

Hellenic College-Holy Cross Greek Orthodox School of Theology



Student Government Association Constitution of 2025

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PREAMBLE

We, the Students of Hellenic College-Holy Cross Greek Orthodox School of Theology, as an essential part of the Institution's Community, do hereby constitute the Hellenic College-Holy Cross Student Government Association to promote student welfare and shared student governance, advocate for policy changes for the benefit of the Student Body; aid each student reaching his or her full academic, social, and spiritual potential; promote and fund student organizations; support the Mission Statement of the Hellenic College-Holy Cross; and finally, serve as a campus-wide forum for the expression and exchange of student ideas and opinions.

Article I: Definition

Section 1: Name

This organization shall be known as the Student Government Association of Hellenic College-Holy Cross Greek Orthodox School of Theology (hereinafter "SGA").

Section 2: Mission Statement

To build and foster a unified Orthodox Christian environment at Hellenic College-Holy Cross, where all enrolled students have a voice heard and respected and can progress toward God. The SGA's responsibility is to meet students' interests by focusing on building community through spiritually formative, engaging, and entertaining events.

Section 3: Vision Statement

Students will finish their time at Hellenic College-Holy Cross with the ability, experience, life, ethos, and tools to be Orthodox Christian servant leaders in their everyday lives, whether ordained or layman.

Section 4: Authority

The SGA's authority shall be exercised within the policies set forth by the Board of Trustees and the President of the Institution.

Nothing in this constitution shall be construed to abridge the authority vested in the Board of Trustees and President of the Institution concerning existing government structures.

Except if it violates the two previous clauses, SGA shall have the authority to speak and act on behalf of the Student body, shall be empowered to pass resolutions to express the student body's will, and shall administer the establishment, funding, and dissolution of student organizations.

§ The student body is comprised of all students enrolled at HCHC.

Section 5: Representation

As the official student body representative, SGA must report all business, decisions, and meeting minutes to the Office of Student Life (OSL) through the Office of Student Life Representative (See Article IV, Section 9, Subsection 3). Although SGA is a semi-autonomous body, it cannot violate the institution's bylaws. It should maintain a good working relationship with OSL, which is charged with the Orthodox pastoral leadership of the entire student body.

No person shall simultaneously hold multiple elected positions within the Student Government, multiple appointed offices, or be a representative and an executive officer. A Committee and Club leadership shall not qualify as an office.

Section 6: Compensation

No member of the SGA shall receive monetary compensation for their service in their role in the SGA (please see the SGA's Guidelines and Procedures for further guidance).

Article II: Rights of the Student Body

Section 1: Student Rights

All eligible student body members are entitled to hold any office in SGA; they must be full-time.

All student body members shall have the right to petition and/or voice their opinion to the SGA on any issue concerning the welfare of the student body, as required by the protocol of HCHC and this Constitution.

All student body members have the right to organize and establish clubs, following the rules outlined in this constitution or its amendments.

All students are entitled to one (1) vote in all school-wide elections and at SGA General Assembly Meetings.

All student body members shall be entitled to proper representation in the Student Government.

§ This includes the ability to vote in all elections and to speak in the “For the Good of the Hill” agenda item of each SGA meeting.

Article III: Classes

Section 1: Organization

The student body is organized into eight (8) classes determined by the year of matriculation.

§ Students who matriculate and graduate in the same academic year shall comprise a class unto themselves and shall not be considered members of the Freshman Class of either school.

Each Class is represented in the Student Government by one (1) Representative.

The purpose of the class representatives shall be to perform the respective functions and duties as determined by a simple vote of members of the respective class.

Section 2: Class List

The membership of the Class shall be determined as follows:

1. Hellenic College Freshman Class (Fall I & Spring I)
2. Hellenic College Sophomore Class (Fall II & Spring II)
3. Hellenic College Junior Class (Fall III & Spring III)
4. Hellenic College Senior Class (Fall IV & Spring IV)
5. Holy Cross Freshman Class (Fall I & Spring I)
6. Holy Cross Sophomore Class (Fall II & Spring II)
7. Holy Cross Junior Class (Fall III & Spring III)
8. Holy Cross Senior Class (Fall IV & Spring IV)
9. Hellenic College/Holy Cross One-Year Students

Section 3: Class Membership

A Student shall be a member of only one (1) class based on the system outlined in Section 2 of this Article. Degree-seeking students who transfer to HCHC shall be assigned a class based on credit equivalence.

§ For full and part-time transfer students, twelve (12) credits shall equate to one semester of enrollment per the schedule of Article III, Section 2.

Semester of Faith students' class membership shall not be considered under the above clause(see Article III, Section 1, Subsection 1).

The SGA Executive Board may vote on all other particular questions relating to class membership.

Section 4: Class Leadership

The Class shall elect its officers to conduct orderly class business.

The Class officers shall consist of a Class President and a Secretary.

The Duties of the Class Officers shall be:

§ The Class President calls and chairs all class meetings and is responsible for the class functions, duties, and obligations. The Class President is also responsible for representing their class in the SGA meetings with all the responsibilities and voting privileges.

§ The Secretary is responsible for acting as Secretary and Treasurer for their respective class with all the responsibilities and voting privileges thereof, i.e., is responsible for all the financial duties and records of their class, issues all expenditures with the co-signature of the Class President, keeps all records and minutes of class functions,

maintains correspondence, and assumes the responsibilities of the Class Representative in the Class President absence.

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

§§ If a Class Representation has been suspended, their seat does not count towards quorum until reinstatement occurs.

If in the case that a Class is not able to elect a representative as Class President, then the SGA President can appoint an individual of that class to serve in that role following a two-thirds approval of the SGA.

If no individual can be found, the SGA President can appoint an interim representative from among current SGA Members in that class to allocate the use of that class's fund. This representative would have a non-voting role.

The elections of Class Representatives and SGA Executive Board Members shall be held separately. Ideally, the SGA Executive Board elections should be held the week before graduation in the Spring Semester before the term year to which they pertain. However, they must precede class elections, which should be held in September of the term year to which they relate.

The SGA shall announce a date by which elections will be held by the end of March twenty-fifth (25th) of a given year. If the election results are not submitted to the Student Government by October first (1st) of that school year to which they pertain, that class can forfeit its class funds and class vote for the remainder of the academic year.

§ The Hellenic College Freshman Class, the Holy Cross Freshman Class, and the single-year student class shall hold their elections in September before the first Student Government Meeting of the academic year.

§§ The SGA President is responsible for informing the Freshman Classes at the New Student Orientation that they must vote representative by October 1st of that academic year.

The Office of Student Life (OSL) at HCHC shall coordinate and facilitate the election process in whatever way they deem necessary by the SGA.

The tenure of all offices begins after the annual commencement ceremony and terminates at the same time the following year after the election of the new officers.

Section 5: Responsibility

For the year of their term, each Class President may create and appoint committees and chairpersons for those committees as necessary to execute class business for the benefit of overall student governance.

Section 6: Class Voting Rights

Each class representative will have one (1) vote at the SGA Meeting.

§ If the Class President cannot be present for voting, the Class Secretary of the Class may take their place.

Classes forfeit voting rights if they fail to meet as a class regularly by this Constitution (See Article II, Section 8).

Section 7: The Recall of Class Officers

If a class officer is guilty of **nonfeasance** (non-performance) or **malfeasance** (inadequate performance) in performing the duties established in this constitution, they may be recalled from office. A recall election may be held after an officer is duly informed of the accusation and their nonfeasance or malfeasance has been discussed in an open class meeting.

§ A two-thirds majority vote of the Class membership shall be required to recall an officer from their position

§ Each Class may petition the Constitutional-Archival Advisory Committee on the process needed to recall a class officer, to which the Advisory Committee will lay out the process and signal to the Class delegates and SGA that a Recall of Class Officers has been triggered.

If the Class President is recalled from office, the SGA President will appoint an individual from the class in question until an election can be held to replace the recalled individual within seven (7) days after the removal from office.

If both officers are recalled, a class election for the two new officers will be held within seven (7) days of the recall election.

Section 8: Meeting of the Class

The Class President shall call a class meeting at least twice a semester.

A simple majority quorum of class members shall be necessary to conduct class business.

Section 9: Disputes

Any dispute concerning class duties or functions that cannot be settled by a class meeting shall be brought to the Student Government Association for mediation.

Section 10: Accountability

The Class is accountable to the SGA as the SGA is accountable to the Class through their elected representative.

Article IV: The Student Government Association

Section 1: Purpose

The Student Government Association aims to be a unified legislative body representing all students. It also proposes, coordinates, and implements student-run activities, programs, and events.

Section 2: Organization

The SGA shall consist of The Executive Board, Class Representatives, Permanent Boards, and Active Committees.

The SGA can use the Student Government Symbols on any official Document for Internal and External Use. However, the SGA should not use the Hellenic College-Holy Cross President Office Seal on any document (See Procedures and Guidelines for using Symbols).

Section 3: Personnel

The SGA's regular meetings shall take place bi-weekly and comprise one (1) representative from each class plus the five (5) elected officers who minister to the entire student body, also known as the Executive Board. Additionally, the SGA President appointment of a sixth member as a non-voting member. The offices of the Executive Board of the Student Government shall consist of:

1. President
2. Vice-President
3. Treasurer
4. Assistant Treasurer (Non-Voting Member)
5. Recording Secretary
6. Corresponding Secretary

In addition to the members listed in the clause mentioned above, the SGA shall have active committee chairpersons as voting members according to Article IV, Section 12.

Section 4: Duties of the Executive Board Officers

The Duties of the SGA Executive Board Officers shall be that of:

§ The **President** calls and chairs the Student Government meetings, prepares agendas for those meetings, casts a deciding vote in split decisions, and is an ex-officio member of all committees formed by the Student Government.

§§ The SGA President will reserve the ability to create two Advisory Roles that are purely advisory, the SGA Presidential Alumni Advisor(s) and the Constitutional-Archival Alumni Advisor(s), to help the SGA (See the Advisor Guidelines).

§§ The SGA President can create any Advisory Role needed to help the Student Government achieve its goals for the Student Body; these positions are non-voting.

§ The **Vice-President** assumes the position of the President in their absence, resignation, or removal, oversees all election procedures of the Student Government, ensures their proper conduct, and casts one vote at Student Government Meetings.

§ The **Treasurer** is responsible for all the financial duties and records of the Student Government, issues all disbursements of funds with the co-signature of the President, heads the Finance Board of the SGA, and makes regular reports to the Student Government. Casts one vote at Student Government meetings.

§ The **Assistant Treasurer** is responsible for shadowing the Treasurer and double-checking all fund distributions and the financial database of the SGA. The SGA President appoints this position and is a non-voting member of the Executive. This position ensures that the SGA President and Vice-President are not handling funds beyond delivering them.

§ The **Recording Secretary** keeps all minutes, records, and files of the student government (excluding financial documents) and makes available to the Student Body the minutes of meetings upon approval by the Student Government. Casts one vote in Student Government meetings.

§§ The Recording Secretary will work with the Constitutional-Archival Advisory Committee to ensure all records from the SGA meetings are appropriately archived and handled.

§ The **Corresponding Secretary** is responsible for all correspondence of the Student Government and notifies the Student Body through appropriate channels of all special meetings at least seven (7) days in advance. Casts one vote in Student Government Meetings.

§§ The Corresponding Secretary works with the Constitutional-Archival Advisory Committee and ensures all official correspondence of the SGA is appropriately archived.

All officers shall be accountable to the SGA President and responsible to the Student Government Association.

Section 6: Elections of Executive Board Officers

The Student Government Association shall set nomination and election dates by March 25th in the Spring Semester. The nomination period shall span no more than two regularly held meetings and no less than seven (7) days. No nominee shall be nominated for more than one (1) office.

At least three (3) days shall be between the close of nominations and the election.

A nominee for any office must not be on any academic or other probation or the subject of any disciplinary action.

The nominees for President and Vice President must have been members of the Student Body for at least two years upon the beginning of their tenure. According to HCHC policies, they must also be full-time students.

The nominees for the offices of Treasurer, Recording Secretary, and Corresponding Secretary of the Student Government 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 by the policies of HCHC.

For any Executive Board Position, an Individual must have served priorly on SGA for at least one (1) year.

Section 7: Tenure

The tenure of office of the Executive Board 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.

The Executive Board Officers cannot serve more than two (2) years in their elected position.

Section 8: Standing Boards/Advisory Committee

After the general elections, the SGA elects chairpersons for each of its permanent boards, advisory committees, and officers.

These boards are the Campus Activities Board, Elections Board, Finance Board, and Constitutional-Archival Advisory Committee.

§ Campus Activities Board (CAB)

§§ The Campus Activities Board complements the mission of the SGA 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.

§§ Working in collaboration with the OSL and HCHC Event Staff, the Campus Activities Board shall supplement the vast array of educational, cultural, leadership, social, recreational, and spiritual programs that promote student learning and development.

§§§ Allocated funds are as outlined in Article IV, Section 12

§§§ Any additional funds must be petitioned and approved by the Executive Board via a majority vote.

§ The Campus Activities Board shall make regular reports to the Student Government.

§ It shall have an Executive Board of five (5) members, voted on by the Student Government.

§§ All CAB positions will be nominated by the Student Body and voted on by SGA.

§§ The CAB Chairperson casts one (1) vote at Student Government meetings.

§§ CAB, in addition to the chairperson, shall have two (2) representatives of Holy Cross and two (2) representatives of Hellenic College.

§ Elections Board

§§ The Elections Board is headed by the SGA Vice-President and includes all SGA Executive Board members and each class's voting representative.

§§ The Elections Board shall follow the election protocol outlined in Article III, Section 4, Clause 5.

§ Finance Board

§§ The Finance Board shall be headed by the SGA Treasurer and Assistant Treasurer; it also includes all Student Government Executive Officers and will consult the designated financial official from Hellenic College-Holy Cross (currently the Executive Vice-President of Administration and Finance).

§§ The Finance Board shall prepare an annual budget no later than October 15th.

§§ 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 SGA within the scope of Hellenic College-Holy Cross.

§ Constitutional-Archival Advisory Committee

§§ The Constitutional-Archival Advisory Committee is a standing committee appointed by the SGA President and composed of no less than two (2) and no greater than five (5) individuals, including the SGA President as *ex-officio*.

§§ The Constitutional-Archival Advisory Committee will advise the SGA and Class Representatives of any matters referring to the SGA Constitution and any Policies and Guidelines used in the governance of the Student Body through these organizations.

§§ The Constitutional-Archival Advisory Committee will attend each meeting of the Student Government and be available for any questions that may arise in any SGA or Class Meetings.

§§ The Constitutional-Archival Advisory Committee is responsible for any Constitutional Amendments or revisions of the SGA Constitution.

§§§ The Constitutional-Archival Advisory Committee will be responsible for creating any new Constitution, Amendment, and Guidelines about the SGA.

§§§ The Constitutional-Archival Advisory Committee will report to the SGA President on reports of non-feasance or malfeasance by any Executive Officer, Committee Chairman, or Class Officer. It will ensure that the report is handled according to the procedures outlined in the Constitution.

§§ The Constitutional-Archival Advisory Committee is also responsible for archiving all documents and communications for the student body and ensuring that the Archives are appropriately kept up to date.

§§ The Constitutional-Archival Advisory Committee is a non-voting member of the SGA.

All Boards will give monthly reports to the SGA President.

Section 9: Other Representation

The SGA president shall not hold office on the Standing Boards or Committees. Unless otherwise directed by the administration of HCHC, the President shall represent the Student Body and the SGA at all official functions.

§ Faculty Representatives (Election at General Election by Student Body):

§§ Two (2) Hellenic College Faculty Representatives

§§ Two (2) Holy Cross Faculty Representatives

§§ Each faculty representative may cast a vote at SGA Meetings.

§ Disciplinary Committee Representatives (Elected at General Election by Student Body):

§§ One (1) Representative from Hellenic College

§§ One (1) Representative from Holy Cross

§§ These Representatives do not vote at SGA meetings.

§ Office of Student Life Representative

§§ The OSL Representative serves as the intermediary between the Office of Student Life and the Student Government; this position is a non-voting member appointed by the SGA President and serves at the SGA President's pleasure.

§§ The OSL Representative is responsible for ensuring that the binder holding the SGA Constitution, Procedures, Guidelines, and Handbook is up to date and always located in the OSL Office.

§§ This Individual must be a Student.

The tenure for the Faculty and Disciplinary Representative is one (1) academic year. If a person leaves their post for any reason before the tenure is finished, an interim representative shall be elected to fill the remainder of the term.

All Representatives will provide a report to the Student Government at the first meeting following any meeting they may have participated in, including a written summary.

The representatives must convey the Student Body's attitudes and any formal message from the Student Government.

Section 10: Recall of Elected Officers and Representatives

An SGA Officer may be recalled from office if they are guilty of **non-feasance** or **malfeasance** established by this constitution. A recall election shall be held following an explanation and discussion of the 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.

If the SGA President is recalled from office, the Vice President shall assume the office of the SGA President, and a general election shall be held for a new Vice President.

If any Board, Committee Chairman, Faculty, or Disciplinary Representative is accused of non-feasance or malfeasance, they may be recalled from office via a recall election. The election will be held after the next SGA meeting, following an explanation and discussion of the accusation concerning their service.

§ A three-fourths majority vote of the Student Government is necessary to remove an Officer and trigger recall elections. The elections to fill the vacancy shall be held as

required by this Constitution for a regular election, stipulating that any replacement will only fulfill the position until the termination of the original term.

Section 11: Student Government Meetings

The president of the Student Government Association shall call all meetings except special meetings to recall the President or other officers. In these special meetings, the Senior Officers or Class Representative must call the meeting if those under investigation refuse to do so. To be valid, these special meetings must have a three-fourths quorum of members.

Public announcements of meetings must be made at least three days in advance. An emergency meeting requires a two-thirds quorum.

A simple majority shall constitute a quorum for a valid regular meeting.

The officers have the right to meet in an executive session, but the procedures must be relayed to the Student Government.

The meeting shall be conducted according to Robert's Rules of Order unless these are suspended by a majority vote at a particular meeting or unless they contradict traditional practice.

General Assembly meetings of the entire Student Body shall be held by the Student Government Association at least once per year and as deemed necessary. A simple majority shall constitute a quorum.

The meetings will be called to order, and a selected representative or officer will say a prayer. After the meeting is closed, a prayer will be said before the Student Government departs.

Before any new business proceeds in a meeting, special meeting, or emergency meeting, the minutes are read and accepted, the treasurer's report is read, and any reports by a chairman or other representative are given.

The Student Government retains the right to change this protocol at any meeting.

Section 12: Committees

All committees listed herein, whether active or not, are to be chaired by a person whom the President appoints. This appointee serves as long as desired and as long as they are a full-time student of HCHC. A majority vote of the SGA must ratify appointees. Active Committees must present regular reports of their proceedings after each committee meeting. This may be done by the committee's chair or appointed committee member.

Each Committee Chairman serves as long as they desire and at the president's pleasure. As such, the SGA President can remove them from their position at any time and for any reason. Each chairperson must inform the President if they do not desire to continue in the next term. Membership in the committees is on a volunteer basis.

The Committees are as follows:

- § Orthodox Inter-Seminary Movement (OISM)
 - §§ Elects its own Representative, which SGA approves.
- § Married Student Association (MSA)
- § Athletics Committee
- § Spiritual Life Committee
 - §§ Proschomen- Guest Lecturer/Speaker Series
 - §§ Spiritual Reading Book Club
- § Missions and Outreach Committee
- § Distance-Learning Student Association (DLSA)
 - §§ Represents all Online and Remote Students

Creating new Committees is the Privilege of the SGA alone and should be written into this Constitution. The SGA may vote to create or disband permanent committees.

In contrast to committees, student clubs may be formed by any student, and aid from the student government may be requested during any regular meeting.

- § Some past clubs include the Orthodox Christian Fellowship (OCF), the Drama Club, The Daily Bread Student Newspaper, the Outdoor Sport and Recreation Club, The Campus Green Initiative, and the Sts. Cyril & Methodius Pan-Slavic Society.

If any committee or student club does not abide by this constitution, they shall be denied funding and/or the assistance of the Student Government.

Any committee that receives funding and/or assistance from the Student Government is accountable to it and must attend SGA meetings when requested. For clarification, see Article III, Section 4, Subsection 3.

Any committee, club, or organization funded or sponsored by the Student Government must list the HCHC Student Government as a sponsor in any official advertisement or correspondence.

Reports will consist of updates for the Student Government Association to be turned in twenty-four (24) hours before regularly scheduled Student Government meetings.

Section 13: The Treasury

The Student Activities Fee, which is charged on student bills each semester, will be the primary funding source for the Student Government. The fee will be divided among the student government, and one-third of the funds will be allocated to the Campus Activities Board.

A majority vote of the SGA must approve all disbursements beyond budgeted amounts.

A petty cash fund may be created at the discretion of the entire Student Government.

All fundraising efforts by the Student Government, in its name, or by a committee or club must be approved by the Student Government. Fundraising and usage for each class are left to the discretion of the class.

The Treasurer must prepare a final Treasurer Report with the Assistant Treasurer's association at least two weeks before commencement ceremonies, subject to the approval of the SGA.

Section 14: Right of Name

The Student Government Association reserves the right to use the name “The Student Government Association of Hellenic College Holy Cross School of Theology.”

Article V: Amendments, Ratification, and Nullification

Section 1: Amendments

All amendments to this Constitution shall be in the form of Constitutional Amendments.

The Constitutional-Archival Advisory Committee will oversee all Amendments proposed and passed by the SGA and ensure their proper addition to the SGA Constitution. After that, the SGA will approve them by a simple majority vote.

After approval by the SGA, the proposed Amendment shall be approved by a simple majority of the entire Student Body in an Amendment referendum.

§ If an Amendment fails to garner enough support either in the SGA or by the entire Student Body, then the Amendment is considered defeated and will be archived as a Denied Amendment. A new draft of the denied Amendment may be proposed and put through the abovementioned process. A denied Amendment can only be voted twice by the SGA and Student Body before being declared dead on arrival.

Section 2: Ratification and/or Nullification

This Constitution is subject to ratification or nullification by the Student Government when deemed necessary, by a simple majority vote, and then by a majority vote of the majority of the Student Body that chooses to vote.

Suppose the Student Government and Student Body nullify the Constitution. In that case, it can only be voted for nullification if a new constitution has been drawn up and approved by the Student Government and is ready for a vote by the Student Body. The Constitutional Nullification will be outlined in a Guideline created by the Constitutional-Archival Advisory Committee with the support of the SGA President in their *ex-officio* capacity.

Once the Student Government and Student body have ratified the Constitution, the following Executive Members and Class Representatives are required to sign it, acknowledging the approval of the entire Student Body: the SGA President, Vice President, all Class Presidents of Hellenic College and Holy Cross, and their Constitutional-Archival Advisory Committee.

Upon full ratification, three Copies of the Constitution, Guidelines, Procedures, and SGA Handbook will be made and placed into a Binder titled *Hellenic College-Holy Cross Greek Orthodox School of Theology Student Government Association Constitution, Guidelines, Procedures, and Handbook*. One binder will be kept in the Student Government Office, Office of Student Life, and the Student Government Archives.

Upon ratification of this Constitution, it shall supersede previous Constitutions.

Section 3: The Guidelines, Procedures, and SGA Handbook

Per this Constitution, the Constitutional-Archival Advisory Committee, in association with the SGA President, will create Guidelines, procedures, and the SGA Handbook to ensure that all processes outlined in this Constitution have a detailed procedure for proceeding where clarification is needed.

Signatures

SGA President

*Chairman of the Constitutional-Archival
Committee*

SGA Vice-President

Holy Cross Senior Class President

Holy Cross Junior Class President

Holy Cross Sophomore Class President

Holy Cross Freshmen Class President

Hellenic College Senior Class President

Hellenic College Junior Class President

*Hellenic College Sophomore Class
President*

Hellenic College Freshmen Class President