Section 5: Student Organizations, Traditions, and Related Information

INTRODUCTION
Student organization activities and traditional events at Cottey represent a variety of purposes and interests. The numerous opportunities and experiences offered are important because they allow students to experience new challenges, express ideas, enhance skills, learn more about themselves, and develop as woman leaders. This section includes information about the student organizations, the SGA Constitution (because it affects all organizations), and traditional events and activities.

PROHIBITED STUDENT ORGANIZATIONS
1. Except for those student organizations mentioned in Paragraph 3 below, no student organization shall be formed, exist, or conduct business on the campus of Cottey College if the organization is not generally open to all students of the College or if the organization’s purpose and/or activities are in conflict with or disruptive to the mission, goals, ideals, or operations of the College or are not conducive to an intellectual environment for student learning and development.

2. No formal or informal student organization shall be formed, exist, or conduct activities on the campus of Cottey College without first either (a) being registered with and sanctioned by the procedures specified in the “Guide for Student Organizations” or (b) having its organizational efforts approved by the vice president for student life pending submission of a petition for consideration as a recognized student organization as specified in the “Guide for Student Organizations.”

3. Prohibited organizations shall not include
   a. Those organizations listed in this section of the College’s Student Handbook
   b. A group in the process of seeking recognition under the “Guide for Student Organizations,” provided that the organizing efforts have obtained the prior approval of the vice president for student life
   c. Such other groups or organizations that are conducting activities on the College’s campus with the prior approval of the President

4. A student forming, joining, soliciting membership for, or participating in the activities of a prohibited organization shall be in violation of this policy.

5. Except as provided otherwise herein, a grievance alleging a violation of this policy shall be filed with the vice president for student life, who may send the grievance to the Judicial Board. The board will then hear the case and render a decision. However, at the discretion of the President, any grievance alleging a serious violation of this policy may be heard directly by the President.

5. Students or other members of the Cottey community who have questions or concerns about possible violations of this policy, or those seeking information with respect to College policies regarding hazing and harassment, may consult with the vice president for student life to request
information, guidance, interpretation, mediation, or resolution of conflict among students, in matters pertaining to student traditions or organizations.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**
Each student is a member of the Student Government Association that is recognized by the College as the official voice of the student body. Through SGA, students participate in campus government, in the management of student activities, and in student discipline. The basic role of SGA is to work cooperatively with the College administration to improve the quality of student life. It also serves as an “umbrella” organization to all other student organizations in terms of determining officer criteria, budget issues, leadership development opportunities, and other common concerns. The SGA president works closely with the vice president for student life and the President on issues of importance to students and is also invited to discuss student life issues with the Cottey College Board of Trustees. The SGA Constitution and Bylaws are included in this portion of the handbook.

There are many opportunities for all students to get involved in SGA. Positions are available as senators, committee heads, and officers on the executive board. The benefits of getting involved include the opportunity to work closely with faculty and administration and the ability to seek out the wishes of fellow students and to have input in the future of Cottey College. SGA is an excellent way to get involved at Cottey!

**STUDENT ORGANIZATION POLICIES AND PROCEDURES**
Helpful information and policies relevant to student organizations, including procedures required of student groups seeking to form new student organizations, may be found in “The Guide for Student Organizations or GUSTO.” GUSTO is available on the Cottey intranet site from the Campus Activities homepage under the student life link.

**STUDENT ORGANIZATIONS**
Each student is a member of her class, her residence hall (except commuter students), and a society. In honor organizations, membership is based on achievement of specific standards established in the organization’s constitution; in all others, membership is determined by the student’s choice.

**Current Registered Honor Organizations**
*Alpha Chi Chapter, (Missouri Tau, Chapter 406)* is a scholarly, national-level honor society for juniors and seniors pursuing their bachelor’s degrees and for graduate students. Alpha Chi was established in 1922 and currently has 300 chapters across almost all 50 states. Alpha Chi is committed to promoting scholarship and service for the overall good of the larger society. Induction to the society is highly competitive and limited to the top 10% of juniors and seniors with at least 24 semester hours completed at the institution sponsoring the chapter.

*Alpha Mu Gamma* is a national honorary fraternity for lower-division students of foreign languages, including international students for whom English is a foreign language. Requirements for membership are excellence in the study of foreign languages at Cottey and overall excellence in College classes.

*Delta Psi Omega,* the national honorary dramatics fraternity for junior colleges, was created to honor its members for their work in college theatre. Members are selected through a points system based solely on work done in Cottey’s theater productions. Members promote the performing arts as well as serve as technical crews for special campus events.
Golden Key is Cottey’s honorary ambassador organization. Approximately 40 students are selected to represent Cottey. Membership is based on application, grade point average, an interview, leadership ability, and involvement in campus activities. Members conduct campus tours for visitors, host prospective students for overnight visits, and serve as hosts for official College functions.

Mu Sigma Epsilon, a campus honorary music society, bases membership on an individual’s love of music and academic standing. The society promotes musical performances and awareness on campus and sponsors trips to concerts and musicals.

Phi Beta Lambda is a collegiate level association of student members preparing for a career in business. The local chapter is affiliated with Future Business Leaders of America/Phi Beta Lambda and pursues activities to further its mission of bringing business and education together in a positive working relationship through innovative leadership development programs.

Phi Theta Kappa (Epsilon Chapter) is the national scholastic honorary society for two-year colleges. The society’s objectives are to promote scholarship, leadership, service, and fellowship among students. Cottey’s chapter was one of the charter members of this organization and has the distinction of being the oldest continually active chapter in the nation. To be eligible for this honorary organization, a student must have completed at least one semester at Cottey and earned a GPA of 3.5 or better for that semester while enrolled for at least 15 semester hours.

Psi Beta is the national honor society in psychology and sociology for community and junior colleges. Membership is based on a 3.0 grade point average in one or more psychology or sociology courses, as well as cumulatively. Cottey College’s Psi Beta chapter is a charter member of the national organization.

Sigma Kappa Delta is the national honor society for English for two-year colleges. This society recognizes excellence in English and overall scholarship, giving students the opportunity to celebrate and promote English language and literature at Cottey.

Cottey’s chapter, the first in the nation, publishes the literary magazine The Image Tree annually and sponsors speakers and events for the Cottey community.

Sigma Tau Delta is the international collegiate honor society for students of English at four-year colleges and universities who are within the top 30% of their class and have a 3.5 GPA.

Current Registered Organizations Open to All Students

Anime members share the Japanese culture using the form of animation. Members seek to educate, entertain, and increase awareness of animation as an art form.

Associated Cottey College Artists (ACCA) members explore and apply creativity to campus projects. Student art sales by ACCA members support art scholarships, supplies for club activities, and field trips. The club sponsors off-campus art workshops and trips. ACCA, Greek for “she who creates,” welcomes all artistic students as well as those who merely appreciate art.

BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students) is an organization that educates peers on health issues such as rape prevention, drugs, and Sexually Transmitted Infections (STIs), with emphasis on situations that may occur involving alcohol.
Bodyworks promotes engagement/experience in human movement activities such as, but not limited to, dance, martial arts, and fitness on campus. Activities emphasize the appreciation of movement of various cultures, time periods, and personal preferences.

Class Organizations: The Senior Class (CSC) is composed of all second-year students. An executive board represents the Senior Class and helps organize traditions. The Freshman Class (fcc) is composed of all first-year students and is also represented by an executive board. With the addition of third- and fourth-year students (2011-2013), Class traditions continue to evolve.

Cottey Engineering Club: The club focuses predominantly on design, robotics, and programming utilizing the Arduino Software. Efforts are noted on the website. The club is comprised of project-based learning as a means to involve all members. By providing their own ideas, students can be more engaged to revel in the world of engineering.

Feminist Majority Foundation (FMF) was created to develop bold new strategies and programs to advance women’s equality, nonviolence, economic development, and most importantly, empowerment of women and girls in all sectors of society.

Fusion is a fusion of various dance styles to integrate and connect all forms of dance and dance expression.

Global Citizens promote equal rights, global understanding, social responsibility, and leadership development through civic engagement and community volunteerism.

International Friendship Circle (IFC) helps form bonds of understanding among Cottey’s international students as well as with interested U.S. students. Students share ideas and cultures at bimonthly meetings. IFC works with Dining Services to share their favorite international foods and cultural activities on special nights throughout the academic year. IFC also sponsors opportunities to discuss customs and ideas about the countries represented on campus.

InterVarsity members meet for prayer and weekly Bible studies and large group fellowship. They also have at least two retreats a year and occasionally travel to Christian concerts. This nondenominational group affiliated is with the National InterVarsity Christian Fellowship organization.

Le Cercle Français, the College French club, explores all things French and puts on an awesome campus Mardi Gras party.

Pride Alliance Club is a gay/straight alliance dedicated to raising awareness and promoting equality at Cottey College among the lesbian, bisexual, and transgendered population.

Residence Hall Organizations: Hall organizations include P.E.O. Hall, Reeves Hall, and Robertson Hall. Officers are elected by each hall. Student leadership is also available in each suite. There are ten suites in P.E.O. Hall, ten in Reeves Hall, and fourteen in Robertson Hall. Each suite participates in the selection of a “suite chair.”
Retrospect, Cottey’s annual yearbook welcomes all interested students. Because of the small staff, students can work in several areas. Students gain experience and develop skills in areas of writing, layout, photography, and advertising. They explore new ideas and realize the responsibility of meeting deadlines.

Rotaract is a local chapter of an international network of 5000 Rotaract clubs, many of which are based on college campuses. All Rotaract clubs are affiliated with local Rotary clubs. The purpose of Rotaract is to provide an opportunity for young men and women (women at Cottey) to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. One of Rotaract’s projects is Quad-C Week (Cottey College Community Chest), a week of entertaining fund-raisers by the entire campus for local, national, and international philanthropic projects.

Self-Advocating Student Society is a student organization that wants to help Cottey College facilitate a safe environment to share and learn about disabilities. Self-Advocating Student Society wants to help students learn about different disabilities and the resources regarding them.

Societies and Inter-Society: Just like the sorting at Hogwarts in the Harry Potter books, in September, all new students are sorted into one of four societies. If a previous member of a student’s family has attended Cottey, the student can be placed into that society. A variety of fun and interesting events are hosted on campus. Inter-Society coordinates the four individual societies—Alphan (purple), Delphian (yellow), Emerson (red), and Magnoperian (green). Inter-Society organizes campus-wide traditions such as Signing of the Cottey Book and Hanging of the Greens. We welcome student involvement.

Student Activities Committee (SAC): This advisory committee plans, promotes, and produces performances by popular musicians, comedians, folk singers, jugglers, hypnotists, etc. and sponsors movies, and other novelty and variety performances. Other events may include study breaks, dances, picnics, and various types of free programming. SAC is made up of students, including selected officers, and all students are encouraged to join. The coordinator of campus activities serves as its sponsor.

Students Against a Vanishing Environment (S.A.V.E.) brings students together who share a passion for environmental concerns. S.A.V.E. often initiates campus and community awareness and action programs to help preserve and protect our environment.

Student Government Association (SGA) is the official voice of the student body. Through SGA, students participate in the shared campus governance system, the management of student activities and traditions, and student discipline.

THE STUDENT GOVERNMENT ASSOCIATION CONSTITUTION OF COTTEY COLLEGE

PREAMBLE
We, the governing body of the Cottey College student population, shall strive to represent the student body on expressed student opinions. The Student Government Association shall recommend enactment
of regulations that are necessary for the sound functioning of the student body and represent the interests of the student body to the administration and faculty. We will support activities that contribute to the enhancement of the social and intellectual life of the students. We pledge ourselves to maintain and support the highest standards of student life.

ARTICLE I: NAME AND SPONSOR

The name of this body shall be the Student Government Association (SGA) of Cottey College. The legislative body of this organization shall be called the SGA Senate. The sponsor of this organization shall be the vice president for student life.

ARTICLE II: MEMBERSHIP

Members of the Cottey College student body shall delegate authority to senators and elected officers who shall represent them. Any Cottey College student may attend meetings of the SGA Senate, have the right of petition, and have the privilege of making recommendations to officers of the SGA. But only the elected Senate members and designated associate senators have the privilege to vote.

Section 1: The SGA Senate Membership

a. The SGA executive officers: president, vice president, secretary, treasurer, parliamentarian, publicity coordinator, student organization coordinator, and class presidents.
b. Seven (7) second-year representatives including the following office positions: one (1) second-year class president; three (3) second-year hall senators; and three (3) second-year senators at large.
c. Seven (7) first-year representatives including the following office positions: one (1) first-year class president; three (3) first-year hall senators; and three (3) first-year senators at large.
d. Two (2) third-year representatives including the following office positions: one (1) third-year class president; and one (1) third-year senator at large.
e. Two (2) fourth-year representatives including the following office positions: one (1) fourth-year class president; and one (1) fourth-year senator at large.
f. One (1) representative elected to represent the commuter students, if the commuters choose to exercise this option.
g. All members of the SGA Associate Senate.

Section 2: The SGA Associate Senate Membership

a. One member from all clubs and organizations that choose to exercise this option.
b. Any individuals who apply and are approved by the SGA executive officers.

ARTICLE III: THE FUNCTION OF THE SGA SENATE

Section 1: The SGA Senate as a Liaison
The Student Government Association shall act as a liaison among the students, faculty, and the administration, bringing forth student interests in the promotion of a quality social and an intellectual atmosphere.

Section 2: SGA Relations

The Senate shall establish and promote programs providing for effective relationships among the students, faculty and administration of the College.

Section 3: Services Provided by the SGA Senate

The Student Government Association shall provide and coordinate appropriate services for the students and shall sponsor activities or observances that encourage and permit the fullest expression of the student opinion on contemporary, social, economic, political, and educational questions and issues.

Section 4: The SGA Senate as a Forum

The Student Government Association shall serve as a forum for the exchange of ideas among members of the student body.

Section 5: The SGA’s Budget

The SGA shall approve/disapprove the annual allocation of funds to organizations as presented by the treasurer. Any allocation over the amount of $50 shall also be voted on by the Senate. Financial matters under the amount of $50 shall be voted on at the discretion of the SGA Executive Board.

The treasurer along with the budget committee will prepare a preliminary budget of the annual allocation of funds to be presented in the spring for approval by the SGA Senate for the following year. In the fall, the budget will be reviewed by the treasurer and resubmitted for approval by the Senate no later than the second Senate meeting.

Section 6: The SGA’s Authority over Organizations

The Senate shall oversee student clubs and organizations in cooperation with their sponsors and the Office of Student Life.

ARTICLE IV: THE SGA SENATE’S POWERS AND DUTIES

Section 1: Powers of the SGA Senate

The Student Government Association Senate

a. may have special or closed meetings of the SGA.

b. shall pass written recommendations or proposals with a two-thirds (2/3) majority vote of the senators who are present to be submitted to the administration. A quorum of over one half (1/2) of the total number of senators must be present for all legislative transactions.
c. shall conduct secret ballot votes when considering emotionally charged issues.
d. shall hold one vote per senator with the exception of the president, who shall vote only in the case that a deciding vote is necessary.

Section 2: Duties of the SGA Senate

The members of the Student Government Association Senate shall

a. report the Senate proceedings to their constituents following every second Senate meeting.
b. have the hall senators serve at least two hours per week, which includes making rounds in their respective residence halls and committee duties. Senators-at-large will serve at least two and one-half hours per week, which includes making rounds in a specified hall and committee duties and should be more apt to chair or volunteer for various positions open to the Senate. All other representatives are encouraged to participate.
c. represent their constituents.
d. serve on at least one standing committee (excluding the two class presidents and the commuter student).

ARTICLE V: THE SGA EXECUTIVE OFFICER’S POWERS AND DUTIES

Section 1: The President

The president of the SGA shall

a. call and preside over general or special meetings of the student body or SGA Senate.
b. be the chairperson of the SGA Executive Board.
c. have the power, authority and responsibility to represent the students in discussions and negotiations with the Cottey College Board of Trustees, administration, faculty and staff of the College.
d. appoint chairpersons to standing and various other committees and have the authority to create ad hoc committees as she deems necessary.
e. represent the student body on ceremonial occasions.

Section 2: The Vice President

The vice president of the SGA shall

a. assume and perform all the duties of the president in the event that the president is unable to fulfill those responsibilities.
b. aid and assist the president in achieving the executive functions of the SGA.
c. oversee and be the chief liaison between all newly formed and ad hoc committees.
d. chair the Housing Board and the Judicial Board.

Section 3: The Treasurer

The treasurer of the SGA shall

a. chair the Budget and Finance Committee.
b. prepare a budget to be approved by Senate during the end of assigned term, to be made effective the next fiscal year.
c. allocate funds to campus organizations no later than the third week of September.
d. require a financial budget request form from each interested organization to assist in the allocation process.

e. conduct an audit during the spring semester to be processed no later than May of that school year.

f. keep records of and be able to report on the financial status of the SGA.

Section 4: The Secretary

The secretary of the SGA shall

a. record the SGA Senate’s proceedings and make that information known to the Cottey community two (2) school days before the next scheduled meeting.

b. keep minutes of the Executive Committee and other meetings chaired by the president to be presented to the student body or executive officers at the president’s discretion.

c. be responsible for the publicity in promoting all SGA or SGA Senate meetings.

Section 5: The Parliamentarian

The parliamentarian of the SGA shall

a. ensure that the Senate operates constitutionally and according to adequate parliamentary procedure.

b. chair the Constitution Committee.

c. be a member of the Elections Committee.

Section 6: The Publicity coordinator

The publicity coordinator of the SGA shall

a. chair the Open Forum Committee.

b. aid the secretary in the distribution of Senate materials.

c. coordinate and organize activities and publicity for all SGA sponsored activities.

ARTICLE VI: STANDING COMMITTEES

Section 1: The Executive Board

The Executive Board shall

a. be composed of the SGA executive officers.

b. meet on a weekly basis during each semester.

c. plan the agenda for Senate meetings and initiate legislation.

d. have the authority to make decisions in emergency situations without the consent of the Senate.

Section 2: The Judicial Board and Residence Hall Conduct Board

The Judicial Board shall

a. act as a jury in cases of alleged violations by students of campus policy including academic dishonesty, possession of alcohol and/or drugs, and hazing or harassment as set forth in the Cottey College Student Handbook.

b. be chaired by the vice president of the SGA.
c. consist of two first-year students and one second-year student (in addition to the chair) as interviewed and appointed by the SGA Executive Committee, the vice president for student life, and the director of housing. From a list supplied by the SGA Executive Committee, the academic dean will appoint two faculty members to be a part of this board for staggered two-year terms. One administrator shall serve on the board for a term of two years and will be appointed by the vice president for student life.

The Residence Hall Conduct Board shall
a. act as a jury in cases of alleged violations of campus or residence hall policies that most directly impact residence life.
b. be chaired by a student to be interviewed and appointed by the SGA Executive Committee, the vice president for student life, and the director of housing.
c. consist of four students (to be interviewed and appointed by the SGA Executive Committee, the vice president for student life, and the director of housing) and a hall director, with the director of housing serving as an ex-officio member.

Section 3: The Budget and Finance Committee

The Budget and Finance Committee shall
a. be responsible for the preparation of the SGA budget and the disbursement of funds to student clubs and organizations.
b. be chaired by the SGA treasurer.
c. consist of four (4) members; the SGA treasurer, who will serve as chair; and three (3) other appointed members.
d. assist in the preparation of the Student Activities Fee Budget.
e. make decisions on club loans, or any other funding issues.

Section 4: The Constitution Committee

The Constitution Committee shall
a. be responsible for recommending revisions and amendments to the Senate concerning the Constitution, if needed.
b. be chaired by the SGA parliamentarian.
c. consist of a minimum of four (4) members.
d. ensure that all organizational bylaws be in compliance with this Constitution.

Section 5: The Open Forum Committee

The Open Forum Committee shall
a. be responsible for all student interest polls.
b. be chaired by the SGA publicity coordinator.
c. be responsible for organizing an Open Forum at least once each semester or as deemed necessary.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION

Any amendment or addition to this constitution shall be made as follows:
Section 1: An amendment or addition shall be submitted in writing to any SGA senator who will then submit it to the Constitution Committee.

Section 2: If the Constitution Committee reaches a concurrence on the proposed change, it shall then be presented to the president of the SGA.

Section 3: The parliamentarian of the SGA shall provide a written document of the amendment or addition to the members of the SGA Senate at a regular or special Senate meeting.

Section 4: Discussion on the changes will be held at the meeting in which they were presented.

Section 5: The proposed changes cannot be voted on until the next regular or special Senate meeting, at least 24 hours after the last Senate meeting.

Section 6: In order for the changes to be included in the Constitution, a three-fourths (3/4) vote by the SGA senators present must be achieved.

ARTICLE VIII: ADOPTION AND REPEAL

Section 1: Adoption

This Constitution and bylaws shall be considered adopted when two-thirds (2/3) of the SGA Senate of Cottey College vote to adopt said Constitution.

Section 2: Repeal

Upon the adoption of this Constitution and bylaws of the Student Government Association of Cottey College, all previous Constitutions and bylaws shall be considered nullified hereafter or repealed.

ARTICLE IX: CONSTITUTION BYLAWS

Index to the Bylaws

Section 1. Election Committee
   2. Election Procedures
   3. Eligibility of Officers and Senators
   4. Impeachment/Vacancies/Restrictions/Forfeiture
   5. Senate Meetings
   6. Appointments by the SGA
   7. Senator Attendance Policy
   8. Application for Funds
   9. Clubs and Organizations
10. Amendments to the Bylaws

Section 1: Election Committee

The Election Committee shall
Section 1: Election Rules

a. announce all election dates and campaign rules at least one week before the actual date of election.

b. make arrangements for voting, counting of votes, and all other matters necessary for the elections stipulated in this Constitution. These elections include the following:
   1. Executive officer elections.
   2. Class officer elections.
   3. Senator at large elections.

c. consist of the SGA vice president who will serve as chairperson, the SGA president, Senior Class president, and the vice president for student life.

Section 2: Election Procedures

a. Nomination Procedure
   1. Candidates seeking election to the offices of president, vice president, secretary, treasurer, parliamentarian, and publicity coordinator shall be self-nominated by signing the candidates’ list.
   2. Provisions, if any, for ballot write-in candidates will be outlined by the Elections Board.

b. Date of Election and Term of Office
   1. The election of the SGA president, vice president, treasurer and second-year senators at large shall be for a term of one calendar year and shall take place no later than two weeks before the President’s Ceremony.
   2. The election of the SGA secretary, parliamentarian, publicity coordinator and first-year senators at large shall take place no later than the fifth week of the academic year.

c. Election of the Student Government Association Officers
   1. All voting shall be secret ballot.
   2. All candidates for election to an SGA office must receive a simple majority of those present (50% + 1) in order to gain office.
   3. If a candidate for an SGA office does not receive a simple majority (50% + 1) of the votes cast in the first election, a runoff election will be conducted two (2) school days later between these top two candidates.
   4. In the event that the top two candidates cannot be determined due to a tie, the top three candidates will be in a runoff election.
   5. The runoff election shall be held in the same location as the original election with all candidates again being required to make a short speech.

d. Election of SGA Senators
   SGA senators shall be elected according to their organization’s regular election procedures as defined in their respective Constitutions.

e. Date of Takeover of Office
   1. Those elected to the SGA executive offices of secretary, parliamentarian, and publicity coordinator to the SGA Senate shall assume office immediately after election.
   2. Those elected to the SGA executive offices of president, vice president, and treasurer will be recognized the day of the President’s Ceremony, held within the month of April as early as possible, and will serve in conjunction with their respective officers until the end of the academic school year.
Section 3: Eligibility of Officers and Senators

a. Eligibility
1. The president, vice president, and treasurer shall be returning, full-time students, with at least second-year status. The publicity coordinator shall be a returning full time student of at least second-year status. The secretary and parliamentarian shall be first-year, full time students.
2. Candidates for all SGA positions must have made the $100.00 deposit for returning students by 5 p.m. on the day of elections.
3. SGA senators shall be full-time students with the exception of the commuter student.

b. Academic Eligibility
1. To be eligible for SGA offices held by second-year or above students, all class offices and all other student organization elected offices held by second-year or higher students, candidates must have a 2.0 semester and cumulative grade point average or higher at the time of elections in the middle of spring semester and be in good academic standing. Those elected to office must also have a semester and cumulative grade point average of 2.0 or higher by the end of their freshman year and maintain that average throughout their term of office and remain in good academic standing. All students, apart from first semester first-year students, must have a minimum semester and cumulative grade point average of a 2.0 at the time of the office election and be in good academic standing. Students elected into offices must maintain the minimum 2.0 grade point average throughout their term in office and maintain a full-time status.
2. Candidates for SGA offices held by first-year students, all freshman class offices, and all other student organization offices held by first-year students do not have grade point averages at the time of elections for these offices in the middle of fall semester. However, those elected must have a 2.0 semester and cumulative grade point average or higher and be in good academic standing at the end of that semester in order to finish their term of office.
3. To be eligible for any mid-term vacancy in an SGA office, class office, or student organization office, candidates must have a semester and cumulative grade point average at the time an election is held of 2.0 or higher and/or (in the case of students in their first semester at Cottey) maintain that average throughout their term of office and be in good academic standing.
4. To be eligible for appointment to any SGA board or campus committee, a student must have and/or (in the case of students in their first semester at Cottey) maintain a 2.0 or higher semester and cumulative grade point average at the end of their first semester and be in good academic standing.
5. In the case of volunteer/representational committees, a student must have and/or (in the case of students in their first semester at Cottey) maintain a 2.0 semester and cumulative grade point average at the end of their first semester and be in good academic standing.
6. In the event that an officer doesn’t meet the required grade point average or is placed on academic probation, the student shall relinquish the office immediately upon notification by the vice president for student life.
7. Any student falling below twelve credit hours during a semester or failing to earn twelve credits the previous semester must relinquish the office immediately upon notification by the president for student life.

Section 4: Impeachment/Vacancies/Restrictions/Forfeiture

a. Impeachment
1. Any elected SGA member may be impeached by two-thirds (2/3) of the votes cast by their constituents at an election held upon receipt of a petition signed by fifty (50) percent of their constituents and filed with any Executive Board member of SGA.
   a. The voting process necessary to impeach any elected SGA member shall be held under the supervision of the Elections Board within ten (10) academic days after receipt of such a petition.
   b. Any vacancy created will be filled under the procedure outlined in Article IX, Section 4, b (Vacancies).
2. Impeachment of major office holders shall follow as stated above as according to their constituents.

b. Vacancies
When a vacancy occurs in an SGA executive office or another SGA office provided for in this constitution, the election process to fill this vacancy must be initiated within one (1) academic week by the Elections Board.

c. Restrictions
1. No member of the student body shall hold more than one (1) major office at one time.
   A major office shall be defined as an SGA executive officer, a class officer, president of any club or organization, or any office deemed such by an organizational constitution. Furthermore, no one can be a president of two or more clubs or organizations at one time.
2. The exception to this is the class presidents, who hold positions as a class officer, SGA executive member, and Senate member, as stated in the SGA Constitution under Article 2., letters b. and c.

d. Forfeiture
1. If a student is elected to hold more than one (1) “major office,” she shall have two (2) school days after being named to the additional major office to declare which one (1) she will hold.
2. The Judicial Board and the Residence Hall Conduct Board have the authority to decide if an officer will forfeit her office if she is found responsible for violating a College rule or regulation.
3. In addition to and in accordance with the Prohibited Organization clause in the Cottey College Student Handbook (Sections I and III, page 70), the Student Government Executive Board shall have the discretion to dismiss from office any student found to be or admitting to be a member of a Prohibited Student Organization. In order for the SGA Executive Board to take action, the established judicial process must have been followed including the right to the appeal process. This shall include all offices within the SGA and all campus organizations.

Section 5: Senate Meetings

a. The SGA Senate shall meet once a week during the academic year, with any additional meetings called by the SGA Executive Board.

b. A quorum for the transaction of business by the SGA shall consist of one-half (1/2) of the voting members of the Senate.

Section 6: Appointments by the SGA Executive Board

Appointments by the SGA Executive branch shall be approved by the SGA Senate.

Section 7: Senator Attendance Policy
a. Senators are allowed three (3) excused absences from Senate meetings during their term of office. It is the senator's duty to fill that vacancy with a member of her respective organization. Failure to have a substitute automatically counts as an unexcused absence. Two (2) unexcused absences will constitute dismissal from office. Should this vacancy occur, the respective organization has until a day before the next consecutive Senate meeting to permanently fill that position. Should this not be accomplished, the president or vice president of the Student Government Association will appoint a successor from the absentee’s organization.

1. Reasons for an excused absence are having a coinciding class, a serious illness, a death in the family or some other emergency.
2. Reasons for an unexcused absence are other meetings, intramurals, planned trips, etc.
3. Extenuating circumstances are subject to judgment by the Executive Board of the SGA.

b. If a senator must miss a meeting with reasons inadequate for an excused absence, but proceeds to find a substitute, the absence will be considered excused. However, this process is valid for only two (2) replacements, after that, the absence is unexcused.

c. A Senator is considered tardy if she arrives five (5) minutes after the scheduled starting time of the Senate meeting. It will be so noted on the attendance record as an excused or unexcused tardy [see part (a) above]. Three (3) unexcused tardies shall equal one (1) unexcused absence.

Section 8: Application for Funds

In order to be eligible to receive any money from SGA, a recognized organization may submit a budget request form to the treasurer and meet all other requirements established by SGA, such as attendance at all training sessions for presidents of student organizations. All allocations are subject to the approval of the SGA Senate.

Section 9: Clubs and Organizations

a. Criteria for Recognition
1. The organization desiring recognition shall submit to the Constitution Committee for approval a Constitution and bylaws of their organization.
2. The organization shall have a faculty/staff sponsor.
3. The organization’s Constitution and bylaws must be approved by the SGA Senate, the vice president for student life, and may be appealed to the President of the College for recognition.

b. Loss of Recognition
Any proven violation of the regulations stated in the Cottey College Student Handbook by an organization shall be grounds for loss of recognition.

Section 10: Amendment to the Bylaws

These Bylaws may be amended or added to by a two-thirds (2/3) vote of the SGA senators present. The Senate must have a written proposal of the amendment at least one week prior to the vote.

This Constitution was ratified during the 2017 spring semester.
TRADITIONS AT COTTEY
Cottey life is enriched and made more special by many traditions. The traditions provide a bond between past and present students. Traditions at Cottey are a reflection of tradition in society—the means of passing on customs and practices from one generation to another. Some traditions have been part of Cottey life since the early days of the College (Signing of the Cottey Book, Hanging of the Greens, Founder’s Day). Others have been in existence many years, but have been modified through time (spuhs, societies, Senior/Freshman Chapel).

The College organizes some traditional events every year, but most are planned and coordinated by various student organizations. Traditions at Cottey can create wonderful memories that bind the students and alumnae to the College. It is important for each member of each class to determine the extent of their wishes to participate in student traditions. Participation in student traditions is entirely voluntary. All traditions are under the purview of the Student Traditions Review Panel and are subject to the approval of SGA.

Baby Blue
The baby blue sweatshirt is worn by members of the first-year or freshman class.

Blue and White Luncheon
On the Saturday noon before Commencement, Baccalaureate graduates are honored by the third-year class. Parents of the graduates are invited to attend this special meal.

Campus Work Day
This is a day set aside in the spring to revitalize the campus.

Capping
The evening before Commencement, members of the graduating classes are “capped.” This tradition dates to the early days of the College when each graduate selected one younger student to place the traditional mortarboard upon the head. Today, each graduate selects two or three other students or other individuals of any gender who are special to the student. This ceremony is held on the front steps of Main Hall, weather permitting, and all participants are dressed in traditional white.

Celebration of Student Leadership
Late in the spring, the community comes together to celebrate all students who have made a difference at Cottey through their leadership.

Centennial Room
Most suites on campus have the opportunity once every other year to dine in the Centennial Room. A special menu is planned and student dress is semiformal. Centennial Room is the name given to the room in 1984 when it was redecorated in honor of Cottey’s centennial. Prior to 1984, the room had red carpet and dishes and was called “Red Room.” It is the goal of the College that every residential Cottey student shares in this dining experience.

College Colors—Yellow and White and Blue and White
Yellow and white were the colors chosen by the first Cottey students to represent their school. Coincidentally, the same colors were chosen by the founders of the P.E.O. Sisterhood to represent their organization. The colors of royal blue and white were chosen by baccalaureate students.
Commencement
On Sunday morning following spring final exams, Cottey celebrates Commencement, a festive ceremony that recognizes and honors Cottey graduates and Cottey as a learning community. Graduating students in white or royal blue caps and gowns assemble on the Senior Sidewalks in front of the Chapel and carry daisies (associate degree graduates carry a single daisy; baccalaureate degree graduates carry a cluster of daisies). First- and third-year students, wearing white dresses, form two lines beginning at the front doors of Hinkhouse Center and extending onto the esplanade. Graduates march from the Senior Sidewalks and are joined by faculty and staff along Austin Street and proceed to the esplanade, where they pass through the column formed by the first- and third-year students. Following the Commencement ceremony, during the recessional, first-year students pick up a single daisy placed in the basket by second-year graduates and form the traditional Daisy Chain through which the new graduates to pass. Third-year students present second-year students pursuing a baccalaureate degree at Cottey a cluster of daisies symbolizing their entrance into the B.A. program.

CSC
The logo for the second-year class at Cottey College. It is imprinted on sweatshirts and other passdown items. Prior to Cottey becoming a four-year institution, the second-year students were called seniors because, in the early years, the College had grade-school and high-school programs. The students in the junior college were called juniors and seniors. In 1967, many years after the grade school and high school were closed, the juniors came to be called freshmen. With the addition of baccalaureate programs, students and their respective classes are now referred to as both first-, second-, third-, and fourth-year students/classes and /or freshmen, sophomore, junior and senior students/classes.

Daisy
The flower selected by the first Cottey students to represent their school. Coincidentally, the marguerite, which is similar to a daisy, is the flower chosen by the founders of the P.E.O. Sisterhood.

Dottey Cottey
One of Cottey’s most humorous traditions where the seniors dress up in their version of the old-fashioned Cottey ideal.

Duck
The second-year or sophomore class mascot.

The Duck Game
The Duck Game is an informal tradition carried out by students, which is based on a rivalry between classes. Participation in this activity is optional, and the rules and details are clearly presented. The rivalry has its origins in the early years of the College when some “seniors” rescued a duck from an icy pond. The Duck Game, as with most Cottey traditions, has evolved through the years.

Duck Jackets (DJs)
Jackets with a duck painted on the back and worn by members of the second-year or sophomore class.

Emanon
Emanon is presented in a nightclub style. At this event, the seniors show their appreciation and love towards the freshmen.
Family Weekend
Early in the fall, family members are invited to campus for a weekend of special activities. The first Family Weekend was held in 1984.

Fcc
This logo represents the first-year or freshman class at Cottey College, and it is imprinted on sweatshirts and other items.

Fcc Days
This event is a time to honor the first-year or freshman class with a serenade and other activities.

Founder’s Day Weekend
Founder’s Day is celebrated each year in late March or early April. The observance began while the College’s founder, Virginia Alice Cottey, was alive. It was originally a celebration of her birthday on March 27. Today, alumnae return to visit their alma mater, attend special events, and renew friendships.

Funeral Dinner
This dinner marks the official end of the Duck Game.

Halloween
Halloween is celebrated in the residence halls. Hall officers work together to plan this fun event.

Hanging of the Greens
Early in December, students construct evergreen wreaths to adorn the campus buildings. Friday night activities begin with the Hanging of the Greens Chapel Service. Following the service, the participants proceed to each building to carol and hang the greens, ending with cookies, hot chocolate, and Wassail at President’s House. On Saturday, members of the entire campus community enjoy a festive dinner and dance.

Mascot Game
The mascot game is played following the reveal of the fcc class mascot in the fall. The game involves locating and stealing the mascot of the opposite class. Specific rules are distributed to students at the beginning of the game each year.

Meet the Suites
The residence hall officers organize “Meet the Suites” in their respective residence halls so new students can meet the students from the various suites in their residence hall.

OWL
Olive the Owl is the mascot of the Baccalaureate classes. The owl represents Older Wiser Learners. She was named during Founder’s Weekend 2015 by a vote of the alumnae in honor of the first alumna of Cottey.

Passdowns
Any object that is passed down from year to year to be worn, displayed, or used in any fashion. Passdowns are not only pieces of living history, but also serve to give encouragement and faith in living the Cottey experience.
Passdown Game
The Passdown Game is an informal tradition carried out by students, which is based on a rivalry between suites in their own halls. Participation in this activity is optional, and the rules and details are clearly presented at the annual onset of the game.

Professional Jackets (PJs)
These are blazers with an owl painted on the back and worn by members of the baccalaureate classes.

Quad-C Week
Quad-C is an acronym for “Cottey College Community Chest.” During Quad-C Week, entertaining activities are organized to raise money for selected charities. Rotaract sponsors this week. This event began at Cottey in the late 1940s as W.S.S.F. Week (World Student Service Fund). From 1954 until the 1970s, it was known as W.U.S. Week (World University Service).

Saturday Night Suppers
Students sit with their classmates in the dining room where they sing class songs back and forth. In the 1970s and early 1980s, a Saturday Night Supper was scheduled approximately once a month. As a result of students’ changing priorities, the number of Saturday Night Suppers was reduced in the mid-1980s. Saturday Night Suppers are now held by special arrangement, usually during Founder's Weekend.

Serenades
Serenades occasionally occur in the evening when one class sings to the other class. Songs are both humorous and serious. Serenades can be a touching and sentimental experience and strengthen the bonds among students.

Signing of the Cottey Book
During Opening Convocation each fall, all new students participate in this ceremony of honor. Signing of the Cottey Book signifies personal and academic honesty, commitment to the values of the College, and dedication to cooperation for the good of all. New students have signed the Cottey Book since 1935. In fall 2011, the tradition was expanded to include students entering into Cottey's inaugural class of baccalaureate students.

SPUH
Term for a secret pal. Within the residence halls, each current student draws a new student’s name at random. The current student begins leaving friendly and encouraging notes for the new student. Each set of secret pals selects names that they will use to identify themselves, e.g. Peanut Butter and Jelly or Gumby and Pokey. The current student decides at which point in the year to reveal her identity. Some new students select a current student as a “reverse spuh,” and the process is reversed. This tradition grew out of the Big Sister/Little Sister tradition of the 1940-50s and was originally between seniors and freshmen when Cottey was a two-year college.

Step Sing
The introduction of second-year class songs and the duck as the second-year class mascot to the first-year class by the second-year class.
**Suite Chairs**
Suite chairs are students elected to be the leaders and spokespersons of individual suites. They receive formal training for their responsibilities and meet regularly with the director of housing.

**Suite Pranking**
Like the Passdown Game, suite pranking is done between suites in your own residence hall. A set of rules is distributed prior to the onset of the game. Like all traditions, this is optional.

**Susprise**
Susprise is a Christmas tradition that is planned by the seniors for the freshmen.

**Tearing of the Squares**
A Christmas tradition. Students gather in the parlor of their respective residence halls each evening from early December until finals are over to count down the days until semester break.

**Vera**
Vera is the “ghost of Rosemary Hall.” Vera Alice Neitzert was a high-school senior at Cottey when she died on May 17, 1920. Vera was one of several students participating in a forbidden chafing dish party, making candy in a suite sitting room in Main Hall. The burns she suffered were fatal. In the 1970s, the legend of Vera the ghost took hold when students were in Rosemary Hall late at night studying and practicing the piano. It is interesting to note that Vera did not die on campus, but in the American Sanitarium in Nevada, and the fire was in Main Hall, not Rosemary Hall. Rosemary Hall was razed in 1990 following the opening of the Haidee and Allen Wild Center for the Arts.

**Yellow and White Dinner**
On Friday night before Commencement, sophomore graduates are honored by the freshmen class. Parents of the graduates are invited to attend this special dinner.
ALMA MATER
Hail to thee our Alma Mater,
Hail to thee our Cottey dear.
Our beacon bright, thy holy light,
Shall protect us far and near.
Thy daughters we shall be,
And loyal e’er to thee;
We are proud to be a part of thee,
Hail, Cottey C.

Like a streamlet flowing onward,
To the ocean’s mighty bed,
Our lives shall be because of thee,
And a worthy goal ahead.
We’ll sing thy praise afar,
Thou art our guiding star.
United we to honor thee,
Hail, Cottey C.

GRACE SONG
We thank thee, Lord, for endless care
And for the beauties we behold.
We ask thy blessings on our food
this day, And our souls we pray. Amen.

P.E.O. THANK YOU SONG
(Sung to the tune of “Lean on Me”)
P.E.O.s, we honor you,
with a star pinned near your heart so fine.
With your colors yellow and white,
you are striving for what’s right,
showing your faith in God and in mankind.
P.E.O.s, we honor you,
for we know you’ve given us our start.
You’ve been kind and you’ve been true,
and we lift our eyes to you.
We thank you from the bottom of our hearts.