

Huntingdon College Student Government Association Constitution

(last modified September 2015)

We the students of Huntingdon College, in order to form a democratic, efficient, and responsible student government; to represent, lead, and unify the student body, to decide and act responsibly for the students' interest, and work with the Faculty, staff, and Administration of the college in the pursuit of our mutual interest, do hereby establish the Student Government Association of Huntingdon College and adopt this constitution.

Article 1: Name and Terms

- S 1.** The name of this organization shall be called Huntingdon College Student Government Association; hereinafter referred to as SGA.
- S 2.** Majority shall be established as 51% of the senators on the roster in attendance.
- S 3.** The elect shall be defined as those officials elected but not yet installed.
- S 4.** Proxies are defined as a student at Huntingdon College who takes the place of a Senator during official duties of the Senator. A Class Officer proxy must be a class officer from said class, all other proxies must be a student from the Senator's constituency.

Article 2: Purpose:

The purpose of the SGA shall be to represent the rights and opinions of the student body in a manner consistent with the ideals and goals of the College, to serve as a voice for the student body, while joining with the Faculty, staff, and Administration of the College in building a stronger, more effective educational institution.

Article 3: Membership and Organization

S 1. *Organization*

The SGA shall be organized into three branches: the executive, legislative and judicial branches.

S 2. *Supporting Membership*

All students by virtue of their registration and good-standing at Huntingdon College shall be considered members of the SGA and shall elect representatives from the student body to the Executive, Legislative, and Judicial branches in accordance with the provisions of this constitution and bylaws.

Article 4: Executive Branch

S 1. *Definition*

A. All executive powers and duties of the SGA shall be vested in the Executive Cabinet, consisting of President, Vice President, Secretary and Treasurer.

B. The Executive Cabinet shall be elected by the student body according to the processes outlined in the Bylaws of the SGA.

C. The Executive Cabinet shall be elected by the student body in a general election to serve a term of one (1) year.

- 1) The term will begin the second Monday of March through the following calendar year.

S 2. *Qualifications*

The qualifications to hold office in the Executive Branch shall be as follows:

A. Must be classified as a full-time student in good standing with a cumulative grade point average of at least a 2.75 as computed and recorded by the Office of the Registrar; failure to maintain the qualifying GPA or good standing with Huntingdon College will result in removal from office.

B. Must not concurrently hold any office in another branch of the SGA.

C. Must have been enrolled at Huntingdon College as a full time student for at least one semester prior to the elections for Executive branch.

~~D. Must have served in any branch of the SGA at Huntingdon College for at least one full semester before assuming office (President and Vice President must have served for at least two full semesters before assuming office). (Refer to the amendments at the end of the SGA Constitution.)~~

S 3. *Officer Duties*

A. The President of the SGA, hereinafter referred as President, shall have the following duties and powers:

1) To serve as a role model to the student body and adhere to all policies, guidelines, and rules as stated by the Huntingdon College Student Handbook and Honor Code.

2) To act as a voice and ambassador of the students during interactions with faculty, staff, administration and community.

3) To serve as the Chief Executive Officer of the SGA and ensure that all the duties of the SGA members and Cabinet are carried out in accordance to the SGA constitution.

4) To preside over all SGA Executive Cabinet meetings. (He/she only votes in the case of a tie.)

5) To serve as the chair of the Presidents' Council of Student Organizations of Huntingdon College.

6) To call the first meeting of the Senate within two weeks of the first day of classes for the fall and spring semesters.

7) To serve as an ex-officio member of all committees within the SGA (and must attend at least one meeting of each committee during the term in office.)

8) To attend regular meetings, at least 3 meetings per month, with Dean of Students and/or designated Student Life advisor.

9) To perform other duties assigned by vote of the Senate.

B. The Vice President of the SGA, hereinafter referred as Vice President, shall have the following duties and powers:

1) To serve as a role model to the student body and adhere to all policies, guidelines, and rules as stated by the Huntingdon College Student Handbook and Honor Code.

2) To assist the President in all administrative duties, act as President whenever the President is incapable of carrying out administrative duties and assume office of President if vacated.

3) To serve as the Chairperson of the Senate and oversee all activities of the Senate.

- 4) To serve as the Parliamentarian of the SGA and be knowledgeable of Robert's Rules of Order and parliamentary procedure and make sure these procedures are carried out properly at the SGA meetings. (At the beginning of each year, he/she must present these procedures to the SGA so they can understand the rules and act accordingly.)
- 5) To have the sole power to appoint Senators who meet the requirements set forth in the Constitution.
- 6) To have the power to appoint students to serve on College Standing Committees.
- 7) To have the power to appoint members to Senate Committees.
- 8) To Maintain and distribute Senator constituent forms to Senate Committees.
- 9) To perform other duties assigned by vote of the Senate.

C. The Secretary of the SGA, hereinafter referred as Secretary, shall have the following duties and powers:

- 1) To serve as a role model to the student body and adhere to all policies, guidelines, and rules as stated by the Huntingdon College Student Handbook and Honor Code.
- 2) To serve as the corresponding and recording secretary for the SGA by keeping accurate and permanent records of the minutes of the meetings of the Executive Cabinet and Senate.
- 3) To keep and make available a permanent record of the Constitution/Bylaws and Constitutional/Bylaws amendments passed by the Senate and ratified by the student body.
- 4) To forward all legislation passed by the Senate, and signed by its Chairperson, to the President of the SGA within two business days after passage.
- 5) To publish Senate meeting minutes within 48 hours of the completion of Senate.
- 6) To perform other duties assigned by vote of the Senate.

D. The Treasurer of the SGA, hereinafter referred as Treasurer, shall have the following duties and powers:

- 1) To serve as a role model to the student body and adhere to all policies, guidelines, and rules as stated by the Huntingdon College Student Handbook and Honor Code.
- 2) To be in charge of the budget of the SGA and assist the advisor in completing financial forms both internally and externally.
- 3) To prepare and submit an itemized, semesterly, financial report to the Senate. Each end-of-the semester report must be presented on or before the first Senate meeting of the next semester, and shall include a starting balance, an itemized list of income and expenses, and the closing balance in the general journal for that time period.
- 4) To attend each Senate meeting concerning the passage of a Budget Bill.
- 5) To perform other duties assigned by vote of the Senate.

E. The Executive Cabinet, by consensus, has the power to require documentation of Senate interaction with constituents and are empowered to penalize failure to provide documentation.

S 4. *Executive Cabinet Stipends*

In order to ensure that the President, Vice President, Secretary and Treasurer adequately perform the duties of their positions, the positions have been granted stipends. Stipends equal the following dollar amounts related to the number of students enrolled fulltime students at Huntingdon College. President – 75%, Vice-President – 75%, Treasurer – 50%, Secretary—50%.

A. Stipends will be divided by 8 (months) and paid equally for the following months – March, April, August, September, October, November, January, and February.

B. Failure to perform official duties by a member of the SGA receiving a stipend may result in the suspension of the stipend for a one-month period. Such actions shall be considered upon the filing of a written complaint with the Chief Justice, Speaker of the Senate, and SGA Advisor. The consensus made by this commission is final and cannot be vetoed.

Article 5: Legislative Branch

All legislative powers herein granted shall be vested in a senate. The senate shall formulate such policies, regulations, and recommendations that shall relate to the student body.

S 1. *Membership*

A. The Legislative Branch shall consist of the Senate, and shall be presided over by the Vice President of SGA.

B. No elected executive officer may serve as a Senator.

C. Two (2) senate positions shall be awarded for each academic department at Huntingdon College.

D. One (1) senate position per 100 residential students shall be awarded (more than 51 round to nearest 100).

E. One (1) senate position per 100 commuter students shall be awarded (more than 51 round to nearest 100).

F. Two (2) senate positions for each of the four classes – chosen from the four executive officers from the class.

G. All elected and appointed members shall have equal status and an equal vote as members of the Senate, with the exception of the Chairperson, who shall vote only in the case of a tie.

H. Senators shall be elected by the student body in a general election to serve a term of one (1) year.

1) The term will begin in the last day of classes of the spring semester and the second-to-last day of classes of the following year.

S 2. Qualification for Senate Positions

- A. Must be classified as a full-time student in good standing with a cumulative grade point average of at least a 2.5 as computed and recorded by the Office of the Registrar; failure to maintain the qualifying GPA or good standing with Huntingdon College will result in removal of office.
- B. A student running, elected, or appointed for Academic department Senate position must be registered (recorded in Office of the Registrar) in a major under said department.
- C. A student running, elected, or appointed for class officers must be classified (by the Office of the Registrar) in the said class.
- D. A student running, elected, or appointed for a Residential Senate position must live in on-campus housing during his/her whole term in office.
- E. A student running, elected, or appointed for a Commuter Senate position must live off-campus during his/her whole term in office.

S 3. *Senate Meetings*

- A. The Senate shall meet at least $\frac{2}{3}$ the number of weeks in a semester. The President shall call the first session of the Senate each semester within the first two weeks of the semester. The schedule for each semester shall be decided by the senate in the first meeting for the given semester. This schedule may be altered by majority vote of the senate at any point in a semester or a special session may be called by the President or by a majority vote of the Senate members. Notice of special sessions must be given at least two business days prior to meeting time.
- B. SGA Senate meetings are open to all students, unless the President calls a special session or closed meeting to discuss or act upon confidential matters.
- C. The Senate will elect a Speaker of the Senate during the second meeting of Senate.
 - 1) To qualify as Speaker of the Senate, a Senator must be classified as a Junior or Senior (by the Office of the Registrar) and must have been a Senator for at least two semesters.
 - 2) The Speaker of the Senate shall preside over Senate in the absence of the Vice President.
 - 3) If the Vice President position becomes vacant the Speaker of the Senate shall assume Vice President and the Senate shall elect another Speaker of the Senate.
- D. Quorum shall consist of 51 percent of the total current membership of Senate.
 - 1) Two (2) proxies per academic semester will be allowed per Senator.
 - 2) Unexcused absences during a regular session shall be counted as an absence against a senator's record.
 - 3) Unexcused absences during special session shall be counted as $\frac{1}{2}$ an absence against a senator's record.
 - 4) Lack of constituency documentation requirement of the Executive Cabinet shall result in a $\frac{1}{3}$ of an unexcused absence against the senator's record.

5) Senators receiving two unexcused absences in a semester will be removed from their position.

6) All voting tallies shall be based on members present.

7) Quorum shall be necessary to conduct any business.

E. Robert's Rules of Order shall be followed at all meetings and enforced by the Chairperson of the Senate.

S 4. *Duties and Powers*

All legislative duties and powers, including but not limited to those stated below, shall be vested in the Senate.

A. To authorize all SGA expenditures amounting to \$250, or more, with the exception of the Discretionary Fund of the SGA.

B. To confirm the appointment by two-thirds vote of non-elected members to the Senate and Executive Cabinet.

C. To serve on at least one of the Standing Committees stated hereinafter.

D. To accept or deny attendance excuses submitted to the Senate (Reference Bylaw S 302.0).

E. To fill vacancies which occur on the Executive Cabinet or Senate during terms of office by regulations outlined in the SGA Constitution and By-laws.

F. To impeach, where cause is established, members of the Executive Cabinet, Senate, and student justices by regulations outlined in the SGA Constitution and Bylaws.

G. To remove, where cause is established, chairs of standing committees.

H. To document interaction with constituents as set forth by the Executive Cabinet.

I. To approve the general budget of the SGA as presented by the Treasurer.

S 5. *Standing and Ad hoc Committees*

A. The following committees will be standing committees of the SGA: Finance, New Projects, Campus Life, and Academics.

B. Ad hoc committees may be formed for one term by the Executive Cabinet.

C. The chairperson of each committee is appointed by the Vice President.

D. Each committee, except non-legislative Ad hoc committees, should write at least two pieces of legislation per semester.

S 6. *Senate Process*

A. The Senate shall consider and enact legislation necessary for the operation of the SGA. All legislation must be signed by the Chairperson of the Senate and forwarded to the President of the SGA by the Secretary within two business days after passage. The President must sign, not sign, or veto any legislation within five business days of receipt.

1) If the President signs the legislation, it must then be forwarded to the SGA Advisor within two business days. If the President does not sign the legislation after five days or classes have ended for the semester the legislation will be considered dead.

2) If the President does not sign the legislation, it must then be forward, by the Secretary, to the SGA Advisor.

3) If the President vetoes the legislation, the President must return it to the Senate at its next meeting, stating reasons for the veto and offering any recommendations the President may have. The President's veto may be overridden by a three-fourths vote of the Senate, and the legislation must be forwarded to the SGA Advisor by the Secretary within two business days. The Senate may also review the reason for the veto by the President and either amend the legislation and resubmit it, or let the piece of legislation die.

B. Upon receiving legislation, from the President, the SGA Advisor, must sign, not sign, or veto legislation within five business days of receipt.

1) If the SGA Advisor signs the legislation, it becomes law.

2) If the SGA Advisor does not sign the legislation within in five business days then the legislation will be forwarded to the Dean of Students (if Dean of Students is the SGA Advisor, it will be forwarded to the President of Huntingdon College.)

3) If the SGA Advisor vetoes the legislation, he/she must then return it to the President, together with his/her reasons for the veto; The President will then return it to the Senate. The Senate will review the reasons for the veto by the SGA Advisor and either amend the legislation and resubmit it, or let the piece of legislation die.

C. Upon receiving legislation the Dean of Students (or President of Huntingdon College), must sign, not sign, or veto legislation within seven (7) business days.

1) If the Dean of Students (or President of Huntingdon College) signs the legislation, it becomes law.

2) If the Dean of Students does not sign the legislation it becomes law.

3) If the Dean of Students (or President of Huntingdon College) vetoes the legislation, he/she must then return it to the President, together with his/her reasons for the veto; The President will then return it to the Senate. The Senate will review the reasons for the veto by the Dean of Students (or President of Huntingdon College) and either amend the legislation and resubmit it, or let the piece of legislation die.

D. Once a bill is dead it cannot be resubmitted until the next Senate session the following academic year.

Article 6: Judicial Branch

S 1. Judicial Board is hereby established as the arbiter and interpretive body of this constitution.

Article 7: Elections

S 1. *Timeline*

A. Student elections shall be held the second Tuesday and Wednesday of February.

B. Runoff elections shall be held the following Tuesday and Wednesday.

- S 2.** All candidates shall meet the qualifications for the particular office to which they aspire as expressed in this constitution and the SGA Bylaws.
A. The SGA Advisor investigates candidate's GPA to verify his/her qualifications for office. By submitting an election application, a student consents to verification of his/her GPA.
- S 3.** To be elected a candidate must receive a majority of votes cast for the office or position sought. If no candidate receives a majority vote, a run-off election shall be held (Reference Bylaws S 701.17).
- S 4.** Write in ballots will not be considered for election.
- S 5.** Voting in elections shall be secret ballot and conducted according to the procedures outlined in the Bylaws.
- S 6.** Executive officers shall be elected at large by the student body. Senators in each department shall be elected only by students enrolled in the respective majors. Class officers shall be elected only by students in the same classification as recorded by the Office of the Registrar. Freshmen class officers will be the Executive Board of the Freshmen Forum, and must be in place by the third week of school in the fall semester.
- S 7.** A current Senator elected to an Executive office, must resign his/her Senate seat within seven (7) days prior to installation into office.
A. The empty Senate seat shall be filled by the upcoming respective Senator.
- S 8.** The elect shall work with the outgoing officers to learn the positions, but shall not have any of the powers outlined in this constitution or further powers outlined by the Senate unless the powers outlined are specifically for the President-elect and do not conflict with powers given to active executive officers.
A. Executive officers' term begin the second Monday in March and continue through the following calendar year.

Article 8: Appointments / Impeachment / Removal from Office / Resignations

- S 1.** *Appointments*
A. If no person submits an application to run for a given Executive office or Senate, it is filled by appointment by the President-elect when seated. In the event the SGA President is not filled the SGA Advisor along with the newly elected Executive officers is charged to select a President through an application and interview process. All appointments must be approved by the Senate.
B. In the event that the any of the following positions become vacant: Secretary, Treasurer, or an appointed Executive Cabinet member, the vacancy is filled by appointment of the President. All appointments must be approved by the Senate.
C. Appointments are contingent upon application and interviews by the Executive Cabinet.

S 2. *Impeachment*

The process of impeachment may be initiated against any elected or appointed official outlined in this Constitution.

A. The procedure shall be as follows:

- 1) Formal impeachment charges shall be brought before the Senate in a resolution and must be immediately tabled until the following meeting.
- 2) The Senate shall form an ad hoc committee consisting of a minimum of five members of the Senate. This committee shall be formed by nomination and elected by secret ballot.
- 3) The accused must be notified and informed of all charges.
- 4) The function of this committee shall be to investigate the impeachment charges. At the next regularly scheduled Senate meeting, the committee shall submit a typewritten report of its findings and recommendations to the Senate. The committee will have five (5) minutes to discuss its findings and recommendations to the Senate. The accused will then have five (5) minutes to present his/her case to the Senate.
- 5) The Senate shall vote by secret ballot as to whether impeachment will take place. Impeachment shall require a $\frac{3}{4}$ majority vote of the Senate.
 - a. The Vice President of the SGA, Speaker of the Senate, and the SGA Advisor, unless there is conflict of interest whereas a Senator from the Impeachment Ad Hoc committee will step in, will be responsible for counting the votes and reporting the results to the entire Senate.
- 6) The accused may appeal the Senate's decision to the Judicial Board. The Judicial Board's ruling will be final.

B. An impeachable offense shall be defined as any violation of this Constitution, the Bylaws, any legislation signed into law, and Student Handbook of Huntingdon College.

S 3. *Removal from Office*

Items such as attendance policy and grades do not fall under the impeachment process. Violations of these SGA guidelines are automatic and result in immediate removal of office.

S 4. *Resignations*

A. Any member of the Executive Cabinet has the right to resign his/her position.

A typed resignation letter must be turned into the SGA President.

- 1) If the SGA President decides to resign his/her position. He/she must turn in a letter of resignation to the Executive Cabinet.

B. Any member of Senate has the right to resign his/her position. A typed resignation letter must be turned into the Vice President of SGA.

C. Letters of resignation are required to be read publicly to the entire Senate after formal resignation has occurred.

Article 9: Finances of the SGA

- S 1.** In order for a group to receive funds from the SGA, it must be recognized as an official student organization by the Office of Student Life.
 - A. Student Organizations must be recognized by Student Life for 30 calendar days before requesting funds of the SGA.
 - B. Student Organizations must be recognized members of the Presidents' Council.
- S 2.** SGA funding is a refunding process. Student organizations must show proof of transaction and must follow funding guidelines outlined in the Bylaws of the SGA.
- S 3.** All budgetary items related to Student Organizations must be passed by the Senate.
- S 4.** All SGA expenditures amounting to \$250, or more, with the exception of the Executive Discretionary Fund of the SGA shall be approved by the Senate.
- S 5.** The SGA Treasurer, the SGA Advisor, and the Dean of Students or agents authorized by the Dean of Students are hereby authorized to pay all debts of the Student Government Association and of its daughter organizations in the absence of the Senate.

Article 10: Amendment(s) to and Ratification of the Constitution

- S 1.** Any student can petition an amendment to the SGA Constitution. A petition with signatures of $\frac{1}{4}$ of the full-time student body is necessary in order to have the petition go to Senate.
 - A. The petition will go to the Executive Cabinet. The EC will investigate the petition and then pass it on, with any suggestions attached, to the Senate.
 - B. In order for the petition to proceed to an amendment form. A Senator must sponsor the amendment.
 - C. In order for the amendment process to proceed, the Senate must approve the amendment at two consecutive meetings by a $\frac{3}{4}$ vote.
 - D. In order for the amendment to proceed, it must be approved by the SGA advisor and the Dean of Students. If the Dean of Students is the SGA advisor, it must be approved by the President of Huntingdon College.
 - E. The amendment must then be presented to the whole student body. It must be posted for at least a week before voting in the SGA Office. Copies should be available at each polling location. A $\frac{2}{3}$ majority vote of students voting is necessary to pass the amendment.
 - F. If at any point the amendment is stopped, it is considered dead and given back to the student who proposed its for changes. If the student wishes to resubmit the proposed amendment it must go through the whole process again.
 - 1) If an amendment becomes dead, it cannot be brought before the Senate until the following academic year.
- S 2.** Any student can petition a constitutional ratification of this constitution. A petition with signatures of $\frac{1}{4}$ of the fulltime student body is necessary in order to have the ratification petition go to Senate.
 - A. The ratification petition will go to the Executive Cabinet. The EC will investigate the ratification petition and then pass it on, with any suggestions attached, to the Senate.

B. In order for the ratification petition to proceed to ratification of the constitution. An Ad Hoc Constitutional Committee must be formed consisting of at least five Senators and the Vice President.

C. The Ad Hoc committee will formulate a new constitution and present it to the Senate. It must be approved by the Senate at two consecutive meetings by a 3/4 vote.

D. In order for the ratification to proceed, it must be approved by the SGA advisor and the Dean of Students. If the Dean of Students is the SGA advisor, it must be approved by the President of Huntingdon College.

E. The new constitution must then be presented to the whole student body. It must be posted for at least a week before voting in the SGA Office. Copies should be available at each polling location. A 2/3 majority vote of students voting is necessary to pass the new constitution.

F. If at any point the amendment is stopped, it is considered dead and given back to the student who proposed its changes. If the student wishes to resubmit the proposed amendment it must go through the whole process again.

1) If an amendment becomes dead, it cannot be brought before the Senate until the following academic year.

Article 11: By-Laws

The SGA shall consider and enact By-Laws and any legislation deemed necessary to complement this Constitution and coordinate the operation of the SGA. The Senate can pass bylaws with a 2/3 majority vote. Bylaws shall be introduced to the Senate in writing one meeting prior to the meeting which they are voted.

Article 12: SGA Advisor(s)

The advisor to the SGA shall be the Dean of Students of Huntingdon College, or a Student Life designee.

A. Shall advise the officeholders of the SGA in performing their duties and serving the needs of students.

B. Shall have the power to review the Constitution, By-laws, and all legislation of the SGA.

C. May veto financial legislation by returning it to the Executive Cabinet unsigned. This veto cannot be overturned. (This takes precedent over Article 5, S 6. C.)

D. Must be an approval agent for all financial documents of the SGA.

Article 13: President of the College

The Huntingdon College President, as Chief Executive Officer of the College, shall be empowered to exercise a veto on all business, legislation, and amendments enacted by the Student Government Association in which the President is the final authority.

Amendments:*Amendment One:*

Candidates for President and Vice President of the SGA must have been a voting member of Senate at the minimum of 16 meetings of the SGA Senate OR must have previously served as a member of the Executive Cabinet and received 6 stipends for that service before assuming office OR received 3 stipends for Executive Cabinet service and must have been on the roll as a voting member of the SGA Senate for at least 8 meetings before assuming office. Candidates for Treasurer and Secretary should complete a training session by the Dean of Students and the outgoing officer after being elected and prior to taking office for Treasurer and Secretary.

Huntingdon College Student Government Association Bylaws

Title 1: Table of Contents

S 100.0 Table of Contents

S 100.1 These shall be the titles, each composed of numerically designated sections as follows:

Title 1.....	Table of Contents.....	(S100-199)
Title 2.....	Executive Branch.....	(S200-299)
Title 3.....	Legislative Branch.....	(S300-399)
Title 4.....	Presidents' Council.....	(S400-499)
Title 5.....	Student Organizations.....	(S500-599)
Title 6.....	Funding Guidelines.....	(S600-699)
Title 7.....	Elections	(S700-799)
Title 8.....	Class Officers.....	(S800-899)

S 100.2 Each section may be subdivided by means of a decimal arrangement, for example: Section 100 may be divided into 100.1, 100.2, 100.3, etc...

Title 2: Executive Branch

S 200.0 Introduction

The SGA does hereby establish the following guidelines concerning the SGA Executive Branch.

S 201.0 Executive Cabinet

S 201.1 The Executive Cabinet shall consist of the President, Vice President, Secretary and Treasurer and any such additional members deemed necessary by the President to be appointed by him/her and ratified by 2/3 majority vote in the Senate. Any appointed members maybe removed at will by the President.

S 201.2 Appointed Executive Cabinet members may not exceed three and must include a Webmaster and follow the same stipend guidelines in the Constitution but cannot exceed 45%.

S 201.3 The President shall be required to call meetings of the Executive Cabinet at least once every two weeks during his/her term in office.

S 201.4 The times, places, and dates of these meetings shall be designated by the President and should be convenient to all Executive Cabinet members. The President may call special meetings by giving at least 24 hours advance notice to all members.

S 201.5 All members of the Executive Cabinet must attend all meetings of the Executive Cabinet.

S 201.6 Any Executive member who misses more than one regularly scheduled meeting during his/her term shall submit a written excuse to the President explaining why he/she missed the previous meeting. The Executive Cabinet shall review and decide if the absence would be excused or not.

1) If the excuse is accepted, then the Executive Cabinet member shall have no repercussions other than an excused absence on his/her record.

2) If the excuse is not submitted or rejected, the Executive Cabinet member shall be subject to the forfeit of one month's stipend.

S201.7 Members of the Executive Cabinet shall be required to attend formal SGA Training Session(s). The Executive Cabinet Training Session(s) is to be held before commencement of the academic year elected and held before the Senate Retreat. The penalty for an unexcused absence from a training session for an Executive Cabinet member shall be the suspension of two months salary, unless approved by a $\frac{3}{4}$ vote of the executive cabinet.

S 202.0 Official Duties

S 202.1 Executive Cabinet members shall be required to hold five regularly-scheduled-and-posted office hours per week, during regular business hours.

S 202.2 It shall be the responsibility of each individual receiving a stipend to "sign-in" and "sign-out" in an Official Log to be located at an easily accessible area designated by the President, and approved by a two-thirds vote of the Executive Cabinet.

S 202.3 Information concerning office hours in the Official Log shall be public information and open to review by anyone at Huntingdon College.

S 202.4 The Executive Cabinet as voted by majority can require members of the Cabinet to turn in appropriate paperwork to further develop SGA and its mission.

S 203.0 Executive Discretionary Fund

S 203.1 No more than \$2500 can be allocated each year by the Senate to be placed in the Executive Discretionary fund.

S 203.2 The Executive Cabinet shall have access to a fund which may be used at their discretion for any SGA projects or emergencies considered to be of merit.

S 203.2 Any usage of the Executive Cabinet discretionary fund must be approved by a majority vote of the Executive Cabinet.

S 203.3 The President shall submit, on behalf of the Executive Cabinet, an itemized list of expenditures at the second meeting of the Senate every semester, documenting all expenditures from the discretionary fund for the preceding semester.

Title 3: Legislative Branch

S 300.0 Senator Duties

S 300.1 Senators shall be responsible for drafting his/her own legislation and shall be responsible for writing at least one piece of legislation per term in office.

S 301.0 Meetings

S 301.1 The Senate shall meet at least $\frac{2}{3}$ the number of weeks in a semester for the purposes of roll call; reading of the minutes; committee reports; old business; first reading of new bills, resolutions, and amendments;

appointments; student forum; committee meetings and announcements, beginning when the President calls the first session each semester.

S 302.0

Senators' Attendance:

S 302.1

Senators shall be required to attend all regularly scheduled Senate meetings.

S 302.2

Any senator who misses a scheduled Senate meeting during any given semester shall submit a written excuse to the Senate explaining that absence prior to the next regularly scheduled meeting of the Senate. At that meeting the Senate shall review the excuse and vote to accept or reject it. Absences shall be accepted by a 2/3 vote of the member present. Voting shall be done by secret ballot, only.

1) An absence shall be awarded to any senator, without regard to quorum, upon failure to attend a regularly scheduled meeting.

2) A Senator receiving more than three excused absences in a semester shall forfeit their seat and be removed from the Senate.

S 302.3

An automatic excused absence shall be granted the senator whose absence is the result of SGA-sponsored or Huntingdon College-sponsored business; however, the senator shall submit in writing to the Senate the reason for his/her absence.

S 302.4

Any senator who enters a Senate meeting more than ten minutes after the starting time, or who leaves the meeting and does not return before the announcements shall be considered as absent.

S 302.5

Members of the Senate shall be required to attend a SGA Training Retreat to be held before commencement of the academic year elected and held after the Executive Cabinet Retreat. Senators unable to attend at least eighty percent of the retreat shall be considered absent and must submit an excuse for their absence. An absence from the retreat shall be treated in the same way as a normal senate absence to the Fall Semester.

S 302.6

It shall be the responsibility of the SGA Secretary to notify all senators by email to their Huntingdon email address when they have two or more absences.

S 302.7

It shall be the responsibility of the Chairperson of the Senate to inform the Senate of any senator's two absences and status of any excuses received, after which the Chairperson shall have the Senate immediately take action as set forth in these Bylaws.

S 302.8

It shall be the responsibility of each senator:

1) To keep up with his/her own attendance record.

2) To submit when necessary a written excuse to the Senate in accordance with these bylaws, Section 301.2 and 301.3.

3) To send a written letter of resignation to the Chairperson of the Senate should the senator resign.

S 303.0

Extended Absences:

S 303.1

Permission for extended absences may be given to those who must miss more than three scheduled meetings because of severe illness, familial trauma, or other extreme circumstances.

- S 303.2 Extended absences shall require a written request submitted to the SGA Secretary and a 3/4 vote of approval of the Senate.
- S 303.3 Mandatory military and jury duty shall be considered automatic extended absences and require no vote, regardless of number of days missed.
- S 303.4 Extended absences shall not count against an individual in the tally of meetings attended, but shall be documented for future reference and record-keeping purposes.
- S 304.0 Passage of Bills:**
- S 304.1 All bills introduced shall be presented in the following form:
- 1) All bills must be typewritten and submitted to the Chairperson of the Senate no later than two business days prior to the next Senate meeting.
 - 2) All bills shall be titled, and the title shall be centered at the top of the first page.
 - 3) All bills shall be numbered by using "Bill #," followed by the first two letters of the appropriate semester (i.e., FA for fall and SP for Spring), followed by an Arabic numeral, followed by the appropriate year. (Example: Bill # SP- 01-10) This bill number shall be numbered consecutively for one year beginning with the fall and shall be placed directly under the title on the first page.
- S 304.2 Any person or group can originate a bill (i.e., student, organization, committee, etc...).
- S 304.3 All bills that deal with money shall follow the SGA Funding Guidelines.
- S 304.4 All bills shall be sponsored by a senator.
- S 304.5 Once the bill is acted upon, it shall follow the procedures set forth in the SGA Constitution (Reference Article 5 S 6.).
- S 305.0 Passage of Amendments:**
- S 305.1 All amendments introduced shall be presented in the following form:
- 1) The petition must have the proposed amendment typed at the top of each page of signatures.
 - 2) Students signing the petition must print legibly his/her full name beside signature.
 - 3) The petitioner after receiving all signatures will give petition to the President to take to the Executive Cabinet.
 - 4) The President will present the petition to the Executive Cabinet in the meeting following receipt of the petition and inform the Senate of the petition at the next Senate meeting.
 - 5) The Executive Cabinet will have one week following receipt of the petition for investigation and review and discuss in the following Executive Cabinet meeting.
 - 6) Either the petitioner or an Executive Cabinet member will then present the petition to the Senate during Student Forum at the following Senate meeting.
 - 7) The petition must be adopted by a Senator to become and a proposed amendment. If no Senator adopts the petition, the petition dies and must remain dead for one academic year.

8) All amendments shall be numbered consecutively according to the bill they amend. This number shall be placed directly under the title, using, "Amendment #," followed by the first two letters of the appropriate semester, followed by the appropriate year. (Example: Amendment # FA-1-10). This number shall be placed directly under the title on the first page.

9) They shall have at the top left corner of the first page the words, "DATE INTRODUCED," under which shall be the words, "DATE VOTED UPON" and "DATE VOTED UPON" under the former.

10) The amendment is presented to Senate and discussion and voting will be the following two consecutive weeks.

11) Amendments that deal with money shall be line-itemed.

S 305.2

All amendments shall have an originator and a sponsor.

S 305.3

Any person or group may originate an amendment (i.e., student, organization, committee, etc.).

S 305.4

All amendments must be sponsored by a senator.

S 305.5

All those originating alterations to the initial form of any legislation shall be responsible for submitting a corrected copy to the Vice-President before he/she must sign it.

S 306.0

Passages of Resolutions:

S 306.1

All resolutions introduced shall be presented in the following form:

1) All resolutions shall be typewritten and submitted to the Chairperson of the Senate no later than two business day prior to the next Senate meeting.

2) All resolutions shall be titled, and the title shall be centered at the top of the first page.

3) All resolutions shall be titled by using either of the following forms:

a) By using the words, "Resolution on," followed by a word or words indicating a subject matter.

b) By using a word or words indicating the subject matter, followed by the word, "Resolution".

4) All resolutions shall be numbered by using the word, "Resolution #," followed by the first two letters of the appropriate semester, followed by an Arabic numeral, followed by the appropriate year. (Example: Resolution #FA-1-10).

5) This number shall be placed directly under the title on the first page. Resolutions shall be numbered consecutively for one year, beginning with the Fall semester and terminating at the end of the spring semester of that Senate year.

6) All resolutions shall have written at the top left corner of the first page the words "DATE INTRODUCED," under which shall be the words "DATE VOTED UPON."

S 306.2

All resolutions shall have an originator and a sponsor.

S 306.3

Any person or group can originate a resolution (i.e., student, organization, committee, etc.)

S 306.4

All resolutions shall be sponsored by a senator.

S 306.5 Resolutions shall not be used to allocate money.
S 306.6 Resolutions shall require a majority vote of the Senate and the signature of the Vice President, only.

S 307.0 Voting Procedures:

- 1) For Amendments:
 - a) The final vote all amendments shall be by secret ballot.
- 2) For Bills:
 - a) The final vote on all bills shall be by roll call vote.
- 3) For Amendments to Bills:
 - a) The final vote on all amendments to bills shall be by either hand vote or by voice vote. A roll call vote can be requested.
- 4) For Resolutions:
 - a) The final vote on all resolutions shall be by either hand vote or by voice vote.
- 5) A Majority Vote Shall Be Required:
 - a) Amendments to bills and resolutions.
 - b) To elect a Speaker of the Senate.
 - c) As required by Parliamentary Procedures.
- 6) A Two-Thirds Vote Shall Be Required:
 - a) To adopt all bills.
 - b) To suspend the rules.
 - c) To close debate.
 - d) To approve Presidential appointments.
 - e) To approve amendments to the Budget Bill.
 - f) To vote not to send a bill to a committee.
 - g) To vote to bring a bill out of committee when a committee refuses to bring the bill out of committee.

S 308.0 Standing Committee Structure:

S 308.1 There shall be four standing committees: Finance, New Projects, Campus Life, and Academics.

- 1) Finance Committee shall handle all requests for SGA funds from Student Organizations or co-sponsorship opportunities from the Huntingdon Community. They shall present requests to the Senate for a vote.
- 2) New Projects Committee shall come up with ideas, suggestions, and improvements for the Huntingdon community. These are projects which are new to Huntingdon or need to be brought back.
- 3) Campus Life Committee shall handle current issues, suggestions, and improvements to the Huntingdon community. These are things which currently exist and need improvement.
- 4) Academics Committee shall handle all issues, suggestions, and improvements to the academia of Huntingdon College.

S 308.2 The standing committees shall hold regular meetings (Reference S 300.1).

S 308.3 Every senator shall belong to at least one of the four standing committees.

S 308.4 Each committee shall be allocated, as close as possible to twenty-five percent each, of the members of the Senate.

- S 308.5 Senators may submit to the Vice President a statement listing first and second preference for committee membership by the end of the first week of the academic year, or within two weeks of being appointed to Senate.
- S 308.6 The Vice President shall assign each elected/appointed official senator to one of the standing committees with consideration to the senator's preference before the first Senate meeting. For new appointments during the academic year, the assignment shall be made within three weeks after the new senator takes office, regardless of submission of a preference statement.
- S 308.7 Any senator who desires to change committees shall be allowed to do so provided he/she has the majority approval of the Senate.
- S 308.8 The Treasurer shall be a non-voting member of the Finance Committee.
- S 308.9 The person chairing a committee meeting shall vote only in the case of a tie vote.
- S 308.10 The vice-chairperson shall be elected by a majority vote of the committee. The vice-chairperson shall assume the office of the chairperson until a permanent chair is appointed by the Vice President and if for any reason, that office becomes vacant.
- S 308.11 Each committee shall have a secretary appointed by the chairperson of that respective committee. The secretary shall:
- 1) Keep written minutes, including committee member's attendance and a record of the vote on all committee action.
 - 2) Provide a copy of all committee minutes for the SGA file, committee members, and the President.
- S 308.12 Any student of Huntingdon College may join any committee and shall be considered a voting member upon attending two consecutive meetings. If more than three regularly scheduled meetings are missed by a nonsenator, he/she shall be removed from the committee.
- S 308.13 A committee chairperson shall be required to attend all committee meetings, and shall be removed from his/her position as chair upon missing two meetings in any given semester.
- S 308.14 Any senator who misses more than two regularly scheduled meetings during any given semester shall submit a written excuse to the committee explaining that absence prior to the next regularly scheduled meeting of the committee. At that meeting the committee shall review the excuse and vote to accept or reject it. Voting shall be done by secret ballot.
- 1) If the excuse is accepted by a majority vote of the members present, the senator shall not receive an absence on their Senate attendance record.
 - 2) If the excuse is not submitted or is rejected, the senator shall automatically receive an absence added to their Senate attendance record.
 - 3) Should said senator miss a fourth meeting in the same semester, he/she shall automatically receive an absence added to his/her Senate record.

S 309.0

Student Faculty Committees

- S 309.1 Student Faculty Committees are defined by the Dean of Academics each academic year.
- S 309.2 Senators interested in a particular Student Faculty Committee should notify the Vice President prior to the second week of the academic year.
- S 309.3 The Vice President will assign Senators to Student Faculty Committees the second week of the academic year.
- S 309.4 Senators who are assigned to a Student Faculty Committee are required to attend all committee meetings. The schedule for the committee meetings is posted by the Dean of Academics Office each year.

1) If the Senator cannot make the posted meetings, he/she must notify the Vice President by the third week of the academic year to be taken off the committee. The Vice President will then assign another Senator.

2) If the Senator is unable to attend one meeting, he/she is allowed to send a Senator proxy to the meeting.

- S 309.5 An absence from a Student Faculty Committee meeting will count as an absence in the Senate.

- S 309.6 At the Senate meeting following a Student Faculty Committee meeting, the Senator will give committee report.

S 310.0

Calling Special Sessions of the Senate:

- S 310.1 The President can call a special session of the Senate with proper notice given to Vice President and Senators. The Secretary shall notify the Senate by their Huntingdon emails and post an announcement in the SGA Office at least two business days prior to the meeting.

S 311.0

Student Forum:

- S 311.1 Any Huntingdon student shall have the right to address the Senate at all regularly scheduled meetings to express concerns and complaints about the campus community.
- S 311.2 Students wishing to make a statement shall file with the Executive Council the following information no later than twenty-four hours before the meeting at which they plan to speak: name, email, phone number, and a brief summation of topic.
- S 311.3 Students participating in the student forum shall have three minutes in which to speak, and be entitled to hold the floor until it is yielded, the prescribed time has expired, or they have concluded their remarks. After the student has finished, he/she may verbally petition the Senate for another three minute period in which to speak, if he/she so desires. A majority vote of the Senate will be required to allow him/her another period in which to speak.
- S 311.4 The Senate may motion for debate during the student forum.
- S 311.5 The student forum portion of the SGA meeting shall immediately precede committee meetings, and terminate upon the completion of comments by the final formally recognized student.

S 311.6 Anyone who is not a member of the Senate or Executive Cabinet shall only speak during SGA meetings through the process of student forum or if yielded the floor by a senator or the Chairperson of the Senate during the conducting of regular business and debate.

Title 4: Presidents' Council

S 400.0 Purpose

S 400.1 The purpose of the Presidents' Council is to give involved students a voice in the SGA.

S 400.2 Discussion shall take place in order to better the Huntingdon community.

S 401.0 Structure / Membership

S 401.1 The Presidents' Council shall consist of one representative (if the President cannot attend then a member of the Executive Board or appointed representative from organization shall attend) from each Student Organization, Greek organization, Student Life run committees (i.e. Campus Ministries, Campus Activities Board, Community Service, etc.), and any other student group recognized by Huntingdon College.

S 401.2 The President shall be the Chairperson of the Presidents' Council.

S 401.3 At the first meeting a clerk shall be assigned from among its members.

1) The clerk shall take minutes at each meeting documenting attendance and discussion.

2) Minutes should be given to the Secretary of the SGA within 48 hours to be filed as official SGA records.

S 401.4 Presidents' Council members may be involved in other areas of SGA.

S 401.5 In order for a student organization to request funds from the SGA, they must be members of the Presidents' Council.

S 402.0 Meetings

S 402.1 The President shall organize the first meeting of the Presidents' Council within the first four weeks of each academic semester.

S 402.2 The council should meet at least one other time during each academic semester to total four meetings during an academic year.

S 402.3 Council members should be notified at least one week in advance of the meeting with date, time, and place.

S 402.4 Meetings must be held at a convenient time for most members to be able to attend.

Title 5: Student Organizations

S 500.0 Registration

S 500.1 Student Organizations shall follow the rules and guidelines set forth by Student Life to become a registered Student Organization at Huntingdon College.

Title 6: Funding Guidelines

S 600.0 Introduction:

S 600.1 The SGA portion of the Student Services Fee provides funds to promote student activities beyond those services and programs which are directly academic in nature. At the same time, the SGA is held responsible for the allocation of its budget. Therefore, to assist these needs, student groups, and individuals involved in the expenditure of these funds, the following guidelines, and definitions shall be used for the finances of the SGA.

S 601.0 Funding Restrictions:

S 601.1 SGA funds shall not be used to purchase alcoholic beverages.

S 601.2 There shall be no after-the-fact allocation of SGA funds. This clause does not conflict with Emergency Allocations as outlined in Section 604.18.

S 601.3 SGA funds shall not be used directly as a donation to any organization, whether it be political, charitable, nonprofit, or social.

S 601.4 The SGA may co-sponsor campus-wide programs in which students will receive the most benefit.

S 601.5 The SGA shall not fund any program, service, or organization which is not open to all Huntingdon students.

S 601.6 The SGA will not fund operational expenses of a group outside of the SGA.

S 601.7 The SGA will not fund mailing, except for those originating from the SGA.

S 601.8 SGA allocation of money for programs, activities, or material items shall be determined by:

- 1) Overall student appeal and/or need;
- 2) Significance of the program/service; and,
- 3) Appeal and significance priority.

S 601.9 The SGA budget, which the Treasurer presents to the Senate at the beginning of the year, must be approved by the Senate in order to be put into effect (Reference Article 5, Section 4). The Senate is empowered to amend the budget, or reject it and send it back to the Treasurer for revisions. Additionally, any changes or reappointments of the budget made during the course of the year must be approved by the Senate in the same manner.

S 602.0 Funding Priorities:

S 602.1 In order to fulfill its constitutional duties, funding for internal programs, services and operational costs shall be considered a higher priority than the funding of external or co-sponsored events.

S 603.0 Student Organization Qualifications:

S 603.1 A recognized student organization is defined as any organization recognized by Student Life.

S 603.2 To receive funds from the SGA, student organizations must be recognized by Student Life and members of the Presidents' Council.

S 604.0**Budgeting Process:**

S 604.1

Student Organizations requesting funds from the SGA must completely fill out a Program Proposal Fund indicating the following information:

- 1) Program goals
- 2) Program information concerning date, time, location, and purpose
- 3) Itemized budget for the program including estimated expenses and revenue
- 4) Itemized list of uses of the SGA funds
- 5) Other funding sources
- 6) Contact information

S 604.2

Program Proposal Form is to be returned to the SGA Treasurer for processing.

S 604.3

The Treasurer will present the request to the Finance Committee.

S 604.4

Upon receiving the request, the Finance Committee shall present a Budget Bill to the Senate at the next regularly scheduled Senate meeting.

S 604.5

The Budget Bill should include the following information and be presented as a bill (Reference S 304.0):

- 1) Information from the Program Proposal Form
- 2) Up-to-date SGA budget information
- 3) New balance information if bill passes the Senate

S 604.6

Senate can vote on the Budget Bill in the same meeting in which it is presented.

S 604.7

Budget Bills are voted on the same as bills (Reference S 304.0)

S 604.8

The Senate should give just reasons for not approving a Budget Bill.

S 604.9

Finance Committee will notify the requesting organization the Senate decision within 24 hours of the vote.

S 604.10

If approved the student organization may submit a Reimbursement Form with itemized receipt to the Treasurer for SGA funding.

- 1) Only the items approved by the Senate may be reimbursed.

S 604.9

The Treasurer should fill out the appropriate paperwork to cut a Huntingdon check within 48 hours of receiving the Reimbursement Form.

S 604.9

Checks should be available ten (10) business days after receipt of the Reimbursement Form.

S 605.0**Sponsorship Process**

S 605.1

Any organization requesting sponsorship funds from the SGA outside of the refund process must completely fill out a Sponsorship Proposal Form indicating the following information:

- 1) Program goals
- 2) Program information concerning date, time, location and purpose
- 3) Statement of purposes for which funds are intended
- 4) Statement of expected obligations of the SGA and of any guaranteed benefits to the SGA
- 5) Other funding sources
- 6) Contact information

- S 605.2 Sponsorship Proposal Form is to be returned to the SGA Treasurer for processing.
- S 605.3 The Treasurer will present the request to the Finance Committee.
- S 605.4 Upon receiving the request, the Finance Committee shall present a Budget Bill to the Senate at the next regularly scheduled Senate meeting.
- S 605.5 The Budget Bill should include the following information and be presented as a bill (Reference S 304.0):
- 1) Information from the Sponsorship Proposal Form
 - 2) Up-to-date SGA budget information
 - 3) New balance information if bill passes the Senate
- S 605.6 Senate can vote on the Budget Bill in the same meeting in which it is presented, and the floor is opened for discussion immediately following the bill's presentation.
- S 605.7 Budget Bills are voted on the same as bills (Reference S 304.0)
- S 605.8 The Senate should give just reasons for not approving a Budget Bill.
- S 605.9 Finance Committee will notify the requesting organization of the Senate decision within 24 hours of the vote.
- S 605.10 Funds are to be made available within two business days of the approval of the Budget Bill unless processing demands additional time.
- S 606.0 Emergency Allocation**
- S 606.1 An Emergency Allocation shall be defined as an unforeseen allocation that is necessary for the maintenance of the SGA. It will take a Two-Thirds Vote of members present of the Senate to approve the Emergency Allocation.
- S 607.0 Violations of Title 6:**
- The following shall be considered violations of Title 6:
- S 607.1 Any action, overt or covert, which does not carry out or disobeys an element of this Title.
- S 607.2 Spending of funds granted without notification to the Treasurer.
- S 607.3 Spending of funds in areas outside the area for which they were budgeted.
- S 607.4 The submission of falsified Budget Request Forms to the Finance Committee.
- S 607.5 Overdrawing the funds of a budgeted area.
- S 607.6 Failure to follow restrictions imposed upon by Huntingdon College.
- S 607.7 Failure to notify the SGA of any program changes made to the funded area after funding has been established.
- S 607.8 Failure to recognize the co-sponsorship of the SGA for a program or service, where applicable.
- S 607.9 Attempting to withdraw funds for a designated funded area without proper authorization.
- S 608.0 Sanctions Imposable for Violations:**
- S 608.1 If a group, organization, or member of the SGA discovers a possible violation of Title 6, the possible violation should be turned into the SGA Finance Committee in written form with sufficient information on its nature. The submitter of the possible violation must include in the written report a way to be contacted.

- S 608.2 Upon reception of the possible violation, the Finance Committee's Chairperson shall give copies of the written report to the members of the Committee and contact the accused party and inform him/her of the possible violation submitted.
- S 608.3 The Finance Committee will then decide whether to investigate the possible violation. If not, the submitter of the report on the possible violation shall be notified and informed of his/her right to take the matter before the Senate.
- S 608.4 The Finance Committee shall notify the SGA Advisor, the President, the Treasurer, and the Senate of the same by the next meeting of the Senate.
- S 608.5 A time limit shall be assigned by the President for the committee to complete its investigation. In the event that the President is the subject of the investigation, the Vice President shall have the authority to set the time limit.
- S 608.6 After the investigation is completed, the Committee shall then decide whether to press charges in the name of the Committee on the violation.
- S 608.7 Having formally decided to press charges before the Senate, the Finance Committee shall submit a Brief to the Senate on the matter within two weeks of the decision to press charges on the possible violation.
- S 608.8 At the Senate Hearing, the SGA Finance Committee Chairperson, or a representative, shall present the Committee's case.
- S 608.9 In its Brief, the Finance Committee may suggest to the Senate one or more of the following Sanctions:
- 1) Removal of SGA Recognized Status, if applicable.
 - 2) Freezing of funds available to the group or organization for a program or service as outlined in the budgeted allocation.
 - 3) Declare the group ineligible for funding for a period of time. This time period shall not exceed 3 years.
 - 4) Further action to regain misused funds through the College system and the state, county, or federal court system.
 - 5) Any other action the Senate deems appropriate.
- S 609.0 Relationship with the Treasurer to the Finance Committee:**
- S 609.1 The Finance Committee, when dealing with the Treasurer, shall:
- 1) Provide him/her with copies of Amendments to the Budget Bill within a week of passage.
 - 2) Help the Treasurer with the Semesterly Report and end of the year report.
- S 610.0 Control of Funds When Senate Is Out of Session:**
- S 610.1 When the Senate session ends at the conclusion of the final Senate meeting of the Spring semester, control of all remaining funds is transferred to the Executive Cabinet. When the session resumes at the commencement of the first Senate meeting of the Fall semester, normal control of funds is restored to the Senate and Executive Cabinet according to the requirements and structures of the Constitution and Bylaws of the SGA, whether or not a budget is passed at said meeting.

Title 7: Elections

S 700.0

Introduction:

S 700.1

The SGA Elections shall be governed by this Title and Article 7 of the SGA Constitution and other laws of the SGA, where applicable. No parts of this Title may be amended after the timetable has been approved. In addition, each year the SGA shall pass appropriate legislation to cover the expenses and the exact scheduling dates and times as provided for in Section 701 of this Title.

S 700.2

An Election Timetable shall be originated by the Election Coordinator to recommend the specific dates and times for each election cycle, defined as the General Election, Run-Off Election, and the various qualifying procedures associated with the election process.

S 700.3

The SGA Senate shall approve an Election Timetable two weeks prior to the Thanksgiving holiday.

S 701.0

Election Timetable:

S 702.1

Election Commission:

S 702.2

Beginning the first week in October the SGA shall advertise for prospective members for an Election Commission. Completed Application Forms must be returned to the SGA Advisor by 5:00 P.M., the Monday of the third week in October. In the case that the election commission does not fill up, it shall be up to the discretion of the SGA Advisor to determine a new timeline to recruit more members.

S 703.0

Intent-to-Run Forms:

S 703.1

Intent-to-Run Forms shall be made available by the first weekday of November.

S 703.2

The Secretary shall announce the availability of Intent-to-Run Forms at least 48 hours prior to be released.

S 703.3

All Intent-to-Run Forms must be turned in to the SGA Advisor by 5:00 P.M. the first Friday of the Spring semester.

S 703.4

On the second Friday of the spring semester, the Election Commission shall post a list in areas of high student density of all potential candidates and the office they are seeking.

S 703.5

All changes by individuals seeking office as to the office for which they wish to run after having filed their Intent-to-Run Form must be made in writing by the adjournment of the Qualification Hearing.

S 703.6

A Candidate may not change the choice of Office for which he/she intends to run if he/she has not stipulated on his/her Intent-to-Run Form that he/she might do so. Each candidate may run for a maximum of 2 offices. Each candidate may run for only one executive office position and only one Senate position.

S 704.0

Mandatory Qualification Hearings:

S 704.1

The Election Commission shall hold Qualification Hearings on the first Wednesday after the Intent-to-Run Form filing deadline. Following the qualification hearing the Election Commission shall post a list in areas of high student density of all potential candidates and the office they are seeking.

- S 705.0 Campaigning and General Election:**
S 705.1 Candidates shall begin campaigning at 6:00AM the morning after the Qualification Hearing has been held.
S 705.2 The SGA Elections shall be held on the Second Tuesday and Wednesday of February.
S 705.3 Upon completion of the election process all campaign material must be taken down by each candidate and their campaign staff. All campaign material must be taken down by midnight the day following the completion of the election.
- S 706.0 Run-Off Election:**
S 706.1 The SGA Run-Off Election shall be held the following Tuesday and Wednesday after the General Election.
S 706.2 If for any reason the General Election is declared invalid, the Run-Off Election shall be postponed until after a valid General Election has been held.
S 706.3 A Run-Off Election will be scheduled and advertised along with the general election but will only occur if a Candidate for an Office fails to receive a Majority of the Vote for said Office. The Run-Off Election shall consist of the Candidates for said Office who received the first-largest number of votes and the second-largest number of votes for said Office.
- S 707.0 Taking of Office:**
S 707.1 All elected Executive Cabinet Officers shall assume Office on the second Monday of March.
S 707.2 All elected Senators shall assume office the last day of classes in the spring semester.
- S 708.0 Selection of the Election Commission:**
S 708.1 There shall be an Election Commission consisting of an Election Coordinator, Election Manager, and three Assistants.
- S 709.0 Selection of the Election Coordinator:**
S 709.1 The SGA Election Coordinator shall be the SGA Advisor or a designated representative in his or her absence.
- S 710.0 Selection of the Election Manager and Assistants:**
S 710.1 Applications shall be made available in the SGA office for the positions of Election Manager and election assistants.
S 710.2 Applicants shall be interviewed at the SGA Executive Cabinet meeting or by an interviewing committee formed by the SGA Election Coordinator or a designated representative in his or her absence following the deadline for submission of Applications. The SGA Executive Cabinet or an interviewing committee shall nominate one of the Applicants for the position of Election Manager and three others for the election assistant positions as well as compile a list of alternative choices in order of preference. Only candidates considered to be qualified shall be included in this preference list.

- S 710.3 The nomination of an Election Manager or an election assistant shall require a two-thirds vote of approval from the SGA Senate. In the event the Executive Cabinet's or an interviewing committee first choice is rejected, the next name on the preference list shall be submitted. This process shall continue until all the positions on the election commission have been filled.
- S 711.0 Qualifications for Election Manager and Assistants:**
- S 711.1 The Manager and Assistants may not be active Candidates or assisting any active Candidates.
- S 711.2 The Manager and Assistants must be enrolled as a full-time student at Huntingdon College and have been enrolled at least one of the two preceding semesters.
- S 711.3 The Manager and Assistants must have at the time of selection and must maintain a GPA of 2.0 on a 4.0 Scale.
- S 712.0 Duties of the Election Coordinator:**
- S 712.1 Shall oversee the coordination and successful completion of the General Election and the Run-Off Election.
- S 712.2 Shall train the Election Commission.
- S 712.3 Verify potential Candidate's qualifications for their respective positions with all verifications of enrollment and GPA based upon reports from the Registrar's Office.
- S 713.0 Duties of the Election Manager:**
- S 713.1 Preside over Qualification Hearings.
- S 713.2 Inform a Candidate who is responsible for a Campaign Violation and report the Candidate to the Judicial Board if the violation is not corrected.
- S 714.0 Duties of the Election Commission:**
- S 714.1 Explain Election Rules and Regulations at the Qualification Hearings.
- S 714.2 Ensure that all Candidates have received the necessary Election information.
- S 714.3 Publicize the elections.
- S 714.4 Uphold all Rules and Regulations concerning elections established in the SGA Constitution, Title 7 of the Bylaws, and other Legislation pertaining to Elections.
- S 714.5 Ensure that Polls are opened and closed at the appropriate times.
- S 714.6 Provide guidelines for the tabulation of the Votes, and tabulate the Votes.
- S 714.7 Shall not endorse any candidate seeking office.
- S 715.0 Information Packets:**
- S 715.1 Each potential Candidate shall be given an information packet that includes:
- 1) An Intent-to-Run Form;
 - 2) A copy of the SGA Constitution;
 - 3) A copy of the SGA Bylaws
 - 4) A copy of the SGA Election Timetable Bill.

- S 716.0** **Multiple Offices:**
S 716.1 A person shall be allowed to run for up to two SGA positions in any given election. Each candidate may run for only one executive office position and only one Senate position.
- S 717.0** **Qualification Hearing Attendance:**
S 717.1 Attendance at the Qualification Hearings is mandatory for all potential Candidates. No exceptions to this rule shall be permitted. Failure of the potential Candidate to attend a Qualification Hearing in its entirety shall result in automatic disqualification.
- S 718.0** **Qualification Hearing Procedures:**
S 718.1 The Order of Procedure for each Qualification Hearing shall be as follows:
 1) The Election Manager shall read a list of the qualified Candidates and the Office they are seeking
 2) Candidates shall choose their ballot position by lot.
 3) Election Rules and Regulations shall be explained by the Election Committee
 4) The Election Coordinator shall review the roles and responsibilities of all elected Offices.
 5) All Candidates shall sign a form stating that they have received, read, and understood all the information contained in the Information Packet.
- S 719.0** **Campaigning Defined:**
S 719.1 Campaigning is any overt, aggressive, obvious effort, direct or indirect, implicit or explicit, which is designed to influence or persuade an individual or groups of individuals to vote in a specific manner. Examples include, but are not limited to, campaigning verbally and/or on non-stationary objects. Mere physical presence does not constitute campaigning. All interpretations are at the discretion of the Election Commission.
- S 720.0** **General Campaign Preparations:**
S 720.1 Certain general preparations for the Election are permitted prior to the beginning of formal campaigning. These preparations include:
 1) Printing and production of campaign materials, but no distribution
 2) General organization of campaign staff
- S 721.0** **Campaign Rules and Regulations:**
S 721.1 Any candidate who violates the following Rules and Regulations is subject to all penalties described under Section 712.
 1) No posting or distribution of campaign literature shall be allowed prior to the official first day of campaigning.
 2) No advertising shall appear in the student newspaper prior to the official first day of campaigning.
 3) No campaign material shall be posted on departmental bulletin boards, nor directly on the walls, windows, poles, doors, etc., except in areas normally used for posting purposes.
 4) Only one item of campaign material per candidate per bulletin board shall be allowed.

- 5) Indoor materials can only be hung in the following buildings: Blount, Ligon, Searcy, and Russell Dining Hall and cannot exceed six (6) feet in length and four (4) feet in width.
 - a) Indoor materials in all other buildings on campus cannot exceed 11"x17".
- 6) Outdoor banners are limited to three (3) and cannot exceed eight (8) feet in length and four (4) feet in width.
- 7) There shall be no deliberate destruction of one Candidate's campaign materials by another Candidate or their campaign staff.
- 8) Each Candidate, with instructor's permission, may make an unlimited number of speeches and talks to voters in classrooms starting the official first day of campaigning so long as it does not interfere with the educational process in any manner.
- 9) All candidates must following Huntingdon's personalization guidelines.
- 10) SGA, Huntingdon College, and its employees will not be held liable for any damage to school or personal property related to campaign materials.

S 722.0
S 722.1

General Election Rules for the Student Body:

All materials or publicity displayed by a student shall not be slanderous to any candidate or special interest group. If the material is considered slanderous, it shall be removed and the perpetrators may be subject to disciplinary action by the Judicial Board or nonacademic disciplinary action.

S 723.0
S 723.1

Formation of a Ticket:

There shall not be the formation of a ticket. A ticket is definable as a specified grouping of candidates that may be voted upon as a group; that is, if one voted for a ticket, one would vote for all candidates with a single choice, whether that be pulling one lever or darkening one box. This clause does not prohibit candidates from campaigning together and/or endorsing each other for office.

S 724.0
S 724.1

Polling Places:

Locations:

- 1) Polling places shall be determined by the Election Commission, subject to the approval of the Dean of Students and be announced on the first day of formal campaigning.
- 2) At the polling locations, a clearly defined area shall be designated "for voting only" by the Election Coordinator. No one shall enter this area for campaigning purposes.

S 725.0
S 725.1

Polling Times:

At least one polling location shall be open from 8:00 A.M. to 8:00 P.M. each day of the General and Run-Off Elections; other polling locations shall be open for a period to be prescribed by the Election Coordinator. The hours of availability shall be clearly posted at each site.

S 726.0

S 726.1

Poll Workers:

Qualifications and duties of poll workers

- 1) Members of the Election Commission shall act as Poll Workers. If additional poll workers are needed, they shall be appointed by the Election Commission.
- 2) Poll workers may not be active Candidates or assisting any active Candidates.
- 3) Poll Workers shall not attempt to persuade voters to vote in a particular manner.

S 727.0

S 727.1

Balloting Procedures:

Procedures of election balloting:

- 1) The Voting shall be by Secret Ballot, and no one shall be entitled to cast more than one Ballot.
- 2) Only enrolled full-time students at Huntingdon shall be eligible to Vote.
- 3) The Spring Semester Enrollment Book from the Registrar's Office shall be the Official Voting List.
- 4) In the event a student's name does not appear on the Enrollment List, the individual's enrollment status must be checked at the Registrar's Office. If enrollment is verified, the student's name will be added to the Enrollment List, and the student will be eligible to Vote.
- 5) Each Voter shall present his/her validated-Huntingdon student identification in order to be eligible to vote.
- 6) A student is eligible to vote for senators in the department he/she is enrolled in and cannot vote for senators in any other department.
- 7) There shall be no write-in Candidates.

S 728.0

S 728.1

Security of Election Materials:

After the Polls close on each of the Election Days, the Election Coordinator shall be responsible for the security of the Ballot Boxes, Ballots, Print-Outs, and all other Election materials.

S 728.2

Election Commission cannot reveal the results prior to the official release to the student body.

S 729.0

S 729.1

Complaints, Protests and Violations

Procedure for complaints, protests, or violations:

- 1) All complaints must be submitted in writing. Copies shall be filed with the Election Manager, the Election Coordinator, and the Judicial Board no later than three business days after the Polls close on the second day of the respective [general or run-off] Election.

2) The Judicial Board shall review and rule on all cases of alleged Election Violations. The Judicial Board may impose the following penalties:

- a) Limitation or removal of Candidate's right to distribute campaign materials;
- b) Disqualification from the Election;
- c) Any other penalty considered appropriate.

3). Only qualified voters may file complaints.

S 729.2 Voter Fraud is hereby defined as any non-student casting a ballot in an election or any student casting more than one ballot and is punishable by a fine of no less than \$150.00 and no less than 10 hours of community service.

S 730.0 Provisions for Alterations Prior to Elections:

S 730.1 The altered dates and time spans shall be provided in the yearly SGA Election Timetable Bill.

S 730.2 Any changes made in the Election Timetable after the Election process has begun must be approved by the Dean of Students.

Title 8: Class Officers

S 800.0 Organization

S 800.1 Class Officers shall consist of a President, Vice President, Secretary and Treasurer.

1) Freshmen class officers are appointed by the previous President and Vice President of Freshmen Forum and shall be the Executive Board of Freshmen Forum

S 800.2 Two officers from each class shall be appointed to serve as the class Senators. (Reference Article 5 S 1. F)

S 800.3 If no person submits an application to run for a given class office; it is filled by appointment by the class officers-elect when seated. All appointments must be approved by the Senate.

S 800.4 If a position becomes vacant during the academic year in a given class; it is filled by appointment by the class officers. All appointments must be approved by the Senate.

S 801.0 Class Officer Duties

S 801.1 Two (2) events a year must be organized and implemented by each class.

S 801.2 One (1) community service project must be organized and implemented by each class.

S 801.3 Class Officers should meet at least four (4) times a semester.

S 801.4 The Secretary must take detailed minutes of each meeting and submit them to the SGA Secretary within 48 hours after the class officer meeting.

Title 9: Homecoming Court Elections

S 900.0 Homecoming Election Committee

S 900.1 There shall be a committee formed in the SGA Senate for the purpose of managing Homecoming Elections.

- S 900.2 The Homecoming Election Committee will consist of the Director of Student Activities, a Homecoming Court Election Manager, who must be an SGA Executive Cabinet Member or Senator, and four assistant student members.
- S 900.3 Homecoming Election Committee members cannot be candidates for Homecoming Court, or actively assisting candidates on Homecoming Court.
- S 900.4 The Homecoming Election Manager shall be selected at the last Senate Meeting of the Spring Semester through a nomination process.
- S 900.5 The duties of the Homecoming Election Committee include management of the Homecoming Court nomination process, verification of the nominees eligibility, management of voting, and assistance of the Director of Student Activities in all other duties regarding the Homecoming Court and its presentation.
- S901.0 Homecoming Court Nomination Process**
- S 901.1 To be eligible for Homecoming Court Nominations, female students must be in good standing with Huntingdon College. Senior Homecoming Queen candidates must also be scheduled to graduate at the next Spring commencement.
- S 901.2 All nominations shall originate from an application submitted by a peer or an eligible female herself. The nominated woman shall be contacted by the Election Committee for an opportunity to deny her nomination.
- S 901.3 The Homecoming Court will consist of two (2) representatives from the Freshman, Sophomore, and Junior classes and three (3) senior Homecoming Queen candidates.
- S 902.0 Homecoming Court Election Process Timeline**
- S 902.1 Final voting for the selection of Homecoming Queen will be done by the entire student body the week of Homecoming.
- S 902.2 Voting for the selection of the Homecoming Court will be held the week prior to the week of Homecoming. Voting for Homecoming Court representatives will be done by all members of the Homecoming Court nominee's academic class.