

Jepson Student Government Association (JSGA)

Constitution

Revised Spring 2026

Preamble

We the students of the Jepson School of Leadership Studies, in order to participate in the determination of Jepson policies and practices, establish a responsible student self-government, and provide the opportunity for responsible individual and collective action, ordain and establish this Constitution of the Jepson Student Government Association (JSGA).

Article I: Name, Purpose and Powers, Membership, Effective Date

Section 1: Name

The name of this organization shall be the Jepson Student Government Association.

Section 2: Purpose and Powers

The purpose of this organization shall be to serve the interest of the Jepson community by addressing academic needs, facilitating student concerns, informing students of important events, promoting faculty, staff, and student interaction within the school, and facilitating cooperation and activities between other student organizations and the University of Richmond to further common interests.

Section 3: Membership

Every undergraduate member of the Jepson School of Leadership Studies, upon admission to the school, shall automatically qualify to be a member of this organization.

Section 4: Effective Date

This Constitution shall become effective immediately upon ratification by a two-thirds majority of JSGA voting in a referendum and all other Constitutions shall become null and void.

Article II: Executive Branch

Section 1: Executive Officers

The Executive Officers shall be the President or Co-Presidents, Executive Vice President (in the case of a co-presidency, this position is optional), the Vice President for Finance, the Vice President for Student Affairs, the Vice President for Academic Affairs, the Vice President for Special Events and the Vice President for Public Relations.

Section 2: *The President or Co-Presidents*

A. Qualifications

The President or Co-Presidents shall major in Leadership Studies and be a candidate(s) for a degree at the conclusion of the school year in which their term of office as President or Co-President expires. They must be a rising Senior in the Jepson School and have a cumulative grade point average equal to or greater than a 3.0, achieved from the University of Richmond, at the time of the election. The candidate must have served at least one term as a member of JSGA before the election.

B. Duties and Powers

The President or Co-Presidents shall:

1. Execute the policy of the organization as expressed by the Senate or by the entire organization in referendum;
2. Act as the official representative of the organization;
3. Preside over the Senate and vote only in the case of a tie;
4. Prepare a weekly agenda;
5. Save each weekly agenda to the JSGA google drive to preserve a record of past initiatives and allow future President/Co-Presidents to refer to the records for inspiration;
6. Convene and preside over meetings of JSGA, except at such times as they may delegate this function to the Executive Vice President or one of the Co-Presidents;
7. Have power, with consent of the Senate, to create such agencies and departments as they deems necessary to carry out the executive functions of this organization;
8. Have power, with consent of the Senate, to appoint the chairs or directors of such agencies and departments and to remove such persons from their positions;
9. Have power to fill all vacancies with the advice and consent of the Senate unless other constitutional provisions exist;
10. Review the Constitution at the beginning of their Presidential term in order to understand duties and responsibilities of all members of JSGA, as well as to review if the Constitution needs updating.

C. Election and Tenure

- a. The President or Co-Presidents shall be elected by a majority of the votes cast by the undergraduate members of the Jepson School of Leadership Studies in a general election. They shall serve as President or Co-Presidents for the duration of the Senate session.
- b. In the case of a tie between the top two candidates in the election running individually for President, both candidates will receive the option to serve together as Co-Presidents. If one candidate does not agree to a Co-Presidency, then there must be a runoff election between the two candidates to determine the top candidate, resulting in one President.

Section 3: *The Executive Vice President*

In the case of a Co-Presidency, disregard Section 3 and refer to Section 2.

A. Qualifications

The Executive Vice President shall be a Leadership Studies major, have been in the Jepson School for at least one year, and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 3.0 at the time of election.

B. Duties and Powers

The Executive Vice President shall:

1. In the absence of the President or Co-Presidents, temporary or permanent, automatically become the President of the organization and assume presidential duties;
2. Serve as second in command to the President or Co-Presidents;
3. Oversee the other Vice Presidents' work, and ensure that they fulfill their duties and assist when necessary;
4. Be the primary designee to represent JSGA at any meeting or event of which the President cannot attend.

C. Election and Tenure

The Executive Vice President shall be elected by a majority of the votes cast by the elected members of the JSGA Senate.

Section 4: *The Vice President for Academic Affairs*

A. Qualifications

The Vice President for Academic Affairs shall be a Leadership Studies major or minor and have been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 3.0 at the time of election.

B. Duties and Powers

The Vice President for Academic Affairs shall:

1. In the absence of the President, both Co-Presidents, or the Executive Vice President, temporary or permanent, automatically become the president of the organization;
2. Serve as the organization's liaison with those Jepson School administrators and committees responsible for academic matters;
3. Attend all Faculty meetings and report content to the Senate;
4. Initiate academic programs and projects at the discretion of the Senate;
5. Have the right to propose and vote on any legislation or other matters that come before the Senate;
6. Ensure that general student academic concerns are addressed and resolved by JSGA.

C. Election and Tenure

The Vice President for Academic Affairs shall be elected by a majority of the votes cast by the elected members of the JSGA Senate. They shall serve as the Vice President of Student Affairs for the duration of the Senate session.

Section 5: *The Vice President for Finance*

A. Qualifications

The Vice President for Finance shall be a Leadership Studies major or minor and have been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 3.0 at the time of election.

B. Duties and Powers

The Vice President of Finance shall:

1. Meet with the Director of Budgets and Operations at the start of each semester to discuss the financial status of the JSGA;
2. Report the financial status of the JSGA to the rest of the Senate at the next weekly meeting;
3. Ensure the expenses required to run each event during the semester are appropriate considering the financial status of the JSGA.

C. Election and Tenure

The Vice President for Finance shall be elected by a majority of the votes cast by the elected members of the JSGA Senate. They shall serve as the Vice President of Finance for the duration of the Senate session.

Section 6: *The Vice President for Events*

A. Qualifications

The Vice President for Events shall be a Leadership Studies major or minor and have been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 3.0 at the time of election.

B. Duties and Powers

The Vice President for Events shall:

1. Plan the organization's non-academic events including, but not limited to, the opening barbeque, prelude, and senior banquet;
 - i. Event planning consists of reserving meeting spaces, ordering food, making audio/visual arrangements, advertising (with the VP of Public Affairs), and other necessary tasks as seen fit;
2. Serve as student programming representative for the student body, including planning any Jepson class bonding events, study breaks, lecture series, etc. that the JSGA deem fitting;

3. Prepare and host forums for students to voice their experiences within the Jepson School;
4. Have the right to propose and vote on any legislation or other matters that come before the Senate.

C. Election and Tenure

The Vice President for Events shall be elected by a majority of the votes cast by the elected members of the JSGA Senate. They shall serve as the Vice President of Events for the duration of the Senate session.

Section 7: *The Vice President for Public Relations*

A. Qualifications

The Vice President for Public Relations shall be a Leadership Studies major or minor and have been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 3.0 at the time of elections.

B. Duties and Powers

The Vice President for Public Relations Shall:

1. Serve as the organization's liaison to the Jepson School and/or University administrators and committees responsible for public relations matters;
2. Initiate public relations programs and projects at the discretion of the Senate;
3. Have the right to propose and vote on any legislation or other matters that come before the Senate;
4. Maintain the JSGA bulletin board;
5. Maintain all JSGA social media platforms.

C. Election and Tenure

The Vice President for Public Relations shall be elected by a majority of the votes cast by the elected members of the JSGA Senate. They shall serve as the Vice President of Public Relations for the duration of the Senate session.

Section 8: *The Vice President of Student Affairs*

A. Qualifications

The Vice President of Student Affairs shall be a Leadership Studies major or minor and have been in the Jepson School for at least one year and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than 3.0 at the time of elections.

B. Duties and Powers

The Vice President of Student Affairs Shall:

1. Have the right to propose and vote on any legislation or other matters that come before the Senate;

2. Serve as the organization's liaison between the Jepson School students, faculty, and staff;
3. Maintain and oversee the Jepson Student Lounge. These responsibilities include coordinating with the Jepson administration to order lounge supplies, maintaining whiteboard cleanliness and marker supplies, stocking printer paper, and making changes as they see appropriate to improve the lounge. Significant cost-related improvements should be approved by the Senate;
4. Share J-Tips with the Senate at each weekly meeting and ensure the Senate addresses those that are submitted;
5. Coordinate and facilitate events and opportunities for students to share their experiences within the Jepson School, with an emphasis on amplifying all student voices.

C. Election and Tenure

The Vice President of Student Affairs shall be elected by a majority of the votes cast by the elected members of the JSGA Senate. They shall serve as the Vice President of Student Affairs for the duration of the Senate session.

Article III: Legislative Branch

The Senate

A. Qualifications

Members of the Senate must be accepted undergraduate students of the Jepson School of Leadership Studies and must have achieved at the University of Richmond a cumulative grade point average equal to or greater than a 3.0 at the time of the election.

B. Duties and Powers

The Senate shall:

1. Have the power to pass such legislation as shall be necessary for the execution of effective student government;
2. Appropriately and disperse all JSGA funds as it seems necessary;
3. Not authorize the dispersion of any JSGA funds to University Organizations unless the organization and its activities benefit the mission of the Jepson School of Leadership Studies;
4. Actively seek and respond to student concerns;
5. Attend weekly JSGA meetings; Senators are only allowed two unexcused absences per term. Absences must be communicated to the President or Co-Presidents 24 hours ahead of meeting time to count as an excused absence. Refer to Article V under Attendance Requirements;
6. Communicate to students, faculty, and staff upcoming events, opportunities, and other important information;

7. Have power to confirm or reject the creation of all executive departments or agencies;
8. Have the power to override a Presidential veto by a two-thirds vote;
9. Determine all election procedures and inaugural programs;
10. Have power to subpoena the Constitution, Bylaws, Financial Records, and all other records deemed necessary of all University organizations which request funds from the Senate;
11. Have power to censure, by a two-thirds vote, executive officers, executive committee persons, and senators of this organization;
12. Have power to confirm or reject all Presidential appointments and nominees;
13. Have power to remove from office, by a two-thirds vote, executive officers, executive committee persons, and senators of this organization;
14. Have power to propose amendments to this constitution by a two-thirds vote;
15. Have power to review executive orders and repeal executive orders by a majority vote.

C. Election and Tenure

Between six (6) and nine (9) voting members shall comprise the Senate. Each member is elected for one year. Members can only be voted in by students from their Jepson class year. There will be three (3) sophomores elected in a special election no more than one month after Prelude and regular elections in spring of each year. All members must be reelected in spring to remain a member of the JSGA. The terms of senators shall span from the moment of their taking the oath of office until the next term's elected senators take their oath of office. However, former Senators and Executive Members are responsible for the training of the incoming Senate and are required to see all outstanding projects to completion.

D. Election Statutes

1. Eligible Candidates: a candidate shall be considered eligible for an Executive Council position as outlined in Article Two of the Constitution; a candidate for Senator shall be considered eligible as a registered major or minor in the Jepson School of Leadership Studies.
2. Candidacy Qualifications: all prospective eligible candidates must do the following to be placed on the election ballot:
 - i. Submit a one-paragraph statement to the Advisor of the JSGA no later than 10 days prior to the election (via e-mail) that will be sent to all eligible voters one week prior to the election via email.
 - ii. Submit a flyer to the Advisor of the JSGA no later than 10 days prior to the election (via e-mail) that will be posted to the JSGA Instagram account one week prior to the election.
3. Campaign Guidelines: campaigning shall commence precisely ten days before the election for which a candidate is running (as detailed in Article Two of the Constitution).
 - i. Candidates will be allowed to place up to ten signs within Jepson Hall.

- ii. Campaigning shall be defined as limited to the following: campaign posters, stickers, posts on social media, and personal solicitation of voters.
 - iii. Candidates are not allowed to send an email en masse to the Jepson student body or to a specific Jepson class (i.e. their class of newly admitted sophomores).
 - iv. Violation of these guidelines, as determined by the Advisor of the JSGA in consultation with the JSGA President or Co-Presidents, is grounds for disqualification from the election or removal from office, should the party at fault have already taken the oath of office.
4. A candidate must have the full intent to serve for the entire year and a split ballot, such as that which involves students who are studying abroad, is prohibited.

Article IV: General Policies

A. Oath of Office

The oath of office shall read: I, state your name, do solemnly swear to uphold the duties and responsibilities of a JSGA representative. I am elected to this position by my classmates for the purpose of representing their interests. I promise to fulfill my duties to the best of my abilities while upholding the standards and ideals of the Jepson School of Leadership Studies.

B. Voting Procedures

- a. All JSGA voting shall be in accordance with Article Four of the JSGA Constitution.
- b. All elected members of the senate shall vote on necessary measures before the body subject to the voting process illustrated in Article Four of the JSGA Constitution with the election of the President or Co-Presidents. In the case of a tie, the President or Co-Presidents shall cast the deciding vote.

C. Meetings

- a. JSGA meetings shall be held once each academic week at the discretion of the Executive Council. Meetings shall be open to the public and remain in session until called to an end by the President or Co-Presidents.
- b. All members of JSGA shall be present at the meetings unless they have notified the President or Co-Presidents of an excused absence.
- c. Weekly meetings may be canceled by a two-thirds vote of the Senate, or in the case of an emergency, at the discretion of the President or Co-Presidents.
- d. Non-scheduled JSGA meetings may be called by the President or Co-Presidents under advisement of the Senate.

D. Attendance Requirements

- a. Attendance by JSGA Senators and Executive Council members shall be expected at weekly meetings. Attendance is also required at all mandatory events as determined by the Executive Council.
- b. The President or Co-Presidents shall determine whether an absence shall be deemed excused or unexcused for a general meeting or a mandatory event.

- c. After more than two unexcused absences per term of office, the President or Co-Presidents shall make a motion to meet with said representative.
- d. Events that are deemed mandatory by the Executive Council also fall under the attendance requirements. Events will be advertised at weekly JSGA meetings, and at least 48 hours warning will be given before the event.

Article V: Impeachment and Removal From Office

Section 1: Grounds

Any elected or appointed member of the Executive or Legislative Branch of this organization is subject to impeachment and removal from office on the grounds of malfeasance, misfeasance, or nonfeasance in office.

Section 2: Procedure

A. Recall

1. A petition requesting removal signed by no less than 60 Jepson students shall be submitted to the Senate.
2. A special election shall be called in which all undergraduate Jepson students will be entitled to vote. If at least 60% of the votes are cast in favor of removal, the person subject to removal shall immediately relinquish their position.

B. Legislative Action

1. Impeachment requires the concurrence of at least two-thirds majority of the entire Senate;
2. Any impeached official is entitled to a hearing before the Senate. Impeached officials are entitled to all substantive and procedural rights guaranteed by the Judicial Council Constitution;
3. If, following the hearing, the charges shall be sustained by at least two-thirds of the entire Senate, the impeached official shall be removed from office.

C. Replacement of Removed Official

1. If an official is removed before their term is complete, a special election will be held to fill the vacant position;
2. Upon taking the oath, the new member shall complete the remainder of the said term.

Article VI: Amendments

Any major amendments that alter the way JSGA functions, or that may affect the student body, must be posted or emailed to all Jepson students and faculty, notifying them of the constitutional changes.