

# 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 these offer are important because they allow students to experience new challenges, express ideas, enhance skills, and learn more about themselves. 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 (i) being registered with and sanctioned by the procedures specified in the "Guide for Student Organizations" or (ii) having its organizational efforts approved by the dean of 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 its organizing efforts have obtained the prior approval of the dean of student life; and
  - 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 dean of 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.
  6. 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 dean of 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 dean of 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 freshmen to get involved in this organization. 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, ability to seek out the wishes of fellow students and 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 (GUSTO).” GUSTO is available on the Cottey intranet site from the Campus Activities homepage.

## **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. The current registered student organizations include:

AIDS Activists Coming Together (AACT) members seek to educate themselves, their peers, and the community about HIV/AIDS awareness and prevention. The organization is committed to empower individuals to promote awareness of and take action regarding HIV and AIDS issues. They are involved in the Kansas City AIDS walk in the spring, and hope to carry this tradition on throughout the years. Join them in the war against AIDS!

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.

Amnesty International is a worldwide human rights organization aimed at research and action to prevent human rights abuses and promote all human rights.

Angels for Pets members volunteer and also educate those wanting to work in animal shelters.

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 STDs, with emphasis on situations which occur involving alcohol. It is open to all interested students.

BodyWorks members promote engagement/experience in human movement activities such as, but not limited to, dance, martial arts, and fitness, on the Cottey College campus. Activities emphasize the appreciation of movement of various cultures, time periods, and personal preferences. The organization would like to expand the community's concept of what is considered dance and explore areas in dance that are not as well known.

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.

Cottey Big Sisters provides Cottey students with a meaningful volunteer experience supporting area youth and education. Members are encouraged to volunteer in programs offered through the Nevada R-V school district. Cottey Big Sisters will also be working alongside the Girl Empowerment program at the Nevada Middle School.

Cottey College Handbell Choir is open to anyone interested in making music. You need not have any experience with handbells, just a willingness to learn and have fun! The choir performs at various campus events throughout the year, and occasionally performs in the community or at regional festivals.

Cottey Diversity Corps (CDC) was formed in the fall of 2005. They provide educational activities for the Cottey community, specifically dealing with racism, civil rights, and other issues of ethnic diversity in the U.S. Their activities include trips to see plays, films, and forums, and trips to museums such as the American Jazz Museum and Negro Leagues Baseball Museum. All students are welcome.

Delta Psi Omega, the national honorary dramatics fraternity for junior colleges, was created to honor its members for their work in college theater. 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.

Explorer's Club participates in such activities as camping, cookouts, skiing, canoeing, rock climbing, rappelling, white water rafting and floating, caving, hiking and ice-skating.

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

Food Freaks Anonymous (FFA) members join together to share the joys of cooking. Members learn cooking techniques, try new recipes, and enjoy fellowship and food.

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.

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 Food Service 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 Christian Fellowship members meet for prayer and weekly Bible studies and large group fellowship. They occasionally travel to Christian concerts and other gatherings. This is a nondenominational group affiliated with the National InterVarsity Christian Fellowship Organization and Campus Crusade for Christ.

Japanese Club is an organization dedicated to providing a fun and relaxed atmosphere in which to learn more about the Japanese culture. The club studies the language and culture of historical and modern day Japan through art, music, film, and literature. Japanese club is open to anyone who wants to have fun while learning more about a fascinating culture.

Mu Sigma Epsilon, a campus honorary music society, bases membership on performance activities and academic standing. The society promotes musical performances on campus and sponsors trips to concerts.

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.

Prayer Shawl Ministry members gather for fellowship and create and provide shawls for those in need.

Pride Alliance Club is a gay/straight alliance dedicated to raising awareness, promoting equality, and ending hate crimes as they relate to the lesbian, gay, bisexual, and transgendered population through advocacy and activism.

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, sociology, or anthropology courses, as well as cumulatively. Cottey College's Psi Beta chapter is a charter member of the national organization.

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 10 suites in P.E.O. Hall, 10 in Reeves Hall, and 14 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 (just 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.

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. It is a compilation of art and literature from students and sometimes staff. It is a chance for students to have their works

**THE STUDENT GOVERNMENT  
ASSOCIATION CONSTITUTION  
OF  
COTTEY COLLEGE**

published and gain experience in publication procedures and processes.

Societies: Each student holds membership in one of Cottey's four societies-Alphan (purple), Delphian (yellow), Emerson (red), or Magnoperian (green)-as determined early in fall semester when the societies sponsor the annual "Formal Drawing." Membership can also be determined by legacies from any female relative. Originally begun as literary societies, these organizations became socially oriented and now focus on fun activities such as sponsoring dances and competing with each other in sports events. The four societies are coordinated by Inter-Society. The Inter-Society Council also organizes recognized traditions such as "Signing of the Cottey Book" and "Hanging of the Greens."

The Spectrum, Cottey's student newspaper, is printed tri-weekly. Its purpose is gathering and distributing news and opinions to serve the community by informing the people and allowing them to make their own judgments on issues facing the College.

Student Activities Committee (SAC): This advisory committee plans, promotes, and produces performances by popular musicians, comedians, folk singers, jugglers, hypnotists, etc.; and sponsors movies as well as 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. This organization also operates the campus recycling program.

**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 co-sponsors of this organization shall be the dean of student life and the assistant dean of 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 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 and publicity coordinator.
- b. Seven (7) second-year senators 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. One (1) representative elected to represent the commuter students, if the commuters choose to exercise this option.
- e. 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 between the students, faculty, and the administration, bringing forth student interests in the promotion of a quality social and intellectual atmosphere.

Section 2: SGA Relations

The Senate shall establish and promote programs providing for effective relationships between 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 with her 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 and associate 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. hall senators will 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, 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 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 her 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 possession of alcohol and/or drugs, and hazing or harassment, or other major violations 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 dean of student life, and the director of housing/assistant dean of student life. 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 dean of student life.

The Residence Hall Conduct Board shall:

- d. act as a jury in cases of alleged violations of campus or residence hall policies that most directly impact residence life.
- e. be chaired by a student to be interviewed and appointed by the SGA Executive Committee, the dean of student life, and the director of housing/assistant dean of student life.
- f. consist of four students (to be interviewed and appointed by the SGA Executive Committee, the dean of student life, and the director of housing/assistant dean of student life), a hall director, with the director of housing/assistant dean of student life 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 there must be a three-fourths (3/4) vote by the SGA senators present.

## **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/<br>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:

- 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 being:
  1. Executive officer elections.
  2. Class officer elections.
  3. Senator at large elections.
- d. consist of the SGA vice president who will serve as chairperson, the SGA president, Senior Class president, and the dean of student life and assistant dean of 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 candidate's 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, there shall be a run-off election 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 run-off election shall be held in the same location as the original election; 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 second-year, full-time students. The secretary, parliamentarian and publicity coordinator 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 students, all senior class offices and all other student organization elected offices held by second-year students, candidates must have a 2.0 cumulative grade point average or higher at the time of elections in the middle of spring semester. Those elected to office must also have a 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.
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 cumulative grade point average or higher 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 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.
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 grade point average at the end of their first semester.
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 cumulative grade point average at the end of their first semester.
  6. In the event that an officer doesn't meet the required grade point average, she shall relinquish her office immediately upon notification by the dean of student life.
  7. Any student falling below nine credit hours during a semester, or failing to earn nine credits the previous semester must relinquish her office immediately upon notification by the dean of 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 at one and the same time hold more than one (1) major office. 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 senior class president and the freshman class president, who hold a position as a class officer and a 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 and Associate Senator Attendance Policy

- a. Senators and Associate Senators are allowed three (3) excused absences from Senate meetings during their term of office. Any Senator or Associate Senator representing an on campus club or organization has the 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 or Associate 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 or Associate 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. All allocations are subject to the student senate's approval.

#### 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 dean of 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.

#### **Updated July 2006**

#### **TRADITIONS AT COTTEY**

Cottey life is enriched and made more special by many traditions. They 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. Cottey is unique because the “generation” of each class is only two years. 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 she 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 Freshman Class.

#### Campus Work Day

A day set aside in the spring to revitalize the campus.

#### Capping

The evening before Commencement, the seniors 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 her head. Today, each senior selects two or three freshmen or other women who are special to her. Only women participate in Capping, and faculty and administrative staff of the College do not cap students. This ceremony is held on the front steps of Main Hall, weather permitting, and all participants are dressed in traditional white.

#### Centennial Room

Each of the suites on campus has the opportunity once each 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.”

#### College Colors -Yellow 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.

#### Commencement

On Sunday morning following spring final exams, Cottey College enjoys graduation. Graduating students in white caps and gowns carrying daisies proceed through a chain formed by white-clad first-year students. The Commencement ceremony includes the Cottey choir, an address, granting of degrees and the Alma Mater. First-year students then pick up the daisies the second-year students carried into the building and form the traditional chain for the new graduates as they recess.

#### CSC

The logo for the Senior Class at Cottey College. It is imprinted on sweatshirts and other passdown items. At Cottey, the second-year students are 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 became freshmen.

#### 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.

#### Daisy Chain

At Commencement, the freshmen, wearing white dresses and holding daisies, form two lines beginning at the front doors of Hinkhouse Center and extending onto the esplanade. The faculty, staff, and graduating seniors march from the Senior Sidewalks along Austin Street toward the Library, and process between the two lines in front of Hinkhouse Center, where the ceremony is held.

### 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 Senior Class mascot.

### The Duck Game

The Duck Game is an informal tradition carried out by students, which is based on a rivalry between the two 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 worn by members of the Senior Class.

### Emanon

Emanon is presented in a nightclub style. At this event, the seniors show their appreciation and love towards the freshmen.

### Family Weekend

During October, family members are invited to campus for a weekend of special activities. The first Family Weekend was held in 1984.

### Fcc

The logo for the Freshman Class at Cottey College, it is imprinted on sweatshirts and other items.

### Fcc Days

A time to honor the Freshman Class with a serenade and other activities.

### Founder's Day

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

A dinner which marks the official end of the Duck Game.

### Halloween

Halloween is celebrated in each of the three residence halls. Each hall has its own tradition, organized by the hall officers.

### Hanging of the Greens

Early in December, students construct evergreen wreaths to adorn the campus buildings. The evening includes a buffet dinner in Raney Dining Room and a brief ceremony in the Chapel. Many faculty and staff members join the festivities. The participants proceed to each building to carol and hang the greens, ending with snacks and warm drinks. The greens hang through finals.

### Meet the Suites

The residence hall officers organize "Meet the Suites" in their respective residence halls so that the freshmen can meet the seniors in the various suites.

### 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 serve to give encouragement and faith in living the Cottey experience.

### President's Dinner

Late in the spring, the current class and organization presidents are recognized as the new presidents assume their leadership positions. There is a symbolic passing of a flower or other memento from the outgoing president to the incoming president.

### 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 only by special arrangement.

#### Senior/Freshman Chapel

A production of skits in which one class performs for the other. Originally, these events were serious and sentimental, but in recent years humorous skits have been added.

#### Senior Ring Dinner

The College recognizes seniors at this special dinner held in the spring. In celebration of the "circle of friendship," the President presents seniors with their Cottey ring. Area alumnae serve as witnesses for the ceremony.

#### Senior Skip

Jackets, sweatshirts, ducks, and other items are passed from one class to the other on this day.

#### Serenades

Serenades usually 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 the first days on campus, 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.

#### Sit-down Dinners

Sit-down dinners are served occasionally. All the students enter the dining room together and

are seated before the meal is served family style. In the early years of the College, all meals were served this way.

#### Spuh

Term for secret pal. Within the residence halls, each senior draws a freshman student's name at random. The senior begins leaving friendly and encouraging notes for the freshman. 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 senior decides at which point in the year she will reveal her identity. Some freshmen select a senior as a "reverse spuh," and the process is reversed. This tradition grew out of the Big Sister/Little Sister tradition of the 1940-50s.

#### Step Sing

The introduction of Senior Class songs and the duck as the senior mascot to the Freshman Class by the Senior Class.

#### Suite Chairs

Suite chairs are students elected to be the leaders and spokespersons of individual suites. They may be either first or second-year students, but are usually second-year students. They receive formal training for their responsibilities and meet regularly with the director of housing.

#### Suite Feed

Suite feeds are usually held on Sunday evenings in the suites. The students plan and prepare their own meal, spend time together and discuss group concerns. Suite feeds are held with varying degrees of regularity, depending on the wishes of the students in each suite.

#### Susprise

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

#### Tearing of the Square

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 vacation.

## 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, seniors are honored by the freshmen. 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.

## **ALMA MATER**

Cottey College

Words and Music by  
DAPHNE GOODENOUGH

1. Hail to thee our Al - ma Ma - ter, Hail to thee our Cot - tey  
2. Like a streamlet flow - ing on - ward, To the o - cean's might - y

Our bea - con bright, thy ho - ly light, Shall pro - tect us far and  
bed, Our lives shall be, be - cause of thee, And a worth - y goal a -  
near. Thy daugh - ters we shall be, And loy - al e'er to  
head, We'll sing thy praise a - far Thou art our guid - ing  
thee: We are proud to be a part of thee, Hail Cot - tey "C".  
star, U - ni - ted we to hon - or thee, Hail, Cot - tey "C".

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