

Hellenic College  
Holy Cross Greek Orthodox  
School of Theology



Student Government Association  
Constitution



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# Hellenic College Holy Cross Constitution of the Student Government Association



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## PREAMBLE

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*WE, THE STUDENTS of Hellenic College Holy Cross Greek Orthodox School of Theology, are an important part of the college community, and are entitled to an active role in regulating the matters delegated by the Institution to student control. To this end, we hereby constitute the Student Government Association to represent student interests; to ensure that each student reaches his or her full academic, social, and spiritual potential; to promote and fund student organizations; to follow the Mission Statement of Hellenic College Holy Cross; and finally, to serve as a campus-wide forum for the expression and exchange of student ideas and opinions.*

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## ARTICLE I: Definition

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### Section 1: Name

Clause 1: This organization shall hereby be known as the Student Government Association of Hellenic College Holy Cross Greek Orthodox School of Theology.

Clause 2: Hereinafter the Student Government Association may be referred to in this document as “SGA” or “HCHC SGA.”

### Section 2: Mission Statement

Clause 1: The Student Government Association is committed to hearing student concerns on current issues and facilitating the necessary communication regarding these issues for the unification of students, administration, faculty, and staff at Hellenic College Holy Cross.

### Section 3: Authority

Clause 1: The power of the SGA shall be exercised within the broad framework of policy set forth and maintained by the Board of Trustees and the President of the Institution.

Clause 2: Nothing in this constitution shall be construed to abridge the authority vested in the Board of Trustees and President of the Institution, with respect to existing governance channels.

Clause 3: This organization is not synonymous with the student body. The Student Body is comprised of all students enrolled at HCHC.

### Section 4: Representation

Clause 1: This Student Government, as the official representative of the student body must report all business, decisions and procedure to the Office of Student Life. Although student governments are semi-autonomous bodies, they cannot violate any directives or rules or bylaws of the institution in which they exist.

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## ARTICLE II: Rights of the Student Body

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### Section 1: Student Rights

- Clause 1: All eligible members of the student body shall be entitled to hold any office in the Student Government in accordance with Article IV.
- Clause 2: All members of the student body shall have the right to petition and/or voice their opinion on any issue concerning the welfare of the student body to the Student Government, in accordance with the protocol of HCHC.
- Clause 3: All members of the student body shall have the right to organize and establish committees in adherence to the rules set forth in this constitution or its amendments.
- Clause 4: All members of the student body shall be entitled to one (1) vote in all school-wide elections and at Student Government General Assembly Meetings.
- Clause 5: All members of the student body shall be entitled to proper representation in the Student Government.

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## ARTICLE III: Classes

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### Section 1: Organization

- Clause 1: The student body is organized into eight (8) classes determined by date of graduation.
- Clause 2: Each class is represented in the Student Government by one (1) representative.
- Clause 3: The purpose of the class shall be to perform the respective functions and duties as determined by the members of the respective class.

### Section 2: Class List

- Clause 1: The membership of the class shall consist of the duly enrolled students of each respective class:
- Subclause A:* Hellenic College Freshman Class
  - Subclause B:* Hellenic College Sophomore Class
  - Subclause C:* Hellenic College Junior Class
  - Subclause D:* Hellenic College Senior Class
  - Subclause E:* Holy Cross Pre-Theology Class
  - Subclause F:* Holy Cross Fifth Year Class
  - Subclause G:* Holy Cross Middler Class
  - Subclause H:* Holy Cross Senior Class

### Section 3: Class Membership

- Clause 1: A student shall be a member of only one (1) class.

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## Section 4: Class Leadership

Clause 1: The Class shall elect its own class officers to conduct orderly class business.

Clause 2: The class officers shall consist of a:

*Subclause A:* President

*Subclause B:* Vice President

*Subclause C:* Treasurer

*Subclause D:* Secretary

Clause 3: The duties of the class officers shall be that:

*Subclause A:* The **President** calls and chairs all class meetings; is responsible for the operations of the class functions, duties and obligations.

*Subclause B:* The **Vice President** is responsible for representing his/her class in the Student Government meetings with all the responsibilities and voting privileges thereof, assumes the responsibilities of the president in the president's absence.

*Proviso 1:* If the Vice President is unable to attend a Student Government meeting, any duly elected class officer may vote on behalf of the class.

*Subclause C:* The **Treasurer** is responsible for all the financial duties and records of his/her class, issues all expenditures with the co-signature of the president.

*Subclause D:* The **Secretary** keeps all records and minutes of class functions and maintains correspondence.

*Subclause E:* If any voting entity misses three (3) regular meetings consecutively, their vote and funding shall be suspended for the remainder of the academic year, or until reinstated by two-thirds vote of the Student Government Association.

Clause 4: No person shall hold simultaneously more than one class office, nor shall an officer of the Student Government Association hold an office in his respective class.

Clause 5: The elections of these officers shall be held before graduation and only after the general elections of the Student Government. The Student Government shall announce a date by which elections must be held. If the election results are not submitted to the Student Government by October 1 of that school year to which they pertain, that class shall forfeit their class funds and their class vote for the remainder of the academic year. Hellenic College Freshman and Holy Cross Pre-Theology Classes shall hold their elections in September prior to the first Student Government Meeting of the academic year.

Clause 6: The tenure of office for the class officers shall begin at the completion of annual commencement ceremonies. Their tenure shall terminate at the same time the following year, after the election of new officers.

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### Section 5: Responsibility

Clause 1: All class officers and chairmen shall be accountable to the class president, who in turn is responsible to the entire class.

### Section 6: Class Voting Rights

Clause 1: Each class will have one (1) vote at General SGA Meetings. Votes are cast by Vice President.

*Subclause A:* If the Vice President is unable to be present for voting, a representative of the class may take his/her place.

Clause 2: Classes will forfeit voting rights if they fail to meet as a class regularly in accordance with this constitution; Article III Section 8

### Section 7: The Recall of Class Officers

Clause 1: In the event that a class officer is found guilty of **nonfeasance** (non-performance) or **malfeasance** (inadequate performance) of the duties as established in this constitution, he/she may be recalled from office. A recall election shall then be held following an explanation and discussion of accusation concerning his/her service. A two-thirds majority vote of the entire class membership shall be required to recall an officer from his position.

Clause 2: In the event that a class president is recalled from office, the class vice-president shall assume the office of president temporarily and a class election shall be held for a new officer within seven (7) days of the recall election.

Clause 3: In the event that a vice-president, treasurer, or secretary is recalled from office, a class election shall be held for a new officer within seven (7) days of the recall election.

### Section 8: Meeting of the Class

Clause 1: The class president shall call a meeting of the class at least three times a semester.

Clause 2: A simple-majority quorum of class members is necessary to conduct class business.

### Section 9: Disputes

Clause 1: Any dispute concerning class duties or function that cannot be settled by a meeting of the class members shall be brought to the Student Government Association for mediation.

### Section 10: Accountability

Clause 1: The class is accountable to the Student Government as the Student Government is accountable to the class membership through their representative.

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## ARTICLE IV: The Student Government Association

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### Section 1: Purpose

Clause 1: The purpose of the Student Government Association shall be to act as the legislative, enforcing, and unifying representative of the student body, and to additionally, provide activities, events, and programs for the student body.

### Section 2: Organization

Clause 1: The Student Government Association shall be comprised of: The Student Government Executive Board, Permanent Boards, Classes, and Active Committees.

### Section 3: Student Government Association

Clause 1: The Student Government Association shall be comprised of one (1) representative from each class plus the five (5) elected officers of the student body, also known as the Executive Board of the Student Government Association. The officers of the Executive Board of the Student Government shall consist of a:

*Subclause A:* President

*Subclause B:* Vice President

*Subclause C:* Treasurer

*Subclause D:* Recording Secretary

*Subclause E:* Corresponding Secretary

### Section 4: Duties of the Student Government Association Executive Board Officers.

Clause 1: The duties of the Student Government Association Executive Board officers shall be that the:

*Subclause A:* The **President** calls and chairs the Student Government, prepares agendas for all meetings, reserves voting power for split decisions only, and is ex-officio member of all committees formed by the Student Government.

*Subclause B:* The **Vice President** assumes the position of the President in his absence, resignation or removal, oversees all election procedures of the Student Government and insures their proper conduct and holds one vote at Student Government Meetings.

*Subclause C:* The **Treasurer** is responsible for all the financial duties and records of the Student Government, issues all expenditures with the co-signature of the President. Heads the Budget Committee of the Student Government and make regular reports to the Student Government. Holds one vote at Student Government meetings.

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*Subclause D:* The **Recording Secretary** keeps all minutes, records and files of the Student Government except financial records, and makes available to the Student Body the minutes of meetings upon approval by the Student Government. Holds one vote in Student Government meetings.

*Subclause E:* The **Corresponding Secretary** is responsible for all correspondence of the Student Government and notifies the Student Body of all meetings at least seven (7) days in advance. Holds one vote in Student Government meetings.

Clause 2: All officers shall be accountable to the President who is accountable to the Student Government Association.

### Section 6: Elections of Student Government Association Officers

Clause 1: Nomination and election dates shall be set by the Student Government Association to be during the last half of the Spring Semester. The nomination period shall consist of two regularly held meetings and no less than seven (7) days. No nominee shall be nominated for more than one (1) office.

Clause 2: There shall be at least three (3) days between the close of nominations and the election.

Clause 3: A nominee for any office must not be on any academic or other probation or under any disciplinary action.

Clause 4: The nominees for the offices of President and Vice President shall have been members of the Student Body for at least two years upon the beginning of the tenure of office and also full-time students in accordance with the policies of HCHC.

Clause 5: The nominees for the offices of Treasurer, Recording Secretary, Corresponding Secretary, as well as all elected committee chairpersons, representatives of the Student Government, and fellowship and association chairpersons shall have been members of the Student Body for at least one year upon the beginning of the tenure of office and also full-time students in accordance with the policies of HCHC.

### Section 7: Tenure

Clause 1: The tenure of office of the Student Government Officers shall begin upon the completion of annual commencement ceremonies. Their tenure shall terminate at that same time, the following year, after the election of new officers.

### Section 8: Boards

Clause 1: In addition to the Officers, the Student Government Association elects chairmen to each of its permanent Boards after the general elections.

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Clause 2: These Boards are as follows: Campus Activities Board, Elections Board, and Finance Board.

### *Subclause A: Campus Activities Board*

*Proviso 1:* The Campus Activities Board complements the mission of the Student Government Association by creating opportunities for student involvement and fostering campus environments that inspire students to become active members of the campus, the school and the community.

*Proviso 2:* Working in collaboration with the Office of Student Life, the Campus Activities Board shall offer a wide array of educational, cultural, leadership, social, recreational, and spiritual programs that promote student learning and development.

*Subproviso A:* Allocated funds are as outlined in Article IV, Section 13, Clause 1.

*Subproviso B:* Any additional funds must be petitioned and approved by the Finance Board.

*Proviso 3:* The Campus Activities Board shall make regular reports to the Student Government.

*Proviso 4:* It shall have an executive board comprised of five (5) members, selected by the Office of Student Life and ratified by the Student Government Association:

*Subproviso A:* The Campus Activities Board Director, who holds one vote at Student Government meetings.

*Subproviso B:* Two (2) representatives of Holy Cross.

*Subproviso C:* Two (2) representatives of Hellenic College.

### *Subclause B: Elections Board*

*Proviso 1:* The Elections Board includes all members of the Executive Board as well as the representatives of each class.

*Proviso 2:* The Elections Board shall follow the election protocol as outlined in Article III, Section 4, Clause 5.

### *Subclause C: Finance Board*

*Proviso 1:* The Finance Board shall be headed by the Student Government Treasurer and includes all Student Government Executive Officers and includes the CFO of Hellenic College Holy Cross.

*Proviso 2:* The Finance Board shall prepare an annual budget no later than October 15.

*Proviso 3:* The Finance Board shall follow the Federal Statute “Circular A-21” regarding operating policy. These principles are designed to determine the allowable expenditures of the Student Government Association within the scope of Hellenic College Holy Cross.

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Clause 3: All Boards will give monthly reports to the SGA President.

## Section 9: Representation

Clause 1: The President of the Student Government Association shall not hold any of these offices. Unless otherwise directed by the administration of HCHC, the President shall represent the student body and the Student Government at all other official functions.

Clause 2: Faculty Representatives (Elected by Student Government)

*Subclause A:* Two (2) Hellenic College Faculty Representatives, elected after general elections.

*Subclause B:* Two (2) Holy Cross Faculty Representatives, elected after the general elections.

Clause 3: Disciplinary Committee Representatives (Elected by General election by Student Body)

*Subclause A:* One (1) Representative from Hellenic College

*Subclause B:* One (1) Representative from Holy Cross

Clause 4: The tenure for faculty and disciplinary representatives shall be one (1) academic year. In the event that a person leaves their post for any reason before the tenure is terminated, an interim representative shall be elected to fill only the remainder of the term.

Clause 5: All representatives will provide a report to the Student Government at the first meeting following any meeting they may have participated in, and this includes a written summary.

Clause 6: The representatives are obligated to convey the attitudes of the student body and also any formal message from the Student Government.

## Section 10: Recall of Elected Officers and Representatives

Clause 1: In the event that a Student Government officer is guilty of **nonfeasance** or **malfeasance** as established by this constitution, he/she may be recalled from office. A recall election shall then be held following an explanation and discussion of accusation concerning his/her service. A two-thirds majority vote of the entire student body shall be necessary to remove any Student Government Officer. A general election is held to replace the officer.

Clause 2: In the event that the President is recalled from office, the Vice President shall assume the office of President and a general election shall be held for a new Vice President.

Clause 3: In the event that any chairman or faculty or disciplinary representative is guilty of **nonfeasance** or **malfeasance**, he may be recalled from office. A recall election shall then be held following an explanation and discussion of accusation concerning his service. A three-fourths majority vote of the Student

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Government shall be necessary to remove the chairman or the representative from office. Elections to replace the vacancy shall be held as required by this constitution for a normal election, with the stipulation that any replacement only fulfill the position until the termination of the original tenure.

### Section 11: Student Government Meetings

- Clause 1: All meetings shall be called by the President of the Student Government Association, except special meetings for the recall of the President or other officers, in which case the meeting must be called by the senior officer or class representative if those under investigation refuse to do so. These special meetings must contain a three-fourths quorum of members to be valid.
- Clause 2: Public announcements of meetings shall be made at least three days in advance. In the event of the necessity for an emergency meetings a two-thirds quorum will constitute validity.
- Clause 3: A simple majority shall constitute a quorum for a valid regular meeting.
- Clause 4: The Officers have the right to meet in an executive session, but the proceedings of those meetings must be relayed to the Student Government.
- Clause 5: The conduct of the meeting shall be in adherence to Robert's Rules of Order, unless these are suspended by majority vote at a particular meeting or unless they contradict the traditional practice.
- Clause 6: General Assembly meetings of the entire Student Body shall be called by the Student Government Association at least once per year and as deemed necessary. A simple majority shall constitute a quorum.
- Clause 7: The meetings shall be called to order and a prayer by a selected representative or officer shall be said. After the meeting is closed, a prayer shall be said before the departure of the Student Government.
- Clause 8: Before any business proceeds in any meeting, special meetings or emergency meetings, the minutes shall be read and accepted, the treasurer's report shall be read and any reports by chairmen or other representatives shall be given.
- Clause 9: The Student Government retains the right to change this protocol at any meeting.

### Section 12: Committee Obligations

- Clause 1: All active committees must present regular reports of their proceedings, after each meeting. This may be done by the chair or an appointed member of that committee.
- Subclause A:* All active committees are as follows:
- Proviso 1:* OISM
- Proviso 2:* Married Student Association (MSA)
- Proviso 3:* Orthodox Christian Fellowship (OCF)

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*Proviso 4: HCHC Outdoor Sport and Recreation Club*

*Proviso 5: Athletics Committee*

*Proviso 6: Spiritual Life Committee*

*Subproviso A: Proschomen*

*Subproviso B: Synaxis*

*Subproviso C: Social Ministry*

*Subproviso D: Sts. Cyril & Methodius Pan-Slavic Society*

*Proviso 7: Missions Committee*

*Proviso 8: Green Initiative*

*Proviso 9: Psychology Club*

*Proviso 10: The Daily Bread*

*Proviso 11: Constitution Committee*

- Clause 2: Creation of new committees is the privilege of Student Government alone. Committees may be formed by any student and simply registered with the Student Government. Failure to register will forfeit any possibility of funding from the Student Government. Permanent committees must be created by amendment.
- Clause 3: If any committee does not abide by this constitution, they shall be denied funding and/or the assistance of the Student Government.
- Clause 4: Any committee that receive funding and/or assistance from the Student Government are accountable to it, and are required to be present at SGA meetings. See Article III, Section 4, Clause 3, Subclause D.
- Clause 5: Any committee, club, or other organization that is funded or sponsored by the Student Government must list the HCHC Student Government as sponsor in any advertisement or correspondence.
- Clause 6: Reports will consist of updates for the Student Government Association to be turned in twenty-four (24) hours prior to regularly scheduled Student Government meetings.

### Section 13: The Treasury

- Clause 1: The Student Activities Fee on student bills each semester will be the primary source of funding for the Student Government. It shall be divided with one-third of the funds being allocated to the Campus Activities Board.
- Clause 2: All disbursements from the treasury must be approved by the entire Student Government Finance Committee.
- Clause 3: A petty-cash fund may be created by the discretion of the entire Student Government.
- Clause 4: All fund raising by the Student Government, in its name, or by a committee or club must be approved by the Student Government. Fund raising and usage for each class is left to the discretion of the class.

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Clause 5: A final account must be made by the treasurer prior to commencement ceremonies and subject to the approval of the Student Government.

Clause 6: Any and all funds remaining from prior allocations may be used by the Executive Board and Finance Board for discretionary purposes as it sees fit to the betterment of the student body and its interests.

## Section 14: Right of Name

Clause 1: The Student Government Association reserves the right to the use of the name “The Student Government Association of Hellenic College Holy Cross School of Theology” or any form thereof and use of this name by any committee or board.

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## **ARTICLE V: Amendments, Ratification, and Nullification**

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### Section 1: Amendments

Clause 1: All additions to this constitution shall take the form of constitutional amendments.

Clause 2: All proposed amendments must be approved by the Student Government Constitution Committee and then by the Student Government by simple majority vote.

Clause 3: After approval by the Student Government, the proposed amendment shall be approved by a two-thirds majority vote of the entire student body.

### Section 2: Ratification

Clause 1: This Constitution is subject to the ratification of the Student Government by simple-majority vote and then by a two-thirds majority vote of the entire student body.

### Section 3: Nullification

Clause 1: This constitution shall remain in force until such time that it is nullified by a two-thirds majority vote of the entire student body.