



Berklee Student Government Association (SGA) Constitution

Last Updated: May 2020

Terms and Acronyms

Berklee College of Music (BCM)

Boston Conservatory at Berklee (BCB)

Common Application (Common App) - The student leadership common application and selection process is a recruitment initiative to help students step into student leadership positions. This involves a number of offices across the Student Enrollment and Engagement (SEE) Division (specifically Student Advising and Success, Berklee Summer Initiative, and Student Affairs, Diversity, & Inclusion).

The Constitution - The Student Government Association's Constitution (this document)

Divisional Representatives (Reps)

Funding Allocation Board (FAB)

Student Government Association (SGA)

Student Programs and Outreach Representative (SPOR)

Mission Statement

The Student Government Association (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).

Mission Strategy

- Organizing events and programs that support and benefit the student body
 - Advocating for students' rights within BCM and BCB
 - Identifying and working to resolve areas of need and conflicts on campus
 - Partnering with on-campus leaders to promote change
 - Holding community members accountable across campus
 - Representing the diverse communities of BCM and BCB
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Article I. Title and Membership

Section I. Title

This organization shall be known as the Student Government Association (SGA).

Section II. Membership

All members of the student body in accordance with specific provisions of this Constitution, shall be eligible to hold elected or appointed office. In addition, the SGA Advisor is an appointed staff member from the Campus Life team. Members are voted in by the student body by process of the Annual Election or Special Election cycle (Article IV). Members shall be entitled to participate in programs or activities provided by the SGA, including any special benefits provided as part of these programs or activities, and are compensated through Student Employment for their hours worked.

Section III. 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.

Article II. SGA Board Positions

Section I. Executive Board

The following Executive Board positions are hereby established for the SGA:

President

Vice President of Berklee College of Music

Vice President of Boston Conservatory at Berklee

Executive Assistant

Treasurer

Communities Representative

International Representative

Student Life Liaison

Student Programs and Outreach Representative (SPOR)

Section II. Representatives

The following Division Representatives (Reps) are hereby established for the SGA.

A. Berklee College of Music

Professional Education Division (2 Representatives)

The Professional Education Division Reps cover the following departments:

- Liberal Arts
- Music Business/Management
- Music Education
- Music Therapy
- Professional Music

Professional Writing and Music Technology Division (2 Representatives)

The Professional Writing and Music Technology Division Reps cover the following departments:

- Composition
- Contemporary Writing and Production
- Electronic Production and Design
- Film Scoring
- Harmony
- Jazz Composition
- Music Production and Engineering
- Songwriting

Professional Performance Division (2 Representatives)

The Professional Performance Division Reps cover the following departments:

- Bass
- Brass
- Ear Training
- Ensemble
- Guitar
- Percussion
- Piano
- String
- Voice
- Woodwind

B. Boston Conservatory at Berklee

Dance Division (2 Representatives)

The Dance Division Reps cover the following departments:

- Contemporary Dance

Music Division (2 Representatives)

The Music Division Reps cover the following departments:

Instrumental Studies:

- Brass
- Collaborative Piano
- Harp
- Orchestral Conducting
- Percussion
- Piano
- Strings
- Woodwinds

Voice:

- Choral Conducting
- Vocal Pedagogy
- Voice
- Opera

Core Studies, Contemporary Music, and Composition:

- Composition
- Contemporary Classical Music Performance

Theatre Division (2 Representatives)

The Theatre Division Reps cover the following departments:

- Contemporary Theatre
- Musical Theatre

Section III. SGA Advisor

The following serves as the professional staff advisor over SGA:

SGA Advisor

Article III. Member Responsibilities

Section I. Full Board

A. Duties

- a. Ensure that SGA's Constitution is enforced, upheld, and followed.
- b. Attend all meetings when called.
 - i. Attendance shall be taken at full board meetings every week.
 - ii. SGA members are allowed a maximum to two unexcused absences per semester.
 1. Being more than 15 minutes late to two board meetings will count as an unexcused absence.
 - iii. Excused absences due to professional pursuits (i.e. auditions, gigs, rehearsals, etc.) require that written notification/proof be sent to the President and Executive Assistant for approval at least 24 hours prior to the start of the meeting.
 - iv. Excused absences due to illness require written notice to the Executive Assistant before the meeting. Failure to notify the Executive Assistant is considered an unexcused absence.
- c. Initiate forums, meetings, and events for your intended audience.
- d. Draft advertisements for events and share them with the Executive Assistant.
 - i. Details of a caption, poster/flyer/media and time/date for post must be included.
- e. Abide by all rules, regulations, and expectations set forth 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.
- f. In addition to fulfilling individual position expectations:
 - i. Take part in a minimum of two non-role specific meetings per semester.
 - ii. Take part in a minimum of one non-role specific subcommittee per semester.
 - iii. Attend events put on by other members.
- g. Be present and actively participate at each meeting and event.
- h. Treat other members of SGA with respect, and work to resolve conflict as it arises (preferably in person) and in a timely manner.

B. Communication

- a. Respond to all SGA email correspondences that pertain to you and require a response within 24 hours Monday to Friday, and within 48 hours Saturday and Sunday.
- b. Communicate with external constituents via the SGA email account (i.e. groups of four or larger, full departments or divisions, winners of lotteries or contests, etc.).

- i. If you are sending an SGA related email through your personal student email CC sga@berklee.edu.
- c. Utilize the SGA group message for instant and concise communication while utilizing email for formal matters pertaining to members of the SGA board.

Section II. Executive Board

A. President

- a. Ensure the Constitution is enforced, upheld, and strictly followed.
- b. Ensure all legislative actions taken by the SGA are brought to the attention of appropriate college officials.
- c. Lead weekly board meetings.
- d. Oversee all members of the Executive Board in their specific job titles and meet with them regularly.
- e. Meet weekly with the SGA advisor.
- f. Meet bi-weekly with the Vice Presidents.
- g. Meet at least once each semester with the President of Berklee, Executive Director of the Conservatory, and Assistant Vice President of Student Affairs.
- h. Distribute warnings to members of SGA when expectations are not met or violations occur, and remove from office any SGA member who has broken their signed SGA agreement (see Article VI.)
- i. Coordinate a full board retreat each semester.

B. Vice President of Berklee College of Music

- a. Act as the liaison between the student body at Berklee College of Music and the President of SGA.
- b. Meet monthly with respective Divisional Representatives and report back to the President.
 - i. Ensure that each of the Reps organizes an event or program each semester.
 - ii. Ensure that each of the Reps meet with the Dean of their division monthly.
 - iii. Support and correspond with each Rep and be present at their events/programs each semester.
- c. Meet with the SGA President and Conservatory Vice President bi-weekly.
- d. Fulfill the President's duties, should the President have to vacate their position.
- e. Oversee and manage the election process with the Conservatory Vice President.
- f. Meet with various departments, facilities, and offices at Berklee in order to collect pertinent feedback.
- g. Perform duties assigned by the President.

C. Vice President of Boston Conservatory at Berklee


- a. Act as the liaison between the student body at Boston Conservatory and the President of SGA.
- b. Meet monthly with respective Divisional Representatives and report back to the President.
 - i. Ensure that each of the Reps organizes an event or program each semester.
 - ii. Ensure that each of the Reps meet with the Dean of their division monthly.
 - iii. Support and correspond with each Rep and be present at their events/programs each semester.
- c. Meet with the SGA President and College Vice President bi-weekly.
- d. Fulfill the President's duties, should the President have to vacate their position.
- e. Oversee and manage the election process with the College Vice President.
- f. Meet with various departments, facilities, and offices at Berklee in order to collect pertinent feedback.
- g. Perform duties assigned by the President.

D. Executive Assistant

- a. Maintain accurate and complete records for all SGA meetings.
- b. Maintain accurate contact information for all SGA members.
- c. Prepare and share meeting agenda prior to Full Board and Executive Board Meetings.
- d. Prepare and share meeting minutes following Full Board and Executive Board Meetings.
- e. Take attendance at full board meetings.
- f. Submit and communicate work orders expressed by the student body.
- g. Maintain and upkeep the SGA email, Facebook, Instagram, and website inboxes.
- h. Update internal (www.berklee.edu/sga) and external (www.berkleesga.com) website as needed.
- i. Communicate with SPOR to fulfill all marketing needs.
- j. Update social media accounts with upcoming events.
- k. Keep track of office hour scheduling.
- l. Perform duties assigned by the President.

E. Treasurer

- a. Maintain accurate and complete records of all SGA's financial transactions.
- b. Receive and approve budget requests from SGA Board members.
- c. Coordinate with SGA Advisor to access funds in a timely manner.
- d. Present a monthly budget report to the SGA Executive Board.
- e. Present quarterly club funding update to senior financial leadership.
- f. Lead the Club Funding Allocation Board (FAB) alongside Assistant Director of Student Clubs to:
 - i. Recruit members.

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- ii. Call FAB meetings to review and determine the status of new clubs, club budgets, and budgeting appeals.
 - iii. Set funding guidelines and voting process for allocations.
 - iv. Update clubs regarding their funding status.
 - g. Perform duties assigned by the President.
- F. Communities Representative
- a. Serve as the primary liaison between SGA and the student body in relation to communities at BCM and BCB.
 - b. Maintain frequent communication with the offices of Diversity Equity and Inclusion, and Accessibility Resources for Students.
 - c. Organize and host a minimum of one community event per semester.
 - d. Perform duties assigned by the President.
- G. International Representative
- a. Serve as the primary liaison between SGA and the student body, specifically in relation to international students.
 - b. Maintain frequent communication with International Student Services.
 - c. Organize and host a minimum of one event per semester.
 - d. Perform duties assigned by the President.
- H. Student Life Liaison
- a. Serve as the primary liaison between SGA and the student body in relation to student services at BCM and BCB.
 - b. Maintain frequent communication with the offices of Housing and Residential Life, Health and Wellness and Counseling Services, and Dining Services.
 - c. Organize and execute monthly meetings with the Assistant Vice President and Dean of Campus Life.
 - d. Organize and host a minimum of one event per semester.
 - e. Perform duties as assigned by the President.
- I. Student Programming and Outreach Representative (SPOR)
- a. Plan a wide variety of programs and events for the student body that foster connections across divisions, student clubs, and organizations.
 - b. Coordinate board members for events/functions, planned by:

- i. The SPOR
- ii. When requested, the Assistant Director of Campus Programs & Traditions
- c. Research and maintain awareness of changing student interest to provide fun, innovative, and educational activities.
- d. Encourage collaboration between SGA and Student Clubs.
- e. Perform duties assigned by the President.

Section III. Divisional Representatives

- A. Serve as the primary liaison between SGA and Student Body in relation to students within the Reps' respective division.
- B. Organize and host a minimum of one event per semester.
- C. Meet monthly with the Dean(s) of respective division(s) and keep records of these meetings.
- D. Meet monthly with respective Vice President.
- E. Bring areas of concern to the attention of the full board.
- F. Perform duties assigned by the President or the College Vice President.

Section IV. SGA Advisor

- A. SGA Advisor
 - a. Serve as liaison between SGA and Berklee administration.
 - b. Serve as primary advisor to the entirety of the SGA Board.
 - c. Serve as the primary supervisor in a Student Employment capacity.
 - d. Meet weekly with the President to advise on the management and direction of SGA and its priorities.
 - e. Meet bi-weekly with the VPs to advise on the management of Reps.
 - f. Ensure that the Policy Handbook for Students, Student Code of Community Standard, Berklee Non-Discrimination, Harassment, and Sexual Misconduct Equity Policy (Equity Policy) is carried out by SGA.
 - g. Ensure all SGA members are fulfilling their duties and maintaining a cumulative GPA of 2.7 or higher.
 - h. Ensure that the members of SGA are in good judicial standing at BCM/BCB.
 - i. Attend weekly full board meetings.
 - j. Above all else, act in the best interest of the students.

Article IV. Elections

Section I. General Election Procedures

A. Eligibility

- a. General qualifications:
 - i. Second semester or higher.
 - ii. Have and maintain a GPA of 2.7 or higher.
 - iii. Be in good judicial standing with the school.
 - iv. Complete the Common Application (Common App) showing intention to run prior to the posted deadline.
- b. Representative qualifications:
 - i. Must have a declared major if running for a representative position
- c. Executive Board qualifications:
 - i. To run for President you must have completed or be in the process of completing a minimum of two concurrent semesters on SGA.
 - ii. To run for a position on the Executive Board you must have served a minimum of one semester on SGA or have previously held an on-campus leadership role or Student Employment position.

B. Notice of Intent to Run

- a. Students wishing to run for SGA are required to complete the Common App in order to be eligible. For SGA, the Common App consists of the following steps (additional steps may be required for other leadership positions):
 - i. Attend an informational session.
 - ii. Complete the application, indicating intent to run by the posted deadline.
 1. The applicant will be required to include a personal statement, list on-campus involvement, and include a photo.
- b. Elections will run concurrently with the Common Application process, once the formal application closes.

C. Election Process

- a. Elections will be held each spring semester for the following academic year in conjunction with the Common App.
- b. Elections will run during the one-month period between the Common App closing and the leadership decisions being formalized.
- c. The personal statement and photo submitted through the Common App will be utilized on the SGA Voting Form.
- d. Any current student at BCM or BCB can vote.

- i. Students may vote for every position regardless of school association.
 - ii. Every student gets one vote per position.
 - iii. Administration, Staff, Faculty, and Alumni may not vote in an SGA election.
- e. If a candidate receives the majority vote for multiple positions the position of higher authority will be offered.
- f. If a candidate wins the majority vote for multiple positions of the same authority (i.e. Executive board positions excluding President or Vice President) the student will be notified and given 24 hours to select which position they will serve in.
 - i. The student with the second highest number of votes in the position differed will then be appointed.
- g. In the event of a tie, a separate voting form will be made following the closing of the general election.
 - i. This voting form will include the same information but only pertaining to the students running who have split the vote.
 - ii. This voting form will be distributed the day following the closing of the annual election and will be open for one week.
 - iii. The student who split the vote will all be reviewed by the SGA Advisor for academic and judicial standing in a timely manner.
- h. All students running are informed of the results no later than one week after offers for leadership roles other than SGA are given.

D. Responsibility of Board Members During Elections

- a. Advertise election, giving ample time for students to campaign and the student body to vote.
- b. The Voting Form must be well distributed and advertised amongst multiple platforms including social media, email, and Student News.
- c. The VPs are responsible for managing the initial portion of the election process including:
 - i. Reviewing applicants
 - ii. Preparing and distributing voting form
- d. The SGA Advisor will be responsible for the final portion of the election process:
 - i. Collecting, managing and counting votes
 - ii. Reviewing all elected students before they are appointed
 - iii. Notifying the students who ran of their individual result

Section II. Special Elections Procedures

An unexpected vacancy in a position outside of the general election cycle is filled by the process of special elections.

A. Eligibility

- a. All wishing to run for SGA must fit the qualifications of the SGA Election Process stated in Article IV Section I.A. Eligibility.

B. Notice of Intent to Run

- a. SGA must publicize special elections.
- b. Students may be recommended by Berklee staff, faculty, or current SGA members.
 - i. If someone is recommended for a vacant position they are to receive a formal email from the SGA email account with information on the position and the form to apply.
- c. Students applying through special elections must confirm they meet the qualifications and submit a personal statement that will be published on the voting form.

C. Election Process

- a. Special elections will be voted upon by all current SGA Board members on an internal voting form.
- b. Anyone elected must be reviewed by the SGA Advisor before an official offer can be made.
- c. Anyone elected through a special election will serve until the conclusion of that academic year and must rerun to hold a position on the board for the following year.

D. Responsibilities Board Members During Election Process

- a. The President and VPs are responsible for managing this election process. This includes:
 - i. Reviewing applicants.
 - ii. Preparing and distributing the voting form.
 - iii. Collecting, managing and counting votes.
 - iv. Notifying the students who ran of their individual result.
- b. The SGA Advisor will be responsible for reviewing all elected students before they are appointed.

Article V. Compensation

All SGA Board members shall receive a payment in the form of hourly wages through Student Employment. Hours allocated for each position are as follows:

President	15-20 hours per week
Vice Presidents	10-15 hours per week
Executive Board (Excluding President and VPs)	7-10 hours per week
Divisional Representatives	3-5 hours per week

Article VI. Removing Board Members (Impeachment/Resignation)

Section I. Accountability

- A. After an official violation of the SGA Agreement and/or the SGA Constitution, the member will receive a written warning from the President or in the case of a representative, the respective VP through their Berklee email account.
 - a. The SGA advisor must be CC'd on any accountability communications.
- B. After a second violation, the member will be given a verbal warning from either the President or in case of a representative, their respective VP.
 - a. Intent of a verbal warning must be communicated and documented to the SGA advisor through an email.
- C. After a third violation, the member will be notified through their Berklee email that they have been put on probation, and will be expected to meet with the SGA President and SGA Staff Advisor to construct a continuation plan.
 - a. For Representative positions these meetings may include the respective Vice President.

Section II. Removal

- A. After three violations and a probation period, if a member refuses to uphold the SGA Constitution and SGA Agreement the following will occur:
 - a. The President must get permission from the SGA Advisor before contacting the member up for removal.
 - b. The President will contact the student via their Berklee email for notice of removal.
 - c. The SGA Advisor will handle contacting Student Employment that this student has been removed from serving on SGA.
- B. If it is a member in a representative position the President must notify the Representative's VP to confirm before sending the official notice of removal.

Section III. Resignation

- a. 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.
 - i. Representatives must include their respective VP in this communication.
- b. Board Members must schedule a mandatory exit interview with the SGA Advisor and President.
 - i. Representatives must include their respective VP in this meeting.
- c. The SGA Advisor will inform Student Employment that this student has stepped down from serving on SGA.

Article VII. Constitution Amending Procedure

Section I. Proposed Amendment

- A. Motions to propose an amendment to the Constitution can be made by any SGA Board Member at any time.
- B. At the time of the proposed amendment, a Constitution Review Subcommittee must be formed.
 - a. The Constitution Review Subcommittee which will be composed of:
 - i. One Executive Board Member who serves as the Chair.
 - ii. Any members of the SGA Board who wish to take part.

Section II. Amending Process

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

Section III. Amending Decision

- A. After review, final amendments will be voted on by the board.
 - a. The reviewed constitution needs a $\frac{2}{3}$ vote of approval from the SGA Board.