Class Boards Constitution

Article I ~ Mission:
The name of these organizations shall be the Class Boards.

Article II ~ Purpose:
There shall be four Class Boards, one for each matriculating class. The purpose of these organizations shall be to promote class unity and communicate with the students in their class; address class issues when appropriate or bring those issues to representatives of the Student Government Association if necessary; plan and implement activities for their class; and initiate fundraising activities to support class programming; fill vacancies of Student Government Association Senators of the appropriate class.

Article III ~ Membership:
Section I: Membership in the Class Boards is open to all Colby-Sawyer students. The members of this organization shall consist of those students who would like to participate in the activities of their Class Board.

Section II: There shall be no dues collected.

Article IV ~ Officers:
Section I: The officers of these organizations shall consist of the president, vice president, secretary, and treasurer.

Section II: The duties of the class president shall be to:
- call and preside over a minimum of two class meetings per semester;
- organize and implement class activities; and
- attend at least one SGA meeting per month or designate another class board officer to attend.

Section II: The duties of the class vice president shall be to:
- organize class activities and coordinate fundraising activities;
- assist the president; and
- act on president’s behalf in his/her absence.
Section III: The duties of the class secretary shall be to:
- take minutes at class meetings.
- publicizes all class meetings, events, and minutes.

Section IV: The duties of the class treasurer shall be to:
- maintain all class finances.
- prepare and present the class allocations request each spring.

Article V ~ Election Bylaws
Section I: The election process for selection Class Board Officers is as follows:
- Candidates must complete an application packet, including a petition signed by 25 Colby-Sawyer students who support his/her candidacy and a platform statement.
- Elections will be held in the college dining hall. Students will have the opportunity to vote at a minimum of three meals (one academic day).
- Voting will be conducted using paper ballots containing the names of all candidates and the positions for which they are running.
- Results will be tabulated by the Election Committee and supervised by the assistant dean of students and director of citizenship education.
- A candidate will be declared elected when he/she receives a majority of the votes cast for each particular position.
- In the event of a tie, the following option will be offered to candidates—they may choose to either hold the positions jointly or to rewrite their platform statements and another election will be held to decide the office.

Section II: The campaign rules and regulations for Class Board elections are as follows:
- All candidates’ flyers or posters must be approved by the Campus Activities Office prior to posting in the Ware Campus Center.
- All campaign gimmicks must be used with discretion and in good taste in regard to persons and property.
- Candidates MAY NOT use campus wide voice mail to advertise their candidacy.
- Candidates MAY NOT display flyers, posters, or table tents in the polling location, the dining hall.
• Candidates must assume responsibility for their posters, removing them from all campus facilities within 48 hours of the election.

Section III: The Class Boards elections committee shall exist to oversee the election process and will be comprised of outgoing Class Officers or those who have elected not to re-run. The duties of this committee shall be to:
• review and approve students’ candidacy (compliance with the qualifications and application process); and
• uphold the campaign rules and regulations, prepare the ballots, and run and tabulate the elections.

Section IV: A Class Board officer may vacate his/her position by resignation or removal. Any member of a matriculating class may initiate the impeachment of a corresponding class officer by filing a formal complaint with the advisor of that class board and the assistant dean of students. Once a complaint is filed, the following occurs:
• There will be a period of one week between the time of the filing of the complaint and the impeachment hearing. In the event that a regular class meeting does not fall in the one-week time frame, a special meeting will be called.
• The student filing the complaint will then have the responsibility of presenting his/her case before their class.
• An equal amount of time will then be allocated for the officer in question, to present his/her case, and answer questions.
• Upon completion of the hearing, a majority vote of the class members present at the hearing will result in the removal of the officer from his/her office.
• If a class officer is unseated by his/her class, s/he cannot be re-elected or appointed to office during the same school year.

Section V: In the event of class officer vacancies the following procedure will be followed:
• In the event of vacancies due to resignation or removal, the remaining class officers shall appoint, within one week, an acting officer from it’s class members to fill the vacant position and make known the appointment to the corresponding class.
• If, within two school weeks of the appointment, at least one candidate comes forward with a valid petition and recommendations for the vacant office, the Class Board shall within four weeks of the appointment, conduct a special election for the office.

• Otherwise, the appointed officer shall serve as if elected in an open position.

**Article VI ~ Advisor(s)**

Section I: There shall be one or more faculty/staff advisor(s) for each of the four Class Boards. The advisor(s) shall serve as non-voting members of the Class Boards.

Section II: Class Board advisor(s) shall be selected each year by the elected class officers.

Section III: Class Board advisor(s) duties shall be to:

• offer advice and counsel as needed to the corresponding Class Board;
• meet regularly with the class officers;
• attend class officer and class meetings as a non-voting member; and
• authorize all Class Board financial statements.

Section IV: The associate dean of students and director of citizenship education will serve as coordinator for the four Class Boards, facilitating communication and organizing meetings among the four groups.