## Maine Maritime Academy Student Government Association Constitution

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## PREAMBLE:

We, the undergraduate students of Maine Maritime Academy, in affirmation of our inherent rights and responsibilities as citizens who have selected, of our own accord, membership in this Academy, do hereby affirm this Constitution of the Student Government Association. Recognizing the need to balance enduring traditions with the dynamic academic and social environment, we call upon our leaders to facilitate our active partnership with the Academy Faculty, Staff, Administration, and Trustees. It is the will of the students that complacency by any party in these matters be neither respected nor tolerated at this institution, and that the collective voice of the student body is heard.

## Article I: Name

This organization shall be known as the Student Government Association (herein referred to as the SGA), to serve as the governing body of Maine Maritime Academy undergraduate students.

## Article II: Powers and Responsibilities of the Student Government Association

1. The Student Government Association shall be the primary recognized voice of the students to all audiences and shall actively partake in the academy-wide decision making process through representation and advocacy.
2. The Right of Student Government Association to communicate with the Student Body shall not be abridged.
3. The Student Government Association shall at all times remain accountable and accessible to individual students and the entire Student Body at large.
4. The Student Government Association shall allocate students fees received under its agency relationship with the Academy in a fair and equitable manner in accordance with Academy Law.
5. The Student Government Association shall retain the power to take any actions that shall be necessary and proper for executing these forging powers and duties.
6. The Student Government Association shall promote the educational and general welfare of the students of Maine Maritime Academy. All parts of the Student Government Association shall serve all students equally regardless of gender, age, race, creed, or sexual identity.

## Article III: Membership

1. Membership of the Student Government Association shall include: Elected Officer, Appointed Officers, and Senate Members.
2. Membership of the Student Government Association is open only to registered degree seeking, fee paying, and undergraduate students at Maine Maritime Academy.
3. Members of the Student Government Association should remain in good academic standing within the Academy. Good academic standing is defined as: a minimum cumulative grade point average of 2.0.
4. All full-time students of MMA, upon payment of their Student Life Fee, have the right to attend and be heard at public Student Government meetings, participate in Student Government elections, and attend Student Government sponsored events.

## Article IV: Structure

The Student Government Association shall include the Executive, Legislative Branch, Judicial Branch, Class Officers, Clubs and Organizations and members of faculty and student committees as defined in this document.
A) The Executive Branch
a. The Executive Branch shall consist of the President, Vice President of Administration, Vice President of Student Involvement, Secretary, Treasurer, and Student Trustee.
b. The Executive Branch shall be responsible for carrying out the daily operations of the student government and implementing the Constitution, Bylaws, and legislation of the Student Government Association.
c. No member of the Executive Branch shall simultaneously hold a position in the Senate.
B) Legislative Branch
a. All legislative action shall take place in the Student Senate.
b. The Student Senate shall have the power to issue statements and take action on behalf of the Student Body as the representative voice of students.
c. The Student Senate shall approve all presidential appointments, by majority vote of the body.
d. The Student Senate shall have the power to delegate authority not herein specified to offices and committees, and shall have the power to supervise, overrule, remove or replace those to whom this authority has been entrusted.
e. The Student Senate shall meet at least every $2^{\text {nd }}$ and $4^{\text {th }}$ week when fall and spring classes are in session.
f. The Student Senate shall have the power to remove the Senator at Large through a motion of no confidence and a vote of two thirds
C) Class Officers
D) Clubs and Organizations

## Article V: Eligibility and Demeanor <br> Section 1: Eligibility for Holding Office

In order to be elected to the Executive Board of SGA, an individual must be a full-time matriculating undergraduate student of Maine Maritime Academy who is in good academic standing as defined by the Academy and has been enrolled for one full academic year.

Section 2: Terms of Office
A) Each member (except for the president and student body trustee, see Article V, Section 2, Part B and C respectively) of the Executive Board shall serve a one-year term and may be reelected.
a. The term of office of the Executive Board, Class Officers, and Senate shall begin on the fourth Tuesday of March and end on the forth Monday of March. (Or about, depending on the Academic calendar.)
b. Outgoing Board will oversee Incumbent Boards meetings until the end of the academic term. Further mentoring efforts may arise before the end of the academic year.
c. Maintain a cumulative GPA of 2.0 ; and be in good academic and social standing within the policies of Maine Maritime Academy.
B) Candidates for SGA President shall serve a two-year term, serving one year as President and one year as Past President, and may be re-elected to office as long as the following criteria is met.
a. Has been a student for at least two consecutive semesters at the time of election
b. Have at least two years left in their studies with the Academy. (Example: Candidates must be in their Freshmen, Sophomore or 5 year students in their 3rd year at the time of election, allowing them to serve one year as President and one year as Past President.)
c. Maintain a cumulative GPA of 2.0 ; and be in good academic and social standing within the policies of Maine Maritime Academy.
d. SGA President can hold only one position in the Student Government Association.
C) Candidates for the Student Body Trustee position must be permanent residents of Maine, and enrolled as full-time students (see MMA catalogue for definition). Depending on the availability of qualified candidates, this position will alternate between students in the Regiment and those who are not involved in that program. During the fall semester (about November) the Executive Board of the Student Government will solicit nominations from the student body at large. They will then screen the nominations and recommend a list of three candidates to the Academy President. The President will interview the candidates and send his recommendation to the Governor's office by January first. The finalist must be confirmed by the state legislature. This appointment is for a one-year term. Note: because of the length and timing of this appointment, a successful incumbent candidate who is not graduating may be recommended for appointment to a second one-year term.
a. Student body trustee can hold only one position in the Student Government Association.
b. Maintain a cumulative GPA of 2.0; and be in good academic and social standing within the policies of Maine Maritime Academy.
D) No student can hold more than one position per branch in the Student Government Association.
E) All members must maintain a cumulative GPA of 2.0; and be in good academic and social standing within the policies of Maine Maritime Academy.
F) Student Government officers should carry themselves in a professional manner. Noncompliance is just cause for impeachment and Executive Board can refer to the Senate for impeachment trial. That officer will be given a chance to resign before going in front of the Senate for trial.

## Article VI: Executive Branch

Section 1: Membership
The Executive Board of the Student Government Association shall be composed of President, Vice-President of Administration, Vice-President of Activities, Treasurer, and Secretary, and Student Trustee. All members of the Executive Board shall have office hours of a minimum 1 hour each week and publicize them.

Section 2: Duties and Powers
A) President
a. The President of the Student Government Association shall be the official spokesperson of the Student Body.
b. The President shall act as public relations liaison to the MMA student body
c. The President is responsible for serving as the spokesperson of the SGA, overseeing SGA as a whole (including SGA Executive Board, Senate and Committees) and organizing a State of the College Forum where he/she will deliver a State of the Campus address in a special session during each semester.
d. The President shall, under normal circumstances, deliver a welcome at the opening convocation of the Academy.
e. The President shall attend all meetings, but shall not be permitted to vote.
f. The President shall be required to approve all legislation passed by the Senate within seven business days of its passage. Within the seven days, the president may veto said legislation by alerting the Senate in writing. Legislation shall be returned to the Senate, and with a vote of $2 / 3$, the veto of the President may be overridden. Should the President fail to approve or veto within seven business days, the legislation shall be considered enacted.
g. The President shall preside over the Executive Board and General Body meetings.
h. The President shall have the power to call a special session of the Executive Board should a situation requiring immediate action arise at any time.
i. The President shall retain signature power over all student government accounts.
j. The President shall have the power to enforce all binding documents within the Student Government Association and may exercise his or her authority to ensure that all officers, Senators of the Student Government abide by those binding documents through means of executive order(s).
k. The President shall call a meeting of all class Presidents bi-annually.
B) Vice President
a. The Vice President shall assist the President in fulfilling all duties and responsibilities of the Executive Board.
b. The Vice President shall oversee the daily operation of the Student Government Association and its office, including establishing and maintaining office policy. Changes to office policy must be reported to the Executive Board.
c. In the Event of the President's absence, the Vice President shall chair the meetings of Association.
d. The Vice President shall serve as Historian for the Student Government Association.
e. The Vice President of Student Involvement shall assist the treasurer in the budgeting process of Clubs and Organizations.
f. The Vice President of Student Involvement shall serve as the liaison to all registered MMA Clubs and Organizations.
C) Treasurer
a. Assumes duties and responsibilities of the Vice President in case of absence or delegation by the Vice President
b. Is directly responsible to the President for all actions and duties of the Student Government Association under the Presiding President.
c. Manages the Student Government Association budget (from Student Activity Fee) and keeps all the relative financial records and accounts.
d. Oversees budgets for: the four classes (senior, junior, sophomore, and freshmen), all clubs and organizations, and will audit all budgets three times a year.
e. Host Bi -annual budget meetings with all class treasurers.
f. Host Bi -annual budget meeting with clubs and organizations.
D) Secretary
a. Assumes duties and responsibilities of the Treasurer in case of absence or delegation by the Treasurer
b. Is directly responsible to the President for all actions and duties of the Student Government under the presiding President
c. Is responsible for keeping accurate student government records and furnishing said information to all members of the Student Government Association in a timely manner. These records include, but are not limited to:

1 Publication of all meetings and minutes
2 Preparation of any necessary documents as deemed by the Student Government Association Executive Board
3 Event details, calendars and timelines
d. Oversees the communication plans of the four classes and will audit their records three times a year.
e. Serves as the Chair of the Dining Services committee
f. Will maintain a schedule of events for the Student Government Association.
E) Student Trustee
a. Acts as liaison between Board of Trustees and the Student Government
b. The Student Body Trustee is appointed by the Governor of the State of Maine to serve for one year as a full, voting member of the MMA Board of Trustees and is expected to attend the four board meetings in each year of their term. Generally these occur in August, November, February, and May. This individual also serves as a voting member of the Student Body Government's Executive Board.
c. Student must be enrolled for a minimum of 12 credit hours per semester
d. Student must be a member of the student body at the time of appointment
e. Student must be a permanent resident of the State of Maine
F) Communications and Public Relations Director
a. Will demonstrate responsibility, consistency, and time management skills
b. Will act as a liaison for SGA internal and external communications between the Academy and general public
c. Create and maintain a positive social media presence for all SGA communications, events, programs, elections, and open positions
d. Create a functional and efficient mean of communication for all SGA members to inform Communications and PR Director of any important news, updates, or events worth sharing publically
e. Create a functional and efficient way of communication for all Clubs \& Orgs to send important updates and events to the Communications and PR Director, in addition to overseeing all Clubs \& Orgs social media platforms
f. Maintain a relationship with the College Relations office at the Academy by sharing ideas, ensuring proper social media use, and keeping active status of all social media platforms
g. Be a positive and active Communications and Public Relations role model for all SGA members and MMA students to follow

Section 3: General Duties and Powers of the Executive Branch
A) The Executive Branch shall create committees with SGA approval to aid in the Executive Board function.
B) The Executive Branch shall appoint individuals to aid in the administrative functions of the Student Government Association.
C) The Executive Branch shall discuss issues of primary significance to the Student Body and may delegate or recommend a course of action to a standing or to the Student Senate.
D) Shall review the budget and present it to the Senate for approval to be voted on by all voting members of SGA.
E) Shall recommend other needed legislation to the to the general Student Government Association.
F) Has the authority to re-write/re-propose any ideas or amendments Senate submits to them. However, the Executive Board does not have the right to veto it.

Section 4: Meetings
A) The Executive Board shall hold a meeting once every $1^{\text {st }}, 3^{\text {rd }}$ and $5^{\text {th }}$ (if applicable) week while the Academy is in session at a regularly scheduled time and place.
B) Special meetings may be called by the SGA President or by request of a majority of members of the Executive Board
C) Any member, who fails to attend more than three meetings in one academic year without an excuse validated by the executive board can be removed from office. Notification of absence must be delivered 24 hours prior to the meeting to the Secretary. In the event the Secretary is in need of an excused absence, notification must be made to the President.
D) After 2 unexcused absences, that member will be notified of the 2 absences by the Secretary; after the 3rd absence there will be a letter going to that member and to Senate with notification of dismissal.
E) All meetings shall be conducted in accordance to these bylaws and in a professional manner.

## Article VII: Legislative Branch

Section 1: The Student Senate
A) Purpose: The purpose of Student Senate is to be the first contact between the students of Maine Maritime Academy at large. Student Senate will lead initiatives to better the general welfare of the student population, listen and act upon reasonable student requests, and to administrate the Executive Board as defined in this document.
B) Membership:
a. The Student Senate shall be composed of eleven (11) Senators elected to office by majority vote.
b. In the case where the Student Senate has less than eleven (11) members the Executive Board can appoint a Senator without an election with the approval of the President.
c. Each of the following Senators represent various areas of the MMA Student body. All full-time students of MMA, upon payment of their Student Life Fee, have the right to vote for any nominated individual.
d. The eleven (11) positions include:
i. Engineering Senator
ii. Deck Senator
iii. Ocean Studies Senator
iv. International Business Senator
v. Athletics Senator
vi. Regimental Senator
vii. Independent Senator
viii. Off-campus Senator
ix. Residential Senator
x. Philanthropic Senator
xi. Senator at large
e. Each class year shall have one of their 4 class officers attend all open SGA meetings and will have the right to cast one vote for their class.
C) Voting Privileges
a. Each Senator receives one vote for each item of legislation.
D) Meetings
a. All Senators are required to attend all open SGA meetings which shall be held every $2^{\text {nd }}$ and $4^{\text {th }}$ week throughout the Academic Year at a regularly announced time and place, unless noted otherwise. If absence is unavoidable, a proxy must attend in the Senators place. If no proxy attends the absence may be considered unexcused.
Notification of absence must be delivered 24 hours prior to the meeting of concern to the Secretary for consideration of being said absence being considered excused.
i. Any member, who fails to attend more than three meetings in one academic year without an excuse validated by the executive board can be removed from office.
ii. After 2 unexcused absences, that officer will be notified of the 2 absences; after the 3rd absence there will be a letter going to that officer and to Senate with notification of dismissal.
E) All meetings shall be conducted in accordance to these bylaws and in a professional manner.
a. Special meetings may be called by the President, majority of the Executive Board, or a majority of the Senate.
b. A quorum is needed to conduct all business.
c. A quorum will consist of a majority of the voting members of the SGA.
d. All meetings should be open to the public unless otherwise stated.
F) Powers and Duties
a. To initiate and act upon legislation for the general welfare of the membership of the Student Government Association.
b. To investigate and act upon all policies and procedures which affect the membership of the Student Government Association.
c. To act upon proposed legislation of all committees under the jurisdiction of the Student Government Association .
d. To vet the total dollar allocation for all Student Government Association funded organizations.
e. To approve all committees created by the Executive Board.
f. To confirm the existence of all Student Government Association organizations.
g. To establish committees to aid in the legislative process.
h. To hold office hours

## Article VIII: Class Officers

Section 1: The Class Officers
A) Membership
a. President
b. Vice-president
c. Treasurer
d. Secretary

Section 2: Time of Service
A) Class officer elections are held by the Student Government Association. In their first year, class officers are elected after the first seven (7) weeks of the Fall Semester. In subsequent years, class elections may be held at the pleasure of the class in the fall semester or as vacancies arise.
B) Officers may serve continuously or for more than one term if new elections are called.
C) In the instance that a vacancy occurs, elections must be held to fill the vacant position.

Section 3: Membership, Duties, and Powers
A) Senior Class Officers
a. Hold regular meetings with elected Senior Class Officers
b. To keep the SGA President informed of class activities
c. Attend all open SGA meetings (At least one officer)
d. To plan, coordinate, and oversee special programs that relate to the interests of the respective class.
e. To act as a liaison between the Alumni Office and the students of the Senior Class
f. Select rep to attend scheduled meetings of the Presidents Council.
g. To assume any additional responsibilities or projects assigned by the SGA President.
h. Is responsible for keeping their respective class records, publication of minutes and meetings, and preparation of any necessary documents.
i. Manage class budget and keep all relative records and accounts.
j. All records are subject to audit three times a year.
k. To up hold the SGA Constitution and By-Laws
B) Junior Class Officers
a. Hold regular meetings with elected Junior Class Officers
b. To keep the SGA President informed of class officer activities
c. Attend all open SGA meetings (At least one officer)
d. To plan, coordinate, and oversee special programs that relate to the interests of the respective class, including a large-scale fundraiser for the spring semester
e. To plan and organize the Ring Ceremony to be held in the Spring Semester.
f. Select rep to attend scheduled meetings of the Presidents Council.
g. To assume any additional responsibilities or projects assigned by the SGA President.
h. Is responsible for keeping their respective class records, publication of minutes and meetings, and preparation of any necessary documents.
i. Manage class budget and keep all relative records and accounts.
j. All records are subject to audit three times a year.
k. To up hold the SGA Constitution and By-Laws
C) Sophomore Class Officers
a. Hold regular meetings with elected Sophomore Class Officers
b. To keep the SGA President informed of class officer activities
c. Attend all open SGA meetings (At least one officer)
d. To plan, coordinate, and oversee special programs that relate to the interests of the respective class, including a large-scale fundraiser for the fall semester
e. To attend scheduled meetings of the Presidents Council.
f. To assume any additional responsibilities or projects assigned by the SGA President.
g. Is responsible for keeping their respective class records, publication of minutes and meetings, and preparation of any necessary documents.
h. Manage class budget and keep all relative records and accounts.
i. All records are subject to audit three times a year.
j. To up hold the SGA Constitution and By-Laws
D) Freshman Class Officers
a. Hold regular meetings with elected Freshman Class Officers
b. To keep the SGA President informed of class officer activities
c. Attend all open SGA meetings (At least one officer)
d. To plan large-scale fundraiser to be held during Sophomore year
e. Select a rep to attend scheduled meetings of the Presidents Council.
f. To assume any additional responsibilities or projects assigned by the SGA President.
g. To up hold the SGA Constitution and By-Laws

## Article IX: Clubs and Organizations

Section 1: Club and Organization Officers
A) A Club or Organization shall be categorized as active if they a) submit all paperwork in a reasonable amount of time to the SGA Executive Board. b) Hold regularly scheduled meetings c) are open to the entirety of the student body.
B) Club and Organization Officers shall be composed of President, Vice-President, Treasurer, and Secretary.
C) Any club with inherent risks to life and limb require a safety officer to be present at each event.

Section 2: Time of Service
A) Officers for Clubs and Organizations are to be elected no later than March 15th. This will permit new officers to shadow their predecessors, particularly through the budget request/funds allocation process.
B) It is recommended that they take over their office in the last week of March (no later than April 15th). They will serve until the following year turnover.

Section 3: Membership, Duties, and Powers
A) Presidents
a. Hold regular meetings with their Club and Organization
b. Preside over the Executive Board of their respective organization.
c. To be present at Bi -semester meeting with SGA Executive Board
B) Vice Presidents
a. Vice President seconds the President in his/her absence.
b. Aids the President in accomplishing the goals and objectives of their organization.
C) Treasurers
a. Manages their respective organization's budget and keeps all relative records and accounts.
b. All records are subject to audit three times a year.
c. To be present at Bi -semester meeting with SGA Executive Board
D) Secretaries
a. Is responsible for keeping their respective organization's records, publication of minutes and meetings, and preparation of any necessary documents
b. All records are subject to audit three times a year.
c. Responsible for generating and turning in all travel and purchasing documents to the Department of Residential Life and Student Activities for approval and processing.

Section 4: Club and Organization Responsibilities
A) Community Programming/Involvement: Clubs and Organizations are highly advised to hold events for the general welfare of the student body. All club officers understand that not holding campus wide events can affect their requests for their future budgets.
B) Activity Advertisement: Activities must be advertised a week in advance. These advertisements must be submitted to What's Happening at Maine Maritime (WHAMM) for approval. Once approved, these advertisements can be placed in public areas around campus with a non-damaging tape or on community bulletin boards.

## Article X: Committee Structure and Membership

Section 1: Student Government Committees and Appointments
A) Interested students should apply to the President of the Student Government if they wish to be nominated to a committee. Applicants will be interviewed and then voted on by the Executive Board of the Student Government. Except as noted otherwise below, nominees to Faculty or Administrative committees and boards are then submitted to the Dean of Student Services for final appointment. The Executive Board of the Student Government gives final approval to student nominees for committees.
B) Appointed members are required to report to Executive board with reasonable regularity.

Section 2: Committees
A) Faculty Standing/Contract Committees:
a. Curriculum Committee: (Standing) This committee works on long range curriculum planning, including review of the current academic curriculum, and all proposals for changes or additions. In addition to the faculty and staff members: Two students: Must be a junior or senior, one from Engineering, one from any other area. (SGA nominates)
b. Library Committee: (Standing) This committee reviews library polices and any recommendations for additions or changes to these policies. In addition to the faculty and staff members: One student: must be a junior (SGA nominates).
B) Student Government Committees
a. Dining Services Committee: Chaired by the Secretary of the Student Government. Members: The four class secretaries and the Director of Dining Services (Advisor). Provides feedback to, and advises Dining Services on student ideas and concerns regarding the quality and presentation of meals and programs.
b. Campus Activities Board: Advised by the Student Activities Coordinator Members: An officer from each class in conjunction student volunteers coordinated by Student Activities, oversees the development of social activities and entertainment on campus.

## Article XI: Referenda, Elections, and Amendments

Section 1: Referenda and Elections
A) All Referenda and Elections shall be introduced by the Student Government Secretary and conducted by the Executive Board.
B) The Student Senate by a majority vote may hold a referendum to satisfy any question or issue brought before it.
C) A Student Referendum may be called by a petition of ten (10) percent of the members of the Student Government Association.
D) All elections and referenda shall be conducted in accordance with established Student Government Association election policies and procedures.

Section 2: Elections
A) The elections of all Senators and Executive Officers shall be conducted on the First week in March.
B) All degree-seeking, undergraduate students at the Academy shall be able to cast one vote for each open seat in his or her choosing.
C) Elected Senators, applicable appointed and elected Executive Officers will have their first meeting following the elections and any appointments.
Section 3: Amendments
A) Any student may propose amendments to this Constitution through the SGA. An amendment, so proposed, approved by a two-thirds vote of the Student Government Association shall be presented to the full membership of the Student Government Association for a referendum at the next open Meeting. Unless otherwise stated, upon approval of a majority of the Student Body and Maine Maritime Academy Board of Trustees or their proxy should one exist, every amendment shall be immediately enacted.
B) Every four years, beginning in the fall 2015 semester, the Executive Board shall be convened with the explicit task of reviewing the Constitution of the Student Government Association, proposing amendments, modifications and revision as necessary.

## Article XII: Rules for Order

## Section 1: Framework for Order

A) The most recent edition of Robert's Rules of Order shall provide the guidelines for meetings in all branches of the Student Government Association.

Section 2: By-Laws
A) All branches of government of the Student Government Association of Maine Maritime Academy shall retain the right to establish by-laws regarding their internal operation in accordance with the Constitution and legislation of the Student Government Association.

Section 3: Order Education
A) Two seminars will be held for members of the Executive Board, the purpose of which is to teach members how to operate under Robert's Rules of Order. The first seminar will be held in the beginning of a new SGA term as a reiteration of the second seminar. The second seminar will be held in conjunction with a newly elected board in the second week of April.

## Article XIII: Impeachment

Section 1: Elected members of the Executive and Legislative Branches
A) Charges of impeachment may be brought by any member of the Student Government Association with a petition signed by at least two-thirds of the membership of the Student Government Association against any elected member of the Executive or Legislative branch of malfeasance, misfeasance or non-feasance in the office.
B) This petition must then be presented to the Student Government for validation.
C) It shall be the responsibility of the person or persons filing the articles of impeachment to present the articles before a meeting of the SGA. The member who is subject to the charged impeachment shall be notified in writing at least 36 hours prior to the meeting the SGA at which action shall be considered and shall have the opportunity to defend himself/herself against all charges at that meeting. It shall require the affirmative vote of two thirds of all present and voting members of the SGA to remove an elected Senator or Executive Officer.

## Article XIV: Dissolution Clause

A) In the event that the Student Government Association dissolves, the balance of its total financial and material resources shall be placed in an independent escrow savings account compounding its interest, until such time as the Student Government Association is reestablished.
B) The provision of this Constitution and its Bylaws related to elections shall immediately replace the existing constitution of the Student Government Association upon the approval of the Undergraduate Student Body and the Maine Maritime Academy Board of Trustees or their proxy should one exist. For the purposes of the first spring election following ratification, the current board members shall coordinate oversight and conduct of the elections. All remaining provisions shall replace the existing Constitution and Bylaws upon
the completion of the spring Undergraduate Student Government election. The legislation adopted under that document, which is not superseded by this Constitution and its Bylaws or amendments, shall remain enacted for a period of one year.

