to carry out the executive functions of this organization;
7. Have power, with consent of the Senate, to appoint the chairs or directors of such agencies and departments and to remove such persons from their positions;
8. Have power to fill all vacancies with the advice and consent of the Senate unless other constitutional provisions exist;
9. Have power to veto all Senate-approved legislation within three calendar days of its passage;
10. Serve as an ex-officio member of all non-legislative agencies, departments, and councils of this organization;
11. Issue an oral and written report to the Senate at the end of his or her term detailing his or her activities as President. The written material must be passed on to future JSGA Presidents in the Transition Binder.
12. Have sole discretion to appoint representatives on their behalf if they are unable to attend meetings for which a member of the JSGA is selected to attend.

C. Election and Tenure

The President shall be elected by a majority of the votes cast by the undergraduate members of the Jepson School of Leadership Studies in a general election. He or she shall serve as President for the duration of the Senate session.

Section 3. The Vice President for Administration/Finance

A. Qualifications

The Vice President for Administration/Finance shall be a Leadership Studies major or minor and has been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 2.75 at the time of election.

B. Duties and Powers

The Vice President for Administration/Finance Shall:

1. In the absence of the President, temporary or permanent, automatically become the president of the organization;
2. Serve as the chair of the ad-hoc Senate Administration/Finance Committees;
3. Have the right to propose and vote on any legislation or other matters that come before the senate;
4. Invite appropriate administrators and staff to Senate meetings to provide explanation and/or information on Jepson School and University activities;
5. Serve as chair of the committee to revise the JSGA constitution and all other governing documents as needed;
6. Collect and disperse all funds under the direction of the Senate;
7. Submit weekly oral reports on the financial status of the organization to the Senate;
8. Prepare and submit to the Senate the annual budget of the organization;
9. Coordinate the organization's effort in initiating programs and projects which pertain to financial concern and matters;
10. Serve as secretary of the JSGA, which shall include, but is not limited to, maintaining a true and accurate record of all Senate proceedings and meetings of the JSGA;
11. Host a comprehensive budgetary meeting at the start of each semester to review the entire semester spending plans.
12. Issue an oral and written report (including all the years' expense information and budget reports to the Senate at the end of his or her term detailing his or her activities as VP Administration/Finance. The written material must be passed on to future JSGA VPs in the transition binder.

C. Election and Tenure

The Vice President for Administration/Finance shall be elected by a majority of the vote's cast by the elected members of the JSGA Senate. He or she shall serve as the Vice President of Administration/Finance for the duration of the Senate session.

Section 4. The Vice President for Student Affairs

A. Qualifications

The Vice President for Student Affairs shall be a Leadership Studies major or minor and has been in the Jepson School for at least one year and must have achieved at the University of

Richmond a cumulative grade point average equal to or greater than 2.75 at the time of election.

B. Duties and Powers

The Vice President for Student Affairs Shall:

1. Serve as the organization's liaison with those Jepson School administrators and committees responsible for non-academic matters;
2. Serve as chair of the ad-hoc Senate Student Affairs Committee
3. Initiate non-academic services ordered by the organization and evaluate their effectiveness;
4. Coordinate the organization's efforts in non-academic matters;
5. Have the right to propose and vote on any legislation or other matters that come before the Senate;
6. Prepare and itemize a Student Affairs Committee budget at the beginning of his or her term which shall outline all expected expenses and/or programs and shall assist in creating the budget for the overall organization;
7. Assess student interest at least once a semester, in changes in school policy and the progress of new programs.
8. Serve as the chair of the Prelude committee.
9. Coordinate with representatives from the Jepson Student Affairs Committee to be able to report to the Senate each month about their progress.
10. Issue an oral and written report to the Senate at the end of his or her term detailing his or her activities as Vice President of Student Affairs. The written material must be passed on to future JSGA VPs in the transition binder.

C. Election and Tenure

The Vice President for Student Affairs shall be elected by a majority of the vote's cast by the elected members of the JSGA Senate. He or she shall serve as the Vice President of Student Affairs for the duration of the Senate session.

Section 5. The Vice President for Academic Affairs

A. Qualifications

The Vice President for Academic Affairs shall be a Leadership Studies major or minor and has been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 2.75 at the time of election.

B. Duties and Powers

The Vice President for Academic Affairs Shall:

1. Serve as the organization's liaison with those Jepson School administrators and committees responsible for academic matters;

2. Serve as chair of the Senate Academic Affairs Committee;
3. Facilitate Academic Affairs ad hoc committee meetings;
4. Attend Faculty meetings and report content to the Senate;
5. Initiate academic programs and projects at the discretion of the Senate;
6. Have the right to propose and vote on any legislation or other matters that come before the Senate;
7. Prepare and itemize an Academic Affairs Committee budget at the beginning of his or her term which shall outline all expected expenses and/or programs and shall assist in creating the budget for the overall organization;
8. Coordinate with representatives from the Jepson Academic Affairs Committee to be able to report to the Senate each month about their progress.
9. Issue an oral and written report to the Senate at the end of his or her term detailing his or her activities as Vice President of Academic Affairs. The written material must be passed on to future JSGA VPs in the transition binder.

C. Election and Tenure

The Vice President for Academic Affairs shall be elected by a majority of the vote's cast by the elected members of the JSGA Senate. He or she shall serve as the Vice President of Academic Affairs for the duration of the Senate session.

Section 6. The Vice President for Public Relations

A. Qualifications

The Vice President for Public Relations shall be a Leadership Studies major or minor and has been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 2.75 at the time of election.

B. Duties and Powers

The Vice President for Public Relations Shall:

1. Serve as the organization's liaison to the Jepson School and/or University administrators and committees responsible for public relations matters;
2. Serve as chair of the Senate Public Relations Committee;
3. Initiate public relations programs and projects at the discretion of the Senate;
4. Coordinate the organization's efforts in public relations matters;
5. Have the right to propose and vote on any legislation or other matters that come before the Senate;
6. Prepare and itemize a Public Relations Committee budget at the beginning of his or her term which shall outline all expected expenses and/or programs and shall assist in creating the budget for the overall organization;

7. Maintain and update the website with updates being made monthly during the semester;
8. Be responsible for the upkeep and equipment in the student lounge;
9. Issue an oral and written report to the Senate at the end of his or her term detailing his or her activities as Vice President of Public Relations. The written material must be passed on to future JSGA VPs in the transition binder.

C. Election and Tenure

The Vice President for Public Relations shall be elected by a majority of the vote's cast by the elected members of the JSGA Senate. He or she shall serve as the Vice President of Public Relations for the duration of the Senate session.

Section 7. Executive Committee

A. Membership

The Executive Committee shall be composed of the executive officers of this organization.

B. Duties and Powers

The Executive Committee Shall

1. Execute the policy of the Senate as expressed in legislation, and of the entire Jepson School of Leadership Studies as expressed in referendum;
2. Be responsible for the proper orderly administration of the business of this organization;
3. Issue, by a two-thirds vote of the entire committee, executive orders as legislation when the Senate is not in order or during University vacations, provided that no funds may be allocated or expensed by executive order unless such funds have been previously allocated to the executive committee by the Senate. A report of any executive order must be made at the next meeting of the Senate;
4. Serve as members of the Administration/Finance Committee only for the purpose of aiding the Vice President for Administration/Finance in making a recommendation to the general Senate regarding funding requests to student organizations.
5. Interpret the meaning of the JSGA constitution and bylaws of this organization.

Article III: Legislative Branch

Section 1. The Senate

A. Qualifications

Members of the Senate must be accepted undergraduate student to the Jepson School of Leadership Studies and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than a 2.5 at the time of the election.

B. Duties and Powers:

The Senate shall:

1. Have the power to pass such legislation as shall be necessary for the execution of effective student government;
2. Appropriate and disperse all JSGA funds as it deems necessary;
3. Not authorize the dispersion of any JSGA funds to University Organizations unless the organization and its activities benefit the mission of the Jepson School of Leadership Studies;
4. Have power to confirm or reject the creation of all executive departments or agencies;
5. Have the power to override a Presidential veto by a two-thirds vote;
6. Establish its own rules or procedure, and establish and enforce rules of conduct and attendance for its members;
7. Determine all election procedures and inaugural programs;
8. Have power to subpoena the constitution, bylaws, financial records, and all other records deemed necessary of all University organizations which request funds from the Senate;
9. Have power to censure, by a two-thirds vote, executive officers, executive committee persons, and senators of this organization;
10. Have power to confirm or reject all Presidential appointments and nominees;
11. Have power to remove from office, by a two-thirds vote, executive officers, executive committee persons, and senators of this organization;
12. Have power to propose amendments to this constitution by a two-thirds vote;
13. Have power to review executive orders and repeal executive orders by a majority vote.

1. Election and Tenure

Between seven (7) and ten (10) voting members shall comprise the Senate. Each member is elected for one year. Members can only be voted in by student from their Jepson class year. There will be three (3) sophomores elected in a special election no more than one month after Prelude and regular elections in March of each year. All members must be reelected in March to remain a member of the JSGA. The terms of senators shall span from the moment of their taking the oath of office until the next term's elected senators take their oath of office. However, former Senators and Executive members are responsible for the training of the incoming Senate and are required to see all outstanding projects to completion.

Article IV: Impeachment and Removal From Office

Section 1. Grounds

Any Elected or appointed member of the Executive or Legislative branch of this organization is subject to impeachment and removal from office on the grounds of malfeasance, misfeasance, or nonfeasance in office.

Section 2. Procedure

A. Recall

1. A petition requesting removal signed by no less than 60 Jepson students shall be submitted to the Senate.
 2. A special election shall be called in which all-undergraduate Jepson student will be entitled to vote. If at least 60% of the votes are cast in favor of removal, the person subject to removal shall immediately relinquish his or her position.
- B. Legislative Action
1. Impeachment requires the concurrence of at least a two-thirds majority of the entire Senate.
 2. Any impeached official is entitled to a hearing before the Senate. Impeached officials are entitled to all substantive and procedural rights guaranteed by the Judicial Council Constitution.
 3. If, following the hearing, the charges shall be sustained by at least two-thirds of the entire Senate; the impeached official shall be removed from office.
- C. Replacement of Removed Official
1. If an official is removed before half of the scheduled general Senate meetings for the term have elapsed, then the position will be filled by the next highest vote getter in the general Senate elections for that term. If there is no runner up from the general Senate election, a special election will be held to fill the vacant position.
 2. If an official is removed after half of the scheduled Senate meetings for that term have elapsed, then the President shall nominate an undergraduate member of the Jepson School of Leadership Studies that meets the criteria for the Senate position. The nominee must be ratified by a two-thirds vote of the general Senate body in order to fill the vacant position.
 3. Upon taking the oath, the new member shall complete the remainder of the said term.

Article V: Amendments

Section 1.

A non-senate member may propose amendments to this Constitution in a petition signed by no less than 60 undergraduate Jepson students. All proposed amendments must be submitted in writing to JSGA for discussion. The Vice President for Administration/Finance shall publically post the proposed amendment within seven (7) calendar days of receiving it. Furthermore, he or she shall submit the written proposed amendment to the person conducting elections no more than seven calendar days after his or her receiving it.

Section 2.

Within seven calendar days prior to the vote on a proposed amendment, the Vice President of Administration/Finance shall be responsible for posting the amendments in a public place in which the amendment shall be visible to the Jepson student body, along with an accompanying email informing students. If there are any objections or questions to the

proposed amendments, they may be addressed via email to the current JSGA President or in person at a weekly JSGA meeting.

Section 3.

A vote on the proposed amendment shall be coordinated by the person conducting elections and must be taken no sooner than 17 and no later than 24 calendar days after its presentation in writing to the JSGA. Proposed amendments to the constitution can be voted on during a general election or during a special election when applicable.

Section 4.

Amendments shall be enacted when ratified by two-thirds of those voting in a referendum of JSGA, provided that a quorum is met.