

Berklee SGA Constitution

Table of Contents

[Article 1](#): Name

- 1.1 - Name
- 1.2 - Jurisdiction
- 1.3 - Additional Berklee Campuses

[Article 2](#): Purpose

- 2.1 - Purpose
- 2.2 - Mission

[Article 3](#): Membership and Structure

- 3.1 - Eligibility
- 3.2 - Structure
- 3.3 - General Responsibilities
- 3.4 - Berklee SGA Advisor
- 3.5 - Discrimination Policy
- 3.6 - Annual Elections
- 3.7 - Special Elections

[Article 4](#): Executive Council Duties

- 4.1 - Function of Executive Council
- 4.2 - Collective Responsibilities of Executive Council
- 4.3 - Individual Responsibilities of Executive Council

[Article 5](#): Legislature

- 5.1 - Function
- 5.2 - Collective Responsibilities of the Legislature
- 5.3 - Individual Responsibilities of the Legislature

[Article 6](#): Conducting SGA Business

[Article 7](#): Business and Voting Structure

- 7.1 Quorum and Votes Needed
- 7.2 - When
- 7.3 - Procedures

[Article 8](#): Removal and Resignation of Members

- 8.1 - Removal due to loss of eligibility
- 8.2- Resignation of Board Member
- 8.3 - Impeachment

[Article 9](#): Budget of Student Government

- 9.1 - Goal of SGA Funding
- 9.2 - Oversight of SGA Budget

9.3 - Allocation of SGA Budget

9.4 - Programming Budget

9.5 - Executive Funds

9.6 Funding Allocation Board

[Article 10](#): Amendments to the Constitution

10.1 - Constitution Amending Procedure

Article 1: Name

1.1 - Name

This group shall be named Berklee Student Government Association (Berklee SGA.) It is designed to represent both the Undergraduate College and Conservatory students at Berklee's Boston Campus.

1.2 - Jurisdiction

All undergraduate students by virtue of their registration to Berklee's Boston Campus shall be members of the Student Body and shall be subject to this Constitution, the Student Body Statutes, and all advocacy from the Student Government Association. "Berklee" refers to the all-encompassing institution, including all of Berklee's programs, campuses, and other properties: Berklee College of Music, Boston Conservatory at Berklee, Berklee Online, Berklee Valencia, Berklee City Music, Berklee NYC, Berklee Abu Dhabi, and Berklee Summer Programs. Jurisdiction and reference to Berklee in relation to the Student Government Association and Student Body refer to Undergraduate students at Berklee College of Music and Boston Conservatory at Berklee on the Boston Campus.

1.3 - Additional Berklee Campuses

While membership and financial resources are limited to the Boston Undergraduate Campus, Berklee SGA at times, collaborates and partners with the other Berklee Campuses as needed.

Article 2: Purpose

2.1 - Purpose

The purpose of Berklee SGA is to provide and promote shared governance representing the needs and interests of students throughout all areas of the institution. Each year, Berklee SGA will establish guiding values to assist with representing currently enrolled students.

2.2 - Mission

Berklee SGA aims to improve the quality of student experience by facilitating meaningful relationships between students, faculty, staff, and administration at Berklee College of Music (BCM) and the Boston Conservatory at Berklee (BCB) in order to advocate for and elevate student concerns and needs.

Article 3: Membership and Structure

3.1 - Eligibility

General Membership: Any currently enrolled Berklee student is represented by Berklee SGA and is able to participate in open meetings.

Elected Positions: To run for an elected position, students must be currently enrolled, in good standing, and eligible for employment through Berklee Student Employment. Certain positions have specific requirements listed below:

- President and Vice Presidents - Must have served at least one full semester on Berklee SGA before running for these roles. If no candidates that meet the requirements are running, then any eligible general member can run.
- International Director - Must be an International Student (includes those who are here on a visa, dual citizens, and those who have lived abroad for at least 5 years). If no candidates that meet the requirements are running, then any eligible general member can run.
- Divisional Representatives - Must be a member of the division they are running to represent.

Election results will be determined based on the regulations listed under Article 7.

3.2 - Structure

The Elected members of Berklee SGA make up 2 areas of the board; the Executive Council and the Legislature. The Berklee SGA will use SGA Board to refer to all elected members.

Executive Branch

- President (15 hours per week)
- Vice President of the College (10 Hours per week)
- Vice President of the Conservatory (10 Hours per week)

- Executive Assistant (7 Hours per week)
- Treasurer (7 Hours per week)

Legislature

- Diversity, Equity, and Inclusion Director (7 Hours per week)
- International Director (7 Hours per week)
- Student Life Director (7 Hours per week)
- Accessibility and Community Director (7 Hours per week)
- Student Programs Director (2) (7 Hours per week)
- Professional Education Division Representative (2) (4 Hours per week)
- Professional Writing and Music Technology Division Representative (2) (4 Hours per week)
- Professional Performance Division Representative (2) (4 Hours per week)
- Dance Division Representative (2) (4 Hours per week)
- Music Division Representative (2) (4 Hours per week)
- Theatre Division Representative (2) (4 Hours per week)
- Member at large (2) (3 Hours per week)

3.3 - General Responsibilities

All elected SGA Members are responsible for the following general responsibilities:

- Participate in all SGA Weekly Board meetings
- Abide by all rules, regulations, and expectations outlined in the SGA Constitution, SGA Agreement, Policy Handbook for Students, Student Code of Community Standards, Berklee Non-Discrimination, Harassment, and Sexual Misconduct Equity Policy (Equity Policy), other institutional policies, and applying local, state, federal and/or international laws, standards, and policies.
- Continuously connect with the student body to gather information and feedback in order to best represent their peers

3.4 - Berklee SGA Advisor

The Berklee SGA Advisor is a staff member appointed by the Associate Vice President and Dean of Student Affairs.

The SGA advisor serves as the Student Employment supervisor for all elected SGA members and has the additional responsibilities below:

- Meet weekly with the Berklee SGA President
- Meet bi-weekly with the Berklee SGA Vice Presidents
- Meet monthly with the Berklee SGA Treasurer
- Meet semesterly, and as needed, with all other Berklee SGA members

- Attend weekly board meetings, all Leadership meetings, and other meetings as needed or requested by SGA
- Ensures that all college policies are enforced and followed
- Provides guidance and support for all members as needed
- Runs and organizes the Fall SGA Retreat
- Runs and organizes the Spring End of Year banquet
- Act as a liaison between the Berklee SGA and Berklee administration

3.5 - Discrimination Policy

SGA will not discriminate on the basis of race, color, nationality, ethnicity, class, religion, disability, age, sex, gender identity, gender expression, and sexual orientation. SGA adheres to all federal and state civil rights laws barring discrimination, including, but not limited to, Title IX and Title VI of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act, and the Massachusetts Equal Rights Law. SGA is committed not only to compliance with these mandates but to promoting a culture that is in line with the values these civil rights laws envision.

3.6 Annual Elections

Annual SGA Board elections will be run by a designee from Campus Life in partnership with any board members who are not re-running for election. These elections will take place in the Spring Semester and results will be announced by the SGA Advisor before the end of the Spring semester.

3.7 Special Elections

At most points, during a term, if a position becomes vacant, the process to determine Special Election candidates will be determined by the SGA President. This process must be presented to the board for discussion prior to implementation, but ultimately it is the decision of the President to determine the final process.

Once candidates have been selected, this implied motion would move to a vote at the next board meeting.

No Special Elections will take place with less than 4 weeks in the semester remaining.

Article 4: Executive Council Duties and Responsibilities

4.1 - Function of Executive Council

The Executive Council works with the Legislature to ensure that work is carried out efficiently and effectively. They provide oversight, training, and support to the legislature to build a highly functional team.

4.2 - Collective Responsibilities of Executive Council

- All Executive Council members are required to stay in continued conversation with other members of the Executive Council.
- Shall meet weekly to discuss any issues and/or concerns and prepare for the weekly board meeting
- Shall work cooperatively and collaboratively together
- Shall work to provide agendas for the SGA Weekly Board Meeting
- Shall provide continued communication and feedback to the Board
- Shall follow all agreed-upon rules and regulations as outlined in the Annual SGA Contract

4.3 - Individual Responsibilities of Executive Council

President

- Oversees and supports the entire board
- Directly provides supervision to the Executive Council as well as all Director positions
- Completes all job responsibilities as outlined in the Job Description

Vice President of the College

- Oversees and supports all College Representatives
- Assists the President with the management of the board as needed
- Completes all job responsibilities as outlined in the Job Description

Vice President of the Conservatory

- Oversees and supports all Conservatory Representatives
- Assists the President with the management of the board as needed
- Completes all job responsibilities as outlined in the Job Description

Executive Assistant

- Responsible for all record-keeping, communication, and marketing
- Oversees the team working on Social Media
- Completes all job responsibilities as outlined in the Job Description

Treasurer

- Responsible for the management and execution of the Berklee SGA Budget
- Completes all job responsibilities as outlined in the Job Description

Article 5: Legislature Duties and Responsibilities

5.1 - Function

The Legislature are the board members who are responsible for the direct contact and outreach with the populations they represent. They advocate for their constituents and are responsible for bringing as much feedback and insight to the board as possible.

5.2 - Collective Responsibilities of the Legislature

- Shall follow all agreed-upon rules and regulations as outlined in the Annual SGA Contract

5.3- Individual Responsibilities of the Legislature

Diversity, Equity, and Inclusion Director

- Completes all job responsibilities as outlined in the Job Description
- Coordinates feedback and student input around the topics of Diversity, Equity, and Inclusion
- Responsible for maintaining a working relationship with the Center for Diversity, Equity, and Inclusion

International Director

- Completes all job responsibilities as outlined in the Job Description
- Coordinates feedback and student input for all Berklee International Students
- Responsible for maintaining a working relationship with the Office of International Student Services

Accessibility and Community Director

- Completes all job responsibilities as outlined in the Job Description
- Coordinates feedback and student input around accessibility and safety

- Responsible for maintaining a working relationship with the offices of Accessibility Services, Community Standards, and Public Safety

Student Life Director

- Completes all job responsibilities as outlined in the Job Description
- Coordinates feedback and student input for aspects of Student Life not covered in other Director roles
- Responsible for maintaining a working relationship with the offices of Housing, Dining Services, Success Advising, and Health and Wellness

Student Programs Director (2)

- Completes all job responsibilities as outlined in the Job Description
- Responsible for overseeing all programs and events put on by SGA
- Provides training and support for other SGA members as they plan events
- Responsible for maintaining a working relationship with Campus Life and Conference and Event Services

Professional Education Division Representative (2)

- Completes all job responsibilities as outlined in the Job Description
- Responsible for collecting feedback and student input from all members of the division they represent.
- Put on events specific to the division they represent

Professional Writing and Music Technology Division Representative (2)

- Completes all job responsibilities as outlined in the Job Description
- Responsible for collecting feedback and student input from all members of the division they represent.
- Put on events specific to the division they represent

Professional Performance Division Representative (2)

- Completes all job responsibilities as outlined in the Job Description
- Responsible for collecting feedback and student input from all members of the division they represent.
- Put on events specific to the division they represent

Dance Division Representative (2)

- Completes all job responsibilities as outlined in the Job Description

- Responsible for collecting feedback and student input from all members of the division they represent.
- Put on events specific to the division they represent

Music Division Representative (2)

- Completes all job responsibilities as outlined in the Job Description
- Responsible for collecting feedback and student input from all members of the division they represent.
- Put on events specific to the division they represent

Theatre Division Representative (2)

- Completes all job responsibilities as outlined in the Job Description
- Responsible for collecting feedback and student input from all members of the division they represent.
- Put on events specific to the division they represent

Member at large (2)

- Assists the board with projects and needs as they arise
- Completes all job responsibilities as outlined in the Job Description

Article 6: Conducting SGA Business

6.1 Article 6 will be defined and implemented by the next board in Fall 2023

Article 7: Voting Structure and Procedures

7.1 Quorum and Votes Needed

Quorum will be defined as half of the active voting members of SGA, plus 1. No voting processes can take place if a Quorum is not established.

For implied motions, $\frac{3}{4}$ of votes are needed to pass. For all other motions, a majority of votes are needed to pass.

7.2 - When

Implied Motions: These topics must always be voted on and therefore, the motion is implied:

- Sub-committee structure, including establishing and naming
- Constitutional Amendments
- Leadership Meeting Agendas
- SGA Budget for the Year
- FAB Policy Amendments
- Special Election Candidate Voting
- Impeachment Decisions

Motions: Any voting member of Berklee SGA may call for a vote for any topic not covered in the implied motion section during the weekly board meeting at the time designated by the Executive Assistant by Making a Motion.

7.3 - Procedures

Before making a motion: While not required, before a motion is made, it is helpful for the board to have had an opportunity to ask questions and understand any topics prior to them being introduced as a motion.

Making a Motion: At the designated time, any voting member of Berklee SGA can make a motion for anything relevant to SGA that they ultimately think should be voted on. They do this by raising their hand, waiting until called, and then stating, "I move that..." The motion should be clear, specific, and have an outcome.

Seconding a Motion: For a motion to move to discussion, it must be seconded by a different voting member of SGA. If the motion is not seconded, the motion is not before the board, and the regular agenda moves forward. *Implied motions do not need to be seconded and they move directly to discussion.

Discussion: Once a motion has been made and seconded, it moves to discussion. During discussion all members should have the opportunity to offer any thoughts, concerns, or support to the conversation. For the sake of time, allow all members the opportunity to speak once before others speak again.

Ending Discussion: At any point during the discussion, if a voting member feels that enough information has been shared and/or that the discussions has been stalled, they may move to end discussion. Once a motion to end the discussion has been made, it needs to be seconded. If seconded, the motion to end the discussion passes and the presiding officer will call the vote. If the motion to end discussion is not seconded, the motion fails and discussion continues. If a meeting is running out of time and

discussion is not finished, a voting member can move to table the discussion. Once moved, seconded, and voted on, the discussion can be tabled until the next meeting.

Calling the Vote: After voting to end discussion, the presiding officer will instruct the board that voting has begun and any vote at this point will be the official vote on record. The Presiding Officer will read the motion to the board again and then will call for Yea votes, then nay votes, and then any abstentions.

Announcing the Vote: After the votes have been counted, the Presiding Officer will announce the vote tally and whether the motion has been adopted or lost. The Executive Assistant will then add the results of the vote to the official record.

Article 8: Removal and Resignation of Members

8.1 - Removal due to loss of eligibility

Any board member who falls out of eligibility status (no longer enrolled, found responsible for disciplinary action that prevents them from being involved in leadership opportunities, etc.) will automatically be removed from their role by the SGA Advisor.

8.2- Resignation of Board Member

- If a board member wants to remove themselves from the SGA Board they must contact the SGA President and Advisor giving a minimum of two weeks' notice.
 - Representatives must include their respective VP in this communication.
- Board Members must schedule a mandatory exit interview with the SGA Advisor and President.
 - Representatives must include their respective VP in this meeting.
- The SGA Advisor will inform Student Employment that this student has stepped down from serving on SGA.
- Failure to follow these procedures may result in the member being ineligible for running for future positions

8.3 - Impeachment

Repeated Violations: After three documented violations of the SGA contract or constitution, a member must meet with the SGA President and SGA Advisor to discuss an action plan to successfully move forward. This will include a mandatory probationary status for the remainder of their term. Any additional violations while on probationary

status or failure to meet the steps outlined in the action plan will result in the members removal from the board and their student employment position.

High-Level Violations: At any point, if a voting member believes that another member has committed an egregious violation, they may alert the President (or other ranking member of the Executive Council if it's regarding the President) that they would like to introduce a motion for impeachment at the next board meeting. The President or ranking member will then inform the other party that a motion may be made to impeach them and they should be prepared to discuss if the motion moves forward.

Article 9: Budget of Student Government

9.1 - Goal of SGA Funding

SGA receives a fiscal budget every year provided through funding provided by Campus Life. This funding shall be used for the benefit of the Student Body and to excel goals, plans, and events that benefit all Berklee students.

9.2 - Oversight of SGA Budget

The SGA Budget shall be reviewed and facilitated by the SGA President, SGA Treasurer, and SGA Advisor. Primarily the review of the SGA Treasurer, at times expenses and purchases will be reviewed by the SGA President and SGA Advisor. The Treasurer is responsible for the management, organization, and transparency of the SGA budget.

9.3 - Allocation of SGA Budget

The allocations of the SGA Budget are at the recommendation of the SGA President and SGA Treasurer. These allocations must be approved by board vote no later than the second Fall board meeting of the SGA Executive Board.

9.4 - Programming Budget

The budget will consider allocations to each executive board member to provide funds for event programming. These programs must be related to the goals of their position and must serve the Student Body.

- The SGA Treasurer and SGA President will review the allocations for individual executive board members and allocations for specific SGA events. These allocations will be voted upon by the entire SGA board for approval.
- Any expenses from the executive board members' programming budget must be reviewed and approved by the SGA treasurer two (2) weeks prior to when it is

needed. Any items requested after the two (2) week timeline will not be approved.

9.5 - Executive Funds

The SGA President will have the purview of an executive fund that will support leadership, recognition, and the needs of the Student Body. This funding will support causes, events, or needs that are not clearly defined under the goals of the executive board.

9.6 Funding Allocation Board

The Funding Allocation Board (FAB) reviews and supports Berklee student clubs in financially hosting programs, traveling, and building community. This board is overseen by the Assistant Director of Student Clubs and chaired by the SGA Treasurer.

- Funding for FAB is approved in a separate vote from the SGA Executive Board. This recommendation will come from the SGA Treasurer and the Assistant Director of Student Clubs and will be voted upon before the second meeting of the SGA Executive Board.
- The SGA Treasurer will provide updates on FAB funding as needed. These reports will be separate from general SGA budget updates that occur on a monthly basis.
- SGA Executive Board is tasked with approving FAB committee member service and voting on certain requests that exceed certain funding limits.
- The FAB Funding Policy is detailed in the 'FUNDING ALLOCATION BOARD POLICY' document that should be accessible to all students for review.

Article 10: Amendments to the Constitution

10.1 - Constitution Amending Procedure

Section I. Proposed Amendment

- Motions to propose an amendment to the Constitution can be made by any SGA Board Member at any time, and must be voted on by the SGA Board (per Article 6 - Voting Procedures).
- At the time of the proposed amendment, a Constitution Review Focus Group must be formed.
- The Constitution Review Subcommittee which will be composed of:
 - One Executive Board Member who serves as the Chair.

- Any members of the SGA Board who wish to take part.

Section II. Amending Process

- Amendments to the Constitution will be discussed and written by a Constitution Review Focus Group.
- The SGA Constitution should be reviewed and if needed, amended, on a bi-annual basis.

Section III. Amending Decision

- After review, final amendments will be voted on by the board.
- The reviewed constitution needs a 3/4 vote of approval from the SGA Board.