

Constitution *of* RAUL Student Government 2023-2026



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RAIUL
STUDENT GOVERNMENT

Table of Contents

Section I

1: The Organisation.....	3
2: Mission Statement.....	4
3: Membership.....	5

Section II

4: Executive Board.....	6
5: Student Senate.....	13
6: RIASA Student Council.....	16

Section III

7: Discipline.....	18
8: Grievances, Impeachments, Complaints and Removals.....	20
9: Meetings.....	22
10: Budget and Expenses.....	23
11: Elections.....	26
12: Codes.....	28

Section IV

13: Amendments.....	29
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Article 1: The Organisation

- 1.1** The Student Government Association (SGA) of Richmond, The American International University in London, henceforth known as the SGA, is a student's union within the meaning of the Education Act 1994. It is entrusted with the power to speak for the students, in good faith, and to conduct what actions it deems appropriate to ensure that all students' interests are fully represented and needs are met. The SGA is built around the core value of representing all students in areas such as academics, student welfare, estates, and the overall mission of the University.
- 1.2** The Student Body President in consultation with relevant Executive Board members are responsible for the strategy development and reflection of performance of the overall SGA. All policy decisions and MOUs made by the President are to be voted on by the Executive Board.
- 1.3** The SGA Executive Board is the overall decision making entity on behalf of the student body for the approval of elections, events, budget usage, student issues, policies and procedures. Junior officials such as Senators, and the Events Management Assistants report to and work with the Executive Board in a system of checks and balances.
- 1.4** The SGA Senators ensure communication of fellow students with the faculty and administration of their respected programme along with acting as the Senate of the SGA. For Undergraduate and Postgraduate programmes Senators are elected in line with the enrollment of each programme. Other Senators represent the General Education, AIFS Study abroad and Direct Visiting student programs. Senators may voice opinions on academic decisions made by the administration of the institution that affect the student body.
- 1.5** Non Academic Senators for underrepresented student groups may be created ad-hoc at the discretion of the SGA Executive Board for approval at the Senate.
- 1.6** The Events Management Team are responsible for planning, budgeting, fundraising, hosting, advertising and managing events sponsored by the SGA. Other functions may be carried out by temporary standing committees as agreed by the SGA Executive Board.

Article 2: Mission Statement

- 2.1** To support all students in their overall development throughout their University career.
- 2.2** To prevent any form of discrimination on their behalf.
- 2.3** To maintain close interaction with the student body and to gather information on matters of pressing interest to the students.
- 2.4** To maintain representation on committees, in departments and in hearings.
- 2.5** To preserve the integrity and transparency of the university.
- 2.6** To provide opportunities for the direct communication of student opinion and interest to the Student Government, administration, faculty and staff.

Article 3: Membership

- 3.1** Full Membership is granted to all currently registered full-time and part-time students at the University for the duration of their study at Richmond. It is also granted on a temporary basis to all currently registered visiting and study abroad students. Members must act according to the University's student code of conduct and established policies and procedures.
- 3.2** Students may 'opt out' of membership under the Education Act 1994. Any student not wishing to be a member of the SGA constituency may resign their membership in writing to the Student Body President and Vice President (Pro Vice Chancellor) for Student Affairs.
- 3.3** Students having exercised their right to not be a member of the SGA constituency may not hold an elected or appointed position within the SGA. No student who has left the SGA constituency may vote in any election or general meeting of the SGA. They may opt back in at any time using the same procedure, however may not do so with 20 days of an SGA election.
- 3.4** Individuals who are not currently registered students (on a leave of absence, faculty or alumni, for example) at the University may participate in the SGA activities. However, they are not eligible for subsidized activities and must pay the full price of any activity where a charge is involved.
- 3.5** Staff advisors may be invited to the SGA activities at the discretion of the Student Body President.
- 3.6** All student members that are running for a position on the SGA Executive Board during elections need a minimum GPA of 3.0 to ensure the student can maintain high academic standards and fulfil the duties of the office. This does not apply to Senators. This is in accordance with the requirements for each Executive Board member, which is reflected in Article 4.

Article 4: Executive Board

Below are the officers of the SGA Executive Board along with their duties and responsibilities. The Executive Board are the permanent standing committee of the SGA Senate between sessions:

4.1 President

- An elected officer currently possessing or entering junior or senior status.
- Act as the lead representative of Students in any alleged cases between students and/or between students and the University.
- The SGA's ex-officio delegate to conferences, councils and other decision-making bodies of affiliated organizations.
- Attend or send representatives to scheduled University Committees, including but not limited to the Board of Trustees and the University Board and report back to the SGA Executive Board.
- Represent the SGA at University and external functions.
- Call and chair meeting of the SGA Executive Board as a whole or with individual members between sessions.
- Organise work and provide strategic direction for the delegation of responsibilities to SGA Executive Board members.
- The President may only vote in decisions of the SGA Executive Board in order to break a tie to decide a resolutions outcome.
- Be the primary signatory and budget holder of the SGA's annual budget, along with drafting the SGA budget plan along with the SGA Treasurer.
- Responsible for the completion of end of year reports to the Student Experience Committee and the University Board.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.2 Executive Vice President for Academics

- An elected officer currently possessing or entering junior or senior status.
- Deputise for the President when they are absent or at their request as a delegate to conferences, councils and other decision-making bodies of affiliated organizations.

- In the case of the President's resignation, removal or absence serve as interim President until their return or assume the Presidency for the remainder of the term in office.
- Be responsible for voicing and acting upon student sentiments on academic affairs in any alleged cases between students and/or between students and the University.
- Liaise with the faculty and relevant members of administration on areas relating to degree content, accreditation, academic advising, academic appeals and the Department of Academic Registry.
- Organise the election or appointment of Senators, while also serving as their primary SGA contact; ensure Senators are carrying out their duties.
- Call and chair meetings of the SGA Senate as a whole or with individual members between sessions.
- Attend as a full member scheduled University Committees, including but not limited to the Board of Trustee's Academic Committee, University Academic Board, and Academic Appeals Committee, and report back to the SGA Executive Board.
- Represent the SGA at University and external functions.
- A full voting member of the decisions brought to the SGA Executive Board.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.3 Vice President for Campus Life

- An elected officer currently possessing sophomore status or above
- Be responsible for the SGA administration and the Student Experience of the Chiswick campus and acting upon student sentiments in relation to the campus in any alleged cases between students and/or between students and the University.
- Attend as a full member scheduled University Committees, including but not limited to the Estates and Facilities Committee, and report back to the SGA Executive Board.
- Represent the SGA at University and external functions.

- A full voting member of the decisions brought to the SGA Executive Board.
- A full voting member of the decisions brought to the SGA Events Team.
- Act as the SGA liaison with the Residence Life Team on areas including but not limited to campus events, student experience and orientation leaders.
- Responsible for mandatory biweekly updates on campus activities to the SGA Executive.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.4 Treasurer

- An elected officer currently possessing freshman status or above.
- Attend as a full member scheduled University Committees, assigned by the SGA President, and report back to the SGA Executive Board.
- Be responsible for the administration of the SGA Budget and all funds allocated or raised by the SGA.
- Record expenses when they occur (i.e. within one day of making a check request) and liaise with the Department of Student Affairs about invoices
- Responsible for submitting paperwork relevant to obtaining funds from the Office of Student Affairs.
- Responsible for liaising with the Finance Department in handing in any physical cash accumulated in SGA activities.
- Has the ultimate authority to reject a project/event if exceeding budget but evidence must be provided.
- Maintain information and transition manual for present and future SGA Executives. Keep all check requests and receipts organized on the shared drive system.
- Draft the SGA annual budget along with the SGA President and have a semesterly review of all budget plans.
- Responsible for publishing a monthly budget statement to the SGA Executive; publishing a yearly budget statement to the public.
- Must comply with and strictly follow the regulations under Article 10 of this Constitution in relation to University financial management.
- A full voting member of the decisions brought to the SGA Executive Board.
- Represent the SGA at University and external functions.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.5 Secretary

- An elected officer currently possessing freshman status or above.
- Be responsible for the administration of the SGA's internal records.

- Attends as a full member scheduled University Committees, assigned by the SGA President, and report back to the SGA Executive Board.
- A full voting member of the decisions brought to the SGA Executive.
- Maintain membership information and copies of all forms/information pertaining to the SGA in order to aid future student leadership teams and facilitate the transition for the next Secretary.
- Minute SGA Executive Board meetings and oversees the transfer of information from assigned minute takers of the SGA Senate, Events Team and Committee meetings.
- Prepare the weekly SGA Executive Board meeting agenda with the President.
- Coordinate with the SGA Treasurer to facilitate publishing Budget information both internally and to the wider student population.
- Represent the SGA at University and external functions.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.6 Co-Events Coordinator

- An elected officer currently possessing freshman status or above.
- Be responsible for leading, planning, initiating, budgeting and advertising student government sponsored events.
- Attend as a full member scheduled University Committees, including but not limited to the Student Experience Committee, and report back to the SGA Executive Board.
- Coordinate, supervise and chair meetings of the Events Management Team.
- Organize and manage traditional SGA social functions, including Start-of-Term, Holiday and End-of-Term parties.
- Work with SGA external event organisers under contract to provide event and nightclub related activities.
- Ensure all events are added to the Student Affairs event calendar and e-news bulletins well ahead of the deadline set by the Student Accommodation & Community Support Officer.
- Must present event proposal forms with appendices if the venue of the event is held off campus to the SGA Executive; Appendices can include visuals and references.
- Work with the President and Careers Office on careers and innovation related events such as jobs fairs, guest panels and networking events.

- Attend or send representatives of the SGA to Activities Fairs.
- Act as the liaison between the SGA, Students and Clubs & Societies on joint event proposals and distribution of top-up funds from the SGA Budget to student activities.
- Attend and work at all SGA-sponsored events, determined at the start of each semester.
- A full voting member of the decisions brought to the SGA Executive Board.
- Represent the SGA at University and external functions.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.7 Communications & Public Relations Director

- An elected officer currently possessing freshman status or above.
- Be responsible for the administration of the SGA's external communications.
- Attends as a full member scheduled University Committees, assigned by the SGA President, and report back to the SGA Executive Board.
- A full voting member of the decisions brought to the SGA Executive.
- Broadcast information about student news and events, using e-mail, posters and social networks (e.g. Instagram); ensures constant public updates.
- Coordinate with the SGA Treasurer to facilitate publishing Budget presentations, both internally and to the wider student population.
- Coordinate with the SGA Secretary to produce a regular newsletter.
- Coordinate with the SGA President and the University's Executive Board in regard to student communications.
- Develop and maintain an open and inclusive environment for all students to succeed.
- Manage the Student Government Association brand
- Represent the SGA at University and external functions.
- Participate in new student orientation during both the Fall and Spring semesters.
- Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
- Other activities as agreed by the SGA Executive Board.

4.8 RIASA Student Council Representation

- In the event that students on the RIASA Leeds campus vote to form a semi-autonomous Student's Union subordinate to the London based SGA Executive Council under Article 6, the elected President of the RIASA Student Council will serve ex-officio as a member of the Executive Board on the same ranking as the Vice Presidents, Kensington and Richmond Hill under the University wide Student Body President and Executive Vice President for Academics.
- The RIASA President shall, in addition to their own duties as outlined in the RIASA Student Council Articles of Association be:
 - Advise the Executive Board on matters of importance in relation to the RIASA program.
 - A full voting member of the decisions brought to the SGA Executive Board.
 - Represent the SGA at University and external functions.
 - Maintain open and continuous communication with fellow SGA Executive members, advisors, and the Department of Student Affairs.
 - Other activities as agreed by the SGA Executive Board.
- The SGA Executive Board may operate without the RIASA Student Council President in times RIASA is without its own Student Council.

4.9 General Information

- Must be a full/part time student at Richmond, the American International University in London, meeting all the minimum credits, and possess a cumulative GPA of 3.0 from the time they apply. Candidates who do not possess a cumulative GPA because they may have only recently arrived are still eligible to apply.
- All elected/appointed officials must agree to the terms and conditions outlined on the SGA constitution and the Student Code of Conduct.
- No member of the SGA may personally profit from SGA events, including but not limited to working as a venue promoter. All profit must go directly into the SGA budget, failure to do so will result in impeachment proceedings. Detailed accounting must be presented of costs incurred against revenues generated through receipts.
- A student may file a complaint against any of the elected/appointed officials for any violation on the position's terms and conditions. See Article 9.

Article 5: Student Senate

Below is the makeup of the Student Senate along with their duties and responsibilities. The Senate is the legislative and academic program feedback arm of the SGA:

5.1 Academic Senators (one per academic area dependent on enrollment)

- One Elected or appointed per Academic Major or area of study (dependent on enrollment) and the General Education Program (if running uncontested) by the Student Body – Can only represent their own programme of study and division if applicable.
- Two postgraduate students: one for Business, one for Communications/Social Sciences
- Responsible for acting as the liaison for students and faculty within the academic programme.
- Responsible for representing the students' voice in decisions brought to the Programme Teams of the appropriate degree and division if applicable.
- Full voting members of the decisions brought to the Senate's meetings.
- Maintain open and continuous communication with fellow officers, peers, advisors, and Student Affairs Office.
- If a position is left vacant at any point after the first week of the semester, then the Academic Course Representative departing must find a Richmond student to suggest as a proper replacement
- All meetings and minutes that are set and required by the Executive Vice President of Academics, are mandatory
- Other activities as agreed by the SGA Executive Board.

5.2 Visiting Student Senators (for first-year programmes and others)

- Elected or appointed (if running uncontested) by the incoming semester's first year visiting students – Can only represent their own programme concerning study abroad and visiting students.
- Responsible for acting as the liaison for Study Abroad Students and the degree students, faculty, staff and administration at Richmond, the American International University in London.
- Engage in cooperation with the Office of International Programmes along with others supporting them
- Voting members of the General Assembly meetings.
- Attends scheduled committee meetings.
- Maintains open and continuous communication with fellow officers, peers advisors, and Student Affairs Office.
- If a position is left vacant at any point after the first week of the semester, then the Visiting Student Representative departing must find a Richmond student to suggest as a proper replacement
- All meetings and minutes that are set and required by the Executive Vice President of Academics, are mandatory
- Other activities as agreed by the SGA Executive Board.

Article 6: RIASA Student Council

- 6.1** The Richmond International Academic Soccer Academy (RIASA) is a semi-independent academic program of Richmond, the American International University in London which provides student athletes with a top quality academic and sports program. The program is taught on Richmond's satellite campus located in Leeds, in the North of England.
- 6.2** The SGA Executive Board may by legislative vote, and in consultation with the students of the Leeds campus establish a local presence on the Leeds campus known as the RIASA Student Council.
- 6.3** Once voted into existence, the RIASA Student Council will remain in operation perpetually, unless voted out of existence by further legislation.
- 6.4** The RIASA Student Council will be a semi-autonomous affiliate of the Executive Board and will have day to day responsibility for conducting SGA services on the Leeds campus including, but not limited to, academic feedback on the BA International Sports Management program, student social life and welfare related campaigns.
- 6.5** The Student Council will be composed of a "RIASA President", "Academic Chair" and a "Secretary-Treasurer".
- 6.6** The operations and structure of the RIASA Student Council will be subject to its own 'Articles of Association', these Articles, while granting day to day autonomy for the Council will be subordinate to and must not contradict the RAIUL SGA Constitution. Reasonable allowances can be made at the Executive Boards discretion.
- 6.7** The RIASA Student Council will be fully subordinate to the London based SGA Executive Board under the Education Act 1994 and will not exist as a legally separate entity. Any major decisions including changes to the RIASA Articles of Association and agreement of the Councils annual block grant will need the Executive Boards approval.
- 6.8** The SGA Executive Board will agree to fund the Council via a block grant each year. Once agreed during the summer period, the amount will be administered directly by the Associate Dean of Student Leadership and cannot be rescinded.
- 6.9** The RIASA Student Council will have full control over their internal use of the block

grant once granted each September. The RIASA Student Council must present monthly summaries of income and expenditures in relation to their budget to the London based SGA Treasurer.

Article 7: Discipline

7.1 An officer may be disciplined if he/she fails to fulfil the position's duties as outlined above and in the following instances:

- Gross misconduct, including inappropriate use of position or funds.
- Violation of University policy, UK law, duties, and responsibilities as outlined in the constitution.
- Breach of confidentiality with students, staff, faculty and administration.
- Failure to maintain active participation in the Student Government to such an extent that fellow officers and members deem the officer ineffective.

7.2 The accused shall meet with the Vice President (Pro Vice Chancellor) for Student Affairs and/or the Head of Student Support & Access to discuss the situation with the hope of coming to an agreed resolution.

7.3 Removing an Officer without Consent:

- 1) Following a discipline meeting as detailed above, should the accused not fulfil the requirements of the agreed resolution, the other officers may agree to remove the officer without consent.
- 2) Should the accused fail to attend the discipline meeting without a reasonable explanation, the officers may agree to remove the officer without consent.
- 3) *See Article 9.*

7.4 Vacancy

In the instance that a position becomes vacant, a replacement will be found by taking the following steps:

- *If the vacancy occurs within two weeks of a scheduled election the position will be open to election by the whole student body. The candidate who receives a majority vote shall fill the vacant position.*
- *If the vacancy occurs with more than two weeks before a mid-semester or final exam period the position can be held vacant until post exams for an election or can be filled through a general meeting with the members of the SGA Executive by simple majority.*

Article 8: Grievances, Impeachments, Complaints and Removals

8.1 Executive Board

1) President

- i. To initiate disciplinary action against the President, the student/staff/faculty member and must contact the Associate Dean of Student Leadership in the first instance.
- ii. Either evidence of unlawful activity, not undertaking their responsibilities or a petition representing 15% of the student body must be brought as evidence.
- iii. Head of Student Support & Access will arrange a meeting consisting of the student/staff/faculty member making the complaint as well as the President.
- iv. If an agreement has not been made in the first instance, then the appeal for removal may then go to the Vice President (Pro Vice Chancellor) for Student Affairs.
- v. If an agreement cannot be made in the second instance, then the appeal will be brought to member of the University Board for review.
- vi. The other members of the SGA may also express their concerns on the case in any instance.
- vii. If the second reviewer deems the removal to be valid, they will vote and if there is at least a two-thirds majority supporting the impeachment, the President will be relieved of their duties effective immediately.
- viii. At such points the two campus the Executive Vice President for Academics will assume the Presidency until the next election cycle.

2) Other members of the SGA Executive

- i. To initiate disciplinary action against an Executive Board member other than the President, the student student/staff/faculty member must contact the Vice President (pro Vice Chancellor) for Student Affairs in writing.
- ii. Either evidence of unlawful activity, not undertaking their responsibilities or a petition representing 15% of the student body must be brought as evidence.
- iii. A meeting consisting of the Head of Student Support & Access, the officer facing the impeachment case and the student/staff/faculty member making the complaint will be called where a decision will be made.
- iv. In some cases other members of the Executive Board or Senate may be called for evidence.

Article 9: Meetings

- 9.1** SGA Executive Board meetings are to be called by the President of the SGA and Secretary as required. There will be an Executive Board meeting held at least once a week on a set day agreed at the first meeting held each semester. A quorum of three members plus the President is needed.
- 9.2** Meetings will be chaired by the President or Executive Vice President for Academics unless otherwise specified.
- 9.3** Senate meetings are to be called by the Executive Vice President for Academics as required. There will be at least two Senate meetings in a semester and will be determined at the discretion of the Executive Vice President of Academics
- 9.4** Events Management Team meetings are to be called by the Co-Events Coordinators as required. The Frequency of meetings remains at the discretion of the Executive Board.
- 9.5** In the event, that an officer is unable to attend a scheduled meeting, it is the responsibility of the officer to inform the chair well in advance. An absence does not excuse an officer from any task given.
- 9.6** If the SGA Executive Board feels that an officer has missed too many meetings, then they may propose to place the officer on probation. Effectively the officer under probation will be unable to miss any future meetings without reason. If the officer under probation fails to attend future meetings without reason then his/her membership will be terminated.
- 9.7** An Annual General Meeting (AGM) will be held towards the end of the spring semester in order to brief new officers for the following academic year, review expenses, and review the SGA' activities. The names and contact details of the newly elected officers will be submitted to the Office of Student Affairs the end of the spring semester.
- 10.8** The SGA Executive Board must meet with members of the University Board at least once every semester to ensure goals are being met and communication is transparent. Usually a meeting will be held during orientation to discuss plans in the upcoming semester and then one halfway into the semester to discuss progress. T
- 9.9** At the start of each semester, all members of SGA must attend the mandatory training and development programme before Orientation week.

Article 10: Budget and Expenses

10.1 Events/Projects that involve usage of the budget shall be documented and proposed to the SGA Executive Board via a written proposal. The Budget breakdown needs to include at minimum:

- I. Executive Board Budget
- II. Senate Budget
- III. Provisions for the RIASA Campus
- IV. Social Activities Budget

11.2 The Executive Board has full oversight over their own budget (I) and the social activities budget (IV) will be held jointly by the Co-Events Coordinators. All expenses must be directed to the Treasurer.

11.3 The Senate has full oversight over their own budget (II). All expenses must be directed to the Treasurer.

11.4 Provisions for the RIASA Campus in Leeds (III) will either be taken directly by the Executive Board or if the students of the campus vote for it, by a semi-autonomous affiliate Council of the SGA based on the Leeds campus. Regardless of the decision taken by RIASA students all expenses must be directed to the London based Treasurer.

11.5 The budget will be published to the members of the SGA Executive monthly by the Treasurer and annually to the student body.

11.6 All expenses shall be cleared with the Office of Student Affairs before it takes place.

11.7 Use of University Credit Cards

- The Treasurer and the President will be the only SGA officials who may contact the Department of Student Affairs for use of Department Credit Cards
- The Treasurer and President will inform the card holder of the purpose of its use in advance before purchases are made
- If a SGA member contacts one of the card holders for use of their card without explicit indication of approval by the Treasurer the request must be refused and the SGA Treasurer and President must be jointly informed
- The Treasurer must CC the President in all emails for them to be valid, the CC will represent advance consent and will not need to be confirmed by the Office of Student Leadership

- All receipts must be kept by the Treasurer to submit as needed by the cardholder.

11.8 Request of Petty Cash/Advance

- The Treasurer will be the only SGA official who may contact the Office of Student Affairs in relation to requesting a cash advance to be delivered to either campus/use of existing student Affairs petty cash already available
- The Treasurer will request all cash advances no fewer than 5 working days before the intended use
- It will be up to all other SGA members to internally request advances to the Treasurer ahead of this deadline
- If a SGA member contacts the Office of Student Affairs for an advance without explicit indication of approval by the Treasurer the advance/ use of petty cash must be refused and the SGA Treasurer and President must be jointly informed
- The Treasurer must CC the President in all emails for them to be valid, the CC will represent advance consent and will not need to be confirmed by the Office of Student Leadership
- All receipts must be kept by the Treasurer to submit as needed by the Office of Student Affairs.

11.9 Invoices

- Only third party invoices that have been approved and presented by the Treasurer to the Office of Student Leadership are to be processed
- All other SGA members must have any invoices relating to their activities approved by the Treasurer before they passed on to the Office of Student Affairs
- If a SGA member contacts the Office of Student Affairs to pay an invoice without explicit indication of approval by the Treasurer the invoice must be refused and the SGA Treasurer and President must be jointly informed
- The Treasurer must CC the President in all emails for them to be valid, the CC will represent advance consent and will not need to be confirmed by the Office of Student Affairs.

11.10 Reimbursements

- The Treasurer will be the only SGA official who may contact the Office of Student Leadership in relation to reimbursements of SGA officials' personal funds
- They will present copies of all receipts and relevant bank details on a monthly basis to the Head of Student Support & Access
- All other SGA members must have their reimbursements approved by the Treasurer before he passes them on to the Office of Student Affairs
- If a SGA member contacts the Office of Student Affairs for reimbursement without explicit indication of approval by the Treasurer the reimbursement must be refused and the SGA Treasurer and President must be jointly informed
- The Treasurer must CC the President in all emails for them to be valid, the CC will represent advance consent and will not need to be confirmed by the Office of Student Affairs.

Article 11: Elections

11.1 Positions unless specified are all held for two academic semesters. The Visiting Student Senators are elected for a single semester.

11.2 No individual may run for more than one position at any given time.

11.3 Existing members of the SGA may run for another office without losing their seat automatically. If successful they will assume their new role and a by-election will occur during the next election phase to fill their vacated position.

11.4 First Phase Elections:

1) Regular Elections shall be held in September (For Senate Members) and April (For all other Executive Board Members) of each academic year.

2) Elections must be advertised sufficiently to ensure a representative vote.

3) Elections must be conducted in a clear and transparent fashion, with only the final percentage and number of total votes submitted in election to be published once available.

4) The election date must be clearly posted a minimum of two weeks in advance, at which time candidates may submit their candidacy.

5) Candidates must submit their candidacy no later than the advertised deadline and must be informed of their prerogatives and responsibilities upon receipt of their submission.

11.5 Second Phase Elections:

This phase occurs when a SGA Executive position is vacated by member assuming a new role within SGA, triggering a by-election. It is also applicable if an official resigns mid-year.

1) Elections shall be held in September or January of each academic year.

2) Elections must be advertised sufficiently to ensure a representative vote.

3) Elections must be conducted in a clear and transparent fashion, with the final tally of the results available once completed.

4) The election date must be clearly posted a minimum of one weeks in advance, at which time candidates may submit their candidacy.

- 5) Candidates must submit their candidacy no later than two days prior to the Election Day and must be informed of their prerogatives and responsibilities upon receipt of their submission.
- 12.6** SGA Executive Board members and Senators are prohibited from endorsing any single candidate throughout the election process and may not campaign as a member of any political party. Should these terms be breached the candidates will be put on probation and removed if a further breach occurs.
- 11.7** Candidates must campaign under a respectable and professional manner as deemed by the SGA's Terms and Conditions of Candidacy and Student Code of Conduct at Richmond, the American University London. Any candidate involved in negative campaigning will be disqualified from the elections.
- 11.8** If there is a tie with the number of votes, the Elections Officer may decide the appointment.
- 11.9** Elections are open to all Richmond students as outlined in Article's 3 and 4 except in the instance in which a candidate with previous SGA service has been impeached. In this case the eligibility is decided by the SGA Executive Board and a senior member of the Student Affairs Team.

Article 12: Codes

12.1 All Student Government members must respect confidentiality with fellow officers, students, staff and faculty. Any breach of confidentiality will be met with disciplinary action.

1) *See Articles 8 and 9.*

13.2 When a member of the Student Government is asked to act as an advocate of a student dealing with a case including but not limited to Complaints and Appeals, it is the student's responsibility to send all related material to the advocate.

13.3 Members of the Student Government may only take on another student's case if the student takes the initiative to directly approach and authorize the member of the Student Government. The student must also contact the Student Government member in writing.

Article 13: Amendments

- 13.1** The constitution should be reviewed by the SGA and University Board at minimum once in every three year cycle to ensure it meets the needs of the student body.
- 13.2** This constitution may be amended only by a resolution supported by a two-thirds majority vote of the SGA Executive Board present at a meeting and a two-thirds cast by the SGA Senate.
- 13.3** Amendments may only be proposed by the SGA Executive Board, either on its own accord or via a petition from the student body, all amendments presented to the Senate must first have been voted on by the SGA Executive Board.
- 13.4** In the event that the Senate rejects the amendments, The Executive Vice President for Academics will organise a joint-sitting to come to a resolution on the proposed amendments.
- 13.5** In conjunction, the newly drafted constitution must be approved by the University Board of Richmond, American University London by a simple majority of those present.
- 13.6** Newly drafted constitutions must respect the values and expectations of the Richmond student population.

This constitution was ratified by the SGA Executive Board on 22/02/2023.