

Constitution of the Student Congress of New England College
March 21st 2022

Preamble

We, the Students of New England College, affirming that we shall be allowed to develop in an environment of freedom, responsibility, and understanding, hereby entrust our governing body with the duties of maintaining and nurturing this environment and advocating for the interests of the Student Body as a whole.

Article I – Name, Purpose, and Guidelines

- Section 1 - Name
 - The organization hereby constituted shall be known as the New England College Student Congress, here in after referred to as the Congress. When referring to each group in the Congress, they will be known as Student Senate and the House of Representatives. Referred to as Senate and the House.
- Section 2 - Purpose
 - Congress will take an active role in the leadership of an environment of intellectual, cultural and social awareness, help initiate and encourage communication between the student body, faculty and administration, to advocate for students, and ensure the participation of the entire New England College Community in all aspects of student life.
 - The New England College Community will be defined in this document as all students, faculty, staff and alumni who have interaction with New England College
- Section 3 – Non-Discrimination Clause
 - The Congress shall not discriminate verbally or nonverbally on the basis of race, creed, color, gender, sexual orientation, gender identity or expression, age, religion, national or ethnic origin, politic status, thought in a respectful manner, visible or invisible disability, or veteran status in the selection of its members or in its programs regardless of any reason.

Article II – Behavior and Respect Clause

The Congress and all members therein shall observe respectful conduct during meetings and debates, as well as outside of meetings. All members of student government will respect one another and follow behavioral decorum specified in the code of conduct in the New England College Student Handbook to follow the behavior and respect to one another.

Article III – Legislative

- Section 1 – Composition and Houses
 - The Legislative Authority of the Student Body shall be vested in two houses. They shall be known as the Senate and the House of Representatives.
- Section 2 – The Senate
 - Composition

The Senate shall strive for diversity in its membership in representation of class, collegiums and residence status, and be comprised of no more than 35 students, including the Executive Board

 - There should be at least 1 Senator from the membership of each of the following:
 - QSA “Queer Straight Alliance”
 - Sisterhood
 - Brother’s Keeper
 - Multicultural Student Coalition
 - AMGU “Amazing Minority Girls Unite”
 - Senators from each of the above organizations will be chosen by each respective organization
 - Remaining 25 Senatorial seats will be held by students to submit a completed Senator Form.
 - Qualifications
 - Be eligible for election as a Senator the following requirements must be met:
 - Must be a full time student of New England College. (12 Credits)
 - Must have a cumulative GPA of 2.5 and maintain that for their entire term.
 - Freshmen are unable to join Senate until there second semester
 - Upon joining the Senate as a Senator all members must agree to uphold the Constitution and the ethical standards of the Senate.

- Remain a member of the Student Senate, you must remain in good academic and conduct standing with New England College. See Article I and II of the Constitution.
 - Must attend at least one meeting with 25 current New England College student signatures submitted
 - Must uphold the Student Code of Conduct
 - Must be vetted through the Office of Student Conduct for past and current Conduct history. Senators must have a clean code of Conduct history.
 - Presiding Officer
 - The Student Senate President shall serve as the presiding officer of all Senate Meetings. They shall withhold comment on issues under debate until the time of the vote.
 - Meetings
 - Unless otherwise specified in the Constitution all issues brought before the Senate shall be decided by a majority (at least 50%), vote of all Senators present.
 - All Senate meetings shall be open to any member of the New England College Community. The Senate reserves the right to close meetings to the public at any time should sensitive subjects need discussion.
 - The Senate shall vote upon the rules governing its proceedings at the beginning of each academic year. (IE Robert's Rules of Order, Parliamentary Procedure etc.)
 - Quorum for meetings shall be a minimum of two-thirds of the membership of the Senate.
 - A joint session of the Houses can be called by the Senate by a one third vote.
 - The Senate shall meet regularly at a publicized time and place. Announcement of all meetings will occur at least 7 days prior the day and time of each meeting.
 - Attendance
 - All Senators must attend all Senate and Joint meetings.
 - Each Senator shall be allowed two unplanned absences from Senate meetings per semester without consequence. A third unplanned absence shall result in automatic removal from the Senate. The Secretary of the Senate shall be responsible for providing a warning to any Senator after their second unplanned absence and notification of their removal after their third absence. After two unplanned absences, Senators will have their voting rights suspended for the next meeting. After the third unplanned missed meeting the Senator will be moved.
 - A senator is voluntarily resigned after 3rd unplanned absence
 - Notice of a planned absence must be given to the Secretary no less than twenty-four hours prior to any meeting.
 - Authority change language ----Reorganize, divide section up and put with appropriate sections
 - The senate is authorized by the student body to:
 - Govern and conduct all elections within the bounds of the Constitution.
 - Vote to create committees in order to formulate, oversee and administer programs that shall impact the Student Body of New England College.
 - Call emergency meetings.
 - Take any action necessary and proper to promote the general welfare of the Student Body. Specify
 - Senators and representatives have the ability to vote on emergency matters if the eboard is unable to
 - Represent the Student Body of the college.
 - Recognize all clubs and organizations funded by the Congress with the joint approval of the House of Representatives.
- Section 3 – The House of Representatives
 - Composition
 - The House of Representatives shall consist of a single representative appointed from each club and organization funded by the Congress. Clubs who are not funded by the Student Senate will send one representative. Other student leaders will be asked to be a representative of the House. They will -include but not be limited to:
 - Resident Assistants
 - Club Sports

- Peer Leaders and
 - Student Ambassadors
 - Presiding Officer
 - The Vice President of Student Engagement shall preside over all meetings of the House of Representatives.
 - Meetings
 - The House of Representatives shall meet at least once a month.
 - House meetings shall be open to any members of the New England College Community. The House reserves the right to close the meetings to the public at any time to discuss sensitive matters. Only House Representatives can vote in these meetings by a two-thirds majority vote.
 - Unless otherwise specified in the Constitution all issues brought before the House shall be decided by two-thirds present.
 - The House will operate under the guidelines the Student Senate votes on at the beginning of the year (Ex. Robert's Rules of Order).
 - Quorum shall be two-thirds of the House membership
 - A joint session of the House and Senate can be called for in order to discuss a matter of importance by two-thirds majority vote
 - Authority
 - The House of Representatives shall have the authority to:
 - Formulate its own policies for attendance, operating procedure and membership qualifications within the bounds of the Constitution.
 - Call emergency meetings by a majority vote in favor.
 - Represent the interests of the recognized clubs and organizations.
 - Recognize all clubs and organizations funded by the Congress with the joint approval of the Senate.
 - Distribute all approved materials and funding to recognized clubs and organizations funded by the Congress with the joint approval of the Senate.
- Section 4 – Joint Meetings
 - Joint Meetings may be called by either the Senate or the House of Representatives and must be held no later than 1 week after being called.
 - Joint meetings will be co-chaired by the Student Senate President and the Vice President of Student Engagement and shall be attended by both houses of the Congress.
 - Quorum shall be one-half of all voting members of the Congress.
 - At least two joint meetings shall be held each semester.
 - No new business shall be brought forward during joint meetings. Only the business placed upon the agenda shall be discussed.

Article IV – Executive

The Executive Board of the Senate shall be composed of a President, a Vice President of Academic Concerns, a Vice President of Student Engagement, a Secretary, and a Treasurer. Executive members must keep regular office hours and attend regularly scheduled Executive Board meetings in addition to their respective duties. No official business may be conducted during Executive Board meetings.

- Section 1 – Qualifications
 - To be nominated or elected to an Executive Board position Senators must meet the following requirements:

- Must be a full time student of New England College.
 - Must have a minimum cumulative GPA of 2.75.
 - Must have served one full academic year as a Senator
 - Must meet the qualifications for a Senator as well as an Executive Board position.
 - President must have completed at least 60 credit hours; for all other executive board positions students must have completed 24 credit hours

- Section 2 – President of the Student Senate
 - Shall act as Chief Executive of the Senate and is entitled to vote only in the event of a tie.
 - Shall not bring any motion to the floor during General Senate meetings.
 - Shall act as ex-officio chairperson of all Senate committees.
 - Shall appoint members to vacant committee positions and Judicial Board vacancies, with the consent of the Senate.
 - Shall attend all appropriate student leadership conferences upon the approval of the Director of Student Engagement.
 - Shall serve as a non-voting member of the Board of Trustees and report to Senate on meetings.
 - Shall be the voice of Senate in forum and speeches
 - Shall be responsible for inviting guests and speakers to the meetings of the Senate should any requests for them be made by the Senate.
 - Shall from time to time provide a State of the College Address to the New England College Community.
 - Shall meet with the President of New England College no less than once a month.
 - Shall meet with the Director of Student Engagement weekly if circumstances permit.
 - Shall have the ability to call either or both Houses into emergency session.
 - Shall be limited to serving a single term of one academic year, following which they shall become ineligible for the office of President.

- Section 3 – Vice President for Academic Concerns
 - Shall perform the duties of the President in the event of their absence or incapacity.
 - Shall become acting President should the office of the President become vacant, pending the selection of a new President by an emergency joint session of the House and Senate.
 - Shall be a participating member of all meetings that affect academics or academic policies of New England College, and shall provide reports to the Senate of the highlights of all committee meetings that they have attended.
 - Shall receive and present to the Senate all petitions dealing with academic policies. The petitions will then be reported the administration's: Vice President of Academic Affairs.
 - Shall meet on a bi-weekly basis with the administration's Vice President of Academic Affairs and report to Senate as well as give the VPAA a report of Senate activities and status.
 - Shall represent the student body at the Board of Trustees Educational Affairs Committee as a non-voting member-and report back to senate on the meetings.
 - Shall serve as a full member of the Executive Board.
 - Shall have all the rights of a Senator, including the right to vote in Senate meetings.

- Section 4 – Vice President of Student Engagement
 - Shall oversee the activities of all organizations funded by the Senate.
 - Shall serve as a full time member of the Senate Executive Board.
 - Shall chair the House of Representatives meetings and report back to Senate all highlights of the House of Representatives meetings.
 - Shall review clubs/organizations activities and performances each semester to make sure that each club/organization follows its own purpose as set forth in their charter and/or constitution.
 - Shall maintain consistent contact with all student organizations to insure open lines of communication between Senate and recognized clubs and organizations.
 - Shall have all the rights of a Senator, including the right to vote in Senate meetings.
 - Reserves the right to appoint members to the budget committee from the House of Representatives.

- Section 5 – Secretary
 - Shall take accurate and complete minutes of all meetings of the Senate and Executive Board.
 - Shall maintain all written records and files of the Senate including attendance.
 - Shall distribute all minutes no later than 72 hours after the meeting to the senate Executive board.

- Shall compile and make public all minutes of the Senate and Executive Board no later than 72 hours after approval.
 - Shall keep an adequate up-to-date list of all faculty and Senate committees, and their chairpersons and members.
 - Shall compose the agenda for Senate meetings as well as E-Board meetings and make it available prior to all meetings.
 - Shall enforce all procedural rules as set by the Senate.
 - Shall be a full member of the Executive Board.
 - Shall have all the rights of a Senator, including the right to vote in Senate meetings.
 - Shall review all proposals to ensure that the wording is proper and without error.
 - Shall provide the Senate with reports regarding the diversity of its composition.
- Section 6 – Treasurer
 - Shall assume responsibility for maintaining accurate records of all transactions of the Congress clubs and organizations, which are under the auspices of Congress and to render a monthly report and an oral report to the Senate at each meeting.
 - Shall distribute allowance to all recognized organizations as directed by the Senate.
 - Shall oversee all funding requests and the capital project funds.
 - Reserves the right to appoint members from the Senate to the budget committee.
 - Shall follow accounting procedures of the Senate as outlined in the bylaws of the constitution.
 - Shall be a full member of the Executive Board of the Senate.
 - Shall have all the rights of a Senator, including the right to vote in Senate meetings.
 - Shall formulate the Code of Finance with the Budget Committee for the following academic year.
 - Shall meet with the treasurers of each student organization prior to allocating funds to their respective organizations
 - Section 8 – Faculty and Staff Advisors
 - The Student Senate shall have an advisor from the Office of Student Engagement as dictated by the administration.
 - The advisors will make no decisions based on the Senate or Congress without discussing with the Executive Board and confirmed by the Senate.
 - The Senate shall also have a Faculty Advisor who shall be nominated by the Executive Board and confirmed by the Senate as a whole.
 - The Faculty Advisor shall serve for no less than one academic year.
 - The Faculty Advisor and Staff Advisor must be employed full time by New England College

Article V – Committees

- Section 1 – Standing Committees
 - ⊖ Standing Committees-are :
 - Budget Committee
 - The purpose of the Budget Committee is to recommend to the Congress a Budget covering dispersal of all funds allocated to the Senate. The complete budget recommendation shall be voted upon in a joint meeting.
 - The Budget Committee shall consist of the Senate Treasurer and 4 senate members who are not club treasurers and appointed by the Senate E-board
 - A staff member of The Office of Student Engagement is required to attend and advise Budget Committee meetings.
 - The budget proposal submitted to the Joint meeting shall disclose the club memberships of each member of the Budget Committee.
 - The Budget Committee, Senate Treasurer and The Office of Student Engagement are in charge of allocating funds to clubs Pursuant to the Code of Finance.
- Section 2 – Ad-Hoc Committees

- Ad-Hoc Committees are created to serve temporary cause as decided by the Senate. They may exist for any amount of time, and if the Senate deems necessary, they will become standing committees.
- An Ad-Hoc committee may be opened by any senator with a majority vote in favor.
- An Ad-Hoc committee must report during General Assembly.
- An Ad-Hoc Committee must serve the interest of the Senate, as established in purpose.

Article VI – Clubs and Organization Bylaws

- Section 1 – Recognition
 - For any club or organization to be recognized by the Student Senate they must meet the following requirements:
 - Must be recognized by the Office of Student Engagement
 - Must provide a complete budget breakdown for their first year of operation including exact figures for each budgeted area and the total needed to operate.
 - Must be in good standing with the college and all its policies.
 - Shall have at least five members to remain active.
 - Must report membership yearly to the Senate.
- Section 2 – Proposals
 - All proposals will be reviewed by the Executive Board before being voted upon
 - All proposals must be reviewed for proper wording by the Secretary of the Student Senate no later than seven after the Secretary receives the typed proposal.
 - The meeting following the completion of the Secretary’s review the proposal shall go the floor of the appropriate meeting to be discussed or debated if applicable.
 - In order for the proposal to be brought to the floor, at least one of the members of the organization must attend the meeting to answer any questions and support the proposal.
- Section 3 – Requirements for Organizations
 - All clubs and organizations must have at least three officers which carry the responsibilities of a President, Secretary, and Treasurer, though the officer titles may be different
 - The Executive Board reserves the right to call in for consultation any or all members of a club or organization.
 - All clubs and organizations funded by Student Senate shall compile a report which highlights the programs and activities of the organization and provide this to the Secretary no later than 3 weeks prior to the end of the academic year.
- Section 4 – Finance
 - All clubs and organizations shall follow the guidelines set forth by the Code of Finance.

Article VII – Election Bylaws

- Section 1 – Executive Board Elections
 - Elections of the President of Student Senate:
 - Candidates for the President of Student Senate must meet the minimum requirements to be a member of the Executive Board as spelled out in Article IV, Section 1.
 - Candidates for the President of Student Senate must file a declaration of candidacy with the executive board.
 - Candidates for the President of Student Senate will be voted upon by the Student Body of New England College.
 - Nominations are to be presented to the Senate no later than the first week of April.
 - Voting shall happen no later than the last week of April
 - Presidents shall serve no more than one term
 - Elections of the Vice President of Academic Concern

- Candidates for the Vice President of Academic Concern must meet the minimum requirements to be a member of the Executive Board as spelled out in Article IV, Section 1.
 - Candidates for the Vice President of Academic Concern must file a declaration of candidacy with the executive board.
 - The position of the Vice President of Academic Concern will be voted upon at a joint meeting of the Houses.
 - Nominations shall be presented to the Senate no later than the last week of April
 - Voting shall happen no later than the first week of May.
 - Elections of the Vice President of Student Engagement
 - Candidates for the Vice President of Student Engagement must meet the minimum requirements to be a member of the Executive Board as spelled out in Article IV, Section 1.
 - Candidates for the Vice President of Student Engagement must file a declaration of candidacy with the executive board
 - The position of the Vice President of Student Engagement will be voted upon at a joint meeting of the Houses.
 - Nominations shall be presented to the Senate no later than the last week of April
 - Voting shall happen no later than the first week of May
 - Elections of the Secretary
 - Candidates for the Secretary must meet the minimum requirements to be a member of the Executive Board as spelled out in Article IV, Section 1.
 - Candidates for the Secretary must file a declaration of candidacy with the executive board
 - The position of Secretary will be voted upon at a joint meeting of the Houses.
 - Nominations shall be presented to the Senate no later than the last week of April.
 - Voting shall happen no later than the first week of May.
 - Elections of the Treasurer
 - Candidates for the Treasurer must meet the minimum requirements to be a member of the Executive Board as spelled out in Article IV, Section 1.
 - In addition to the general requirements, candidates for Treasurer must have a year of experience as a treasurer of a club or organization at New England College or an accredited institution.
 - Candidates for the Treasurer must be nominated by a member of the Senate and seconded by another member of the Senate.
 - The position of Treasurer will be voted upon at a joint meeting of the Houses.
 - Nominations shall be presented to the Senate no later than the last week of April.
 - Voting shall happen no later than the first week of May.
- Section 2 – Senators
 - To become a candidate for Senator, students must meet the minimum requirements spelled out in Article II, Section 2, Part C.
 - To become a candidate, individuals must complete and turn in the appropriate forms to the Office of Student Engagement .
 - Rolling admissions to become a Senator will be all academic year long.
 - To remain a senator you must stay in good academic and behavioral standing.

Article VIII – Removal Procedures

- Section 1 – Impeachment Procedures
 - Impeachment Proceedings can be brought against any member of the Senate by five (5) students and must be seconded by a member of the Senate.
 - Must have an outline and reference to which article of the constitution has been violated by the individual.
 - Impeachment Proceedings shall take place in a joint meeting of the Houses.
 - A quorum of 2/3 of the senate memberships must be met in order to hold proceedings.
 - One half of all voting members present must vote in favor of impeachment to remove the Senator or Officer.
 - The vote shall be taken by secret ballot.
 - Should the vote be in favor of removal, the senator or respondent whom procedures were brought against

- shall be removed from Senate and shall no longer have the privileges of a Senator. They shall not be eligible to return to the Senate until the next Executive election.
- In the event of any officer being removed nominations and elections for a replacement Executive Board positions shall be held as described in the election bylaws. Executive Board members elected in this way will remain in office until the end of the academic year.
 - Impeachment Proceedings must be brought forth no later than 6 months from when the incident has happened.
 - Once an Impeachment Procedure has been brought against someone, and the Impeachment is defeated; the same procedure cannot be brought against the individual on the same case.
 - An Impeachment Procedure must not last more than two weeks.

Article IX – Constitution Amendment

- Section 1 – Proposals
 - An amendment to the Constitution may be proposed by at least one (1) author and two (2) co-sponsors.
 - The Author(s) must supply a written version of the proposed amendment to the Secretary no more than fifteen (15) days and no less than ten (10) days prior to the proposal being discussed in the appropriate meeting.
 - After the Secretary has reviewed the Amendment for language, an all campus email shall be sent by the Office of Student Engagement no later than five (5) days prior to the appropriate meeting informing the campus of the impending discussion and amendment.
- Section 2 – Voting
 - Quorum to vote upon an amendment to the Constitution shall be 2/3 the members.
 - A majority of those present must vote in favor for any amendment to be passed.
- Section 3 – Application
 - Once an amendment has been passed, the Congress has up to thirty (30) days to place the amendment into procedure and operation.
 - The Secretary must make a digital and hard copy available of the updated Constitution no later than seven (7) days following the passage of the amendment.
 - Both hard and digital copies of the Constitution of the Congress must be stored with the Secretary, the Congress Office, the Office of Student Engagement, and with the Faculty Advisor of the Congress.
 - In addition a digital copy of the Constitution must be posted on the New England College website. Any updates must be posted within seven (7) days of passage.