

## **ARTICLE I POWERS AND DUTIES**

### **Section I.**

The Student Government shall be empowered to carry out all provisions and necessary implications of its Constitution, making such regulations as it considers necessary to attain this end.

### **Section II.**

It shall be the duty of the Student Government to:

- A. Maintain and administer a system of elections to insure continuity.
- B. Distribute SG funds equitably among recognized and qualified student groups, and insure that such funds are spent in the best interests of the student body.
- C. Consider proposals brought to it by any student or authorized student group: to assign, if appropriate, such proposals for study by committees of SG; and, should it consequently deem a proposal to have merit in insuring and enhancing the quality of student life, submit such proposals to the administration, through the appropriate college office.
- D. Consider any complaint related to the various aspects of student life and brought to it by any student or authorized student group: to assign, if appropriate, such complaints for investigation by committees of SG; and should it consequently deem a complaint of merit, present it to the administration through the appropriate college office.
- E. To foster unity among students, faculty, staff, and administration.

### **Section III.**

It is the responsibility of all members of the Student Government, in their active roles as student representatives, to attend all meetings of the Student Government.

## **ARTICLE II STRUCTURE**

The Student Government should be made up of the Executive Branch and the Board of Representatives.

## **ARTICLE III ADVISOR**

### **Section I.**

The advisor shall be recommended by the Executive Branch, approved by the Board of Representatives, Vice President for Student Affairs, or designee, and appointed by the President of the College.

### **Section II.**

The Advisor shall serve as a liaison between Student Government and the Faculty/Administration. He/she shall offer guidance and advice so that SG may effectively fulfill its duties and responsibilities.

## **ARTICLE IV EXECUTIVE BRANCH**

### **Section I.**

The Executive Branch shall consist of the President, Vice President, Treasurer, and Secretary. Also, one Representative of the Board of Representatives shall serve as executive branch liaison to serve as a check on the executive branch. The executive branch shall be presided over by the President.

### **Section II.**

The Executive Branch shall meet on those weeks during which the Board of Representatives does not meet.

### **Section III.**

The Executive Branch shall set an agenda and procedures for the meetings of the Board of Representatives. The agenda shall be delivered by the Secretary to all members of the Board of Representatives at least forty-eight (48) hours before the board meeting, except when the meeting is deemed a special or emergency meeting.

### **Section IV.**

The Executive Branch shall make recommendations to the Board of Representatives as to the appointment of respective coordinators, liaisons, committee positions, and Advisor. The recommended appointees shall be approved by a majority vote of the Board of Representatives.

### **Section V. Budget**

The Executive Branch shall prepare the current operating budget for the Board of Representatives

by the end of September each academic year. The financial committee shall meet and prepare the budget proposal for the following year. The budget shall be approved by a majority vote of the Board of Representatives and submitted to the College Administration.

#### **Section VI. Election of Members**

A. \*\* The Executive Branch (President, Vice President, Treasurer, and Secretary) shall be elected by the Student Body, in the Spring, two weeks prior to Class Officer Elections. In order to be a candidate for and Executive Branch position, the candidate must have served on Student Government for at least one year.

B. The liaison to the Executive Branch shall be chosen by the Executive Branch from among the Board.

#### **Section VII. Powers and Duties**

##### **A. President**

a. To be the official spokesperson of the King's College Student Body to the College President, the Vice President for Student Affairs and the Vice-President for Academic Affairs to voice student concerns and opinions.

b. To reside over all meetings of the Board according to the Parliamentary Procedure.

c. To appoint ad-hoc committees, committee members, and committee chairs from entire membership of the King's College Student Body. The President may dissolve any Presidential appointed committee and must notify the Board of any appointments or dissolutions at the next regular meeting.

d. To notify the Board of the irresponsibility of any member of SG.

e. To convene all meetings of the Board of Representatives, giving members at least 48 hours notice. Executive Branch meetings and special or emergency meetings shall need only one day's notice. Regular Board meetings and Executive Branch meetings shall be held on a bi-weekly basis during the academic year.

g. To represent SG at invited functions.

##### **B. Vice President**

a. To serve as students' direct liaison to the Director and Assistant Director of Student Activities.

b. To work in conjunction with the Vice-President of each class to encourage social programming.

c. To serve as President in the absence of the President.

d. To be an advisor to the President and to be consulted in all Presidential decisions.

e. To oversee ad-hoc committees, liaisons, and coordinators as well as their committees.

f. To be the student liaison to the Faculty Council.

##### **C. Treasurer**

a. To keep an accurate written record of all SG funds.

b. To requisition all checks for SG.

c. To issue all requisition cards and assist in problems concerning Class or Club funds and the Business Office.

d. To appoint and chair a Financial Committee to review all grant and loan requests in accordance with the Grant and Loan Procedure. This committee shall consist of all four members of the Executive Branch, the Coordinator for Clubs and Organizations, and one member of the Board of Representatives from each of the four classes. The four representatives from each class should be individuals who, in the opinion of the SG Treasurer, possess an objective mind and adequate knowledge of financial matters. This committee should further seek the counsel of the Director of Student Activities, as needed in order to ascertain the functional performance of the applying classes, clubs/organizations.

e. \*\* To coordinate with the Accounting Association, an audit of all Classes, Clubs, and organizations. There must be one audit at the end of each

semester.

- f. To make a financial report at each regular Board Meeting.
- g. To send out to all class, club/organization presidents information pertaining to grant and loan procedures. The packet shall consist of the following: 1) a list of the eligibility criteria to receive a grant as per the SG Constitution; 2) a grant request form; 3) a service project form; 4) post project financial report form; and 5) a memo containing deadlines for submission of forms.

#### **D. Secretary**

- a. Compile and distribute all minutes from the Board of Representatives meetings.
- b. To keep minutes of Executive Branch meetings.
- c. Notify the appropriate parties of the Executive Branch meetings and Board of Representatives meetings.
- d. Obtain and file all minutes of Class meetings.
- e. Maintain correspondence to whole college community.
- f. Participate in all Executive Branch decision making.
- g. \* To keep track of office hours and attendance at all Board Meetings and notify the President and Vice President excessive absences.

### **ARTICLE V BOARD OF REPRESENTATIVES**

#### **Section I. Membership and Voting**

- A. The Board shall consist of twenty members: three elected Representatives from each class, four Class Presidents, and the Student Government Executive Branch.
- B. All regular Board Meetings shall be open to the public.
- C. All members of the Board of Representatives hold voting privileges.
- D. All members must attend all Board Meetings.
- E. Coordinators must attend all Board meetings but do not hold a voting right.

#### **\*Section II.**

All members of the Board of Representatives must attend all Board meetings. Any SG member with three absences, excused or unexcused, will automatically have their position assessed by the Executive Branch to determine the continuation of their position.

#### **Section III Powers and Duties**

- A. The Board of representatives is empowered to pass resolutions expressing the concerns of the Student Body, and to forward such resolutions to the appropriate office within the College Administration.
- B. The Board of Representatives is empowered to all Student Government grants and loans.
- C. All resolutions and actions of the Board of Representatives must be passed by majority vote, unless specified otherwise in this Constitution. Three-fourths of the members of the Board of Representatives must be present in order to form a quorum. In the case of a tie, a motion is defeated.

#### **\*\*Section IV. Officers and Duties**

- A. Representatives
  - a. To represent the concerns of their respective classes. In order to do so, they should maintain contact with Class Officers.
  - b. To attend all Board meetings. If a representative is unable to attend, a designated proxy must attend. Proxies may only be a fellow elected officer from that class. The Representative must also contact a member of the Executive Board to notify them of their absence and proxy.
  - c. \* To attend all Class Meetings.
  - d. \* To fulfill their appointed Liaison position by maintaining constant communication with the appropriate constituencies.
  - e. \* To hold at least one office hour per week in the SG Office.

#### **\*\*Section V. Coordinators and Duties**

- A. In order to allow for better communication among the King's community there shall exist five coordinators. The coordinators are chosen from among the entire student body upon the recommendations of the Executive Branch and approval by the Board

of Representatives. The five coordinator positions shall be:

- Academic
- Clubs and Organizations
- Elections
- Public Relations
- Special Activities

B. \* Coordinators are selected upon completion of an application process. The application process consists of submitting the appropriate application and recommendations, and being interviewed by the Executive Branch. The Executive Branch recommends qualified candidates to the Board of Representatives. The Board must approve each coordinator by a majority vote at the first meeting of the year (the last meeting of the school year).

C. \*\* Coordinators should take an active role in seeking out and addressing issues relevant to their respective positions.

D. Duties:

#### **1. Academic Coordinator**

- Address all student issues concerning academic life.
- Organize two T.A.L.K.S. (Teachers and Administrators Listening to King's Students) open forums, with administration, faculty, staff, and students.
- Meet periodically with the Vice President for Academic Affairs as well as the Dean of the McGowan School of Business and Dean of the School of Arts and Sciences.
- To represent students on both the Curriculum & Teaching and Academic Affairs Committee as stated in the Faculty Council Constitution.

#### **2. Clubs and Organizations Coordinator**

- To plan, with the Director and Assistant Director of Student Activities, one crucial meeting with all class club/organizations officers at the very beginning of the academic year in order to clarify all procedures.
- To serve as a link among SG and all clubs/organizations amongst campus.
- Register all clubs/organizations with SG by keeping all constitutions, lists of officers, and active members on file.
- Meet with the Director and Assistant Director of Student Activities on a regular basis.
- To organize at least three clubs and organizations meetings throughout the year. Each class, club/organization president and treasurer must attend and bring with them: an updated member list, list of goals and accomplishments (including what activities and service projects have been and are planned to be completed), and a financial report. The meeting shall consist of:
  - A beginning of the year orientation
  - A meeting prior to elections
  - A meeting following elections to orient new officers for the upcoming year.
- In cooperation with the Student Activities Office, compile information on grant procedures, room reservation procedures, and other important policies of King's College and Student Government. Distribute this information to all clubs and organization presidents at the beginning of the fall term.
- Serve on the SG Financial Committee.

#### **3. Elections coordinator** *(must be two seniors)*

- To establish guidelines, oversee and organize all SG elections.
- To assist the Junior Class President in coordinating the Homecoming elections
- Responsible for organizing all activities of elections such as speeches, posing platforms, working the computer center on online voting, and posting election results.
- Conduct a survey of student concerns and topics needing student input.
- Work in conjunction with the Public Relations Coordinators.

#### **4. Public Relations Coordinator**

- Responsible for the publicity of all SG events, including elections, class functions, meetings, T.A.L.K.S., and all special activities.

## **5. Special Activities Coordinator**

- To aid in the coordination of activities for theme weeks such as:
  - AIDS Awareness week
  - Alcohol Awareness week
  - Black History Month
  - Earth Day/Environment Awareness
  - Homecoming Events
  - Multi Cultural Awareness week
  - Women's History month
  - Any other special activities
- Serve as SG liaison to the ACE and Student Affairs Committee by attending their board meetings and reporting back to the Board of Representatives.

## **Section VI. Liaisons and Duties**

A. In order to allow for better communication among the King's College community there shall exist twelve liaisons. These positions are filled through an interview and application process conducted by the Executive Board.

The eight liaison positions shall be:

- Athletic
- Campus Ministry/Office of Volunteer Services
- Commuter Concerns
- Executive Branch
- Dining Service
- Off-Campus
- Residence Life
- Security
- Public Relations Committee

### **C. Duties**

#### **1.) Athletic Liaison**

- To address student issues concerning school athletics and all athletic facilities.
- To meet on a regular basis with the Director of Athletics

#### **2.) Campus Ministry/Office of Volunteer Services Liaison**

- To address issues concerning the spiritual life on campus in conjunction with Campus Ministry.
- To function as a member of the Campus Ministry Council.

To announce volunteer opportunities and any information from OVS.

#### **3.) Commuter Liaison**

- To strive for better participation by commuting students in campus life.
- To be available to help solve problems common to commuting students.
- To meet with the Dean of Students.

#### **4.) Executive Branch Liaison**

- To perform the duties prescribed in ARTICLE IV for the Executive Branch.
- \* To attend all Executive Branch Meetings.

#### **5.) Dining Service Liaison**

- To address issues concerning the campus Dining Halls and food services.
- To meet with the Director of Food Service on a regular basis.
- To coordinate a "Crunch, Munch, and Cram" during each semester's finals week.

#### **6.) Off Campus Liaison**

- To address issues concerning the needs of students living off campus.
- \* To hold a general meeting of Off Campus students at the beginning of the school year to inform students of their rights and limitations. This

meeting should be held in cooperation with the Security Liaison, Dean of Students, and Director of Security.

- To meet with the Dean of Students.

#### **7.) Residence Life Liaison**

- To address issues concerning all Residence Halls by meeting with the Director of Residence Life on a regular basis.
- To represent SG at Residence Council meetings.

#### **8.) Security/Maintenance/Parking Appeals Liaison**

- To address issues concerning the safety of students, the Security Office, and their various functions.
- To hold a general meeting of Off Campus students at the beginning of the school year to inform students of their rights and limitations. This meeting should be held in cooperation with the Off Campus Liaison, Dean of Students, and Director of Security.
- ~To work with maintenance on any issue brought p in the Student Government General Board Meetings or by any student.
- ~ To work with security to work on the parking issues within the city.

#### **10.) Public Relations Liaison**

- To assist the PR Coordinator in his/her duties, specifically all publicity.

### **ARTICLE VI VACANCIES**

#### **A. President**

Should the President be unable to fulfill his/her duties or resign, the Vice President shall serve as President for the remainder of the academic year.

#### **B. Vice President**

Should the Vice President be required to serve as President, the Board of Representatives will appoint a Vice President from within the Board by a majority vote.

#### **C. Class President**

Should the Class President be unable to fulfill his/her duties or resign, the Class Vice President shall serve as the President for the rest of the academic year.

#### **D. Class Officers and Representatives**

**\*\* 1.** A candidate for the vacant office of a particular class must submit an application, one character reference and a petition with at least twenty-five signatures from his/her respective class to the Class Officers and Representatives. Qualified candidates will be interviewed by all elected class members in order to reach a final decision. If a decision cannot be reached by the class, the Election Coordinator will direct a general Class Election for the position. This procedure must take place within twenty class days of the vacancy.

**\* 2.** If within the second semester, a class representative is no longer able to complete their duties, the class Vice President shall resume his/her voting right and liaison duty. This would require the Vice President to attend all Board Meetings as well as continue with his/her own duties.

### **ARTICLE VII CLASS OFFICERS**

#### **\*Section I**

All class officers must attend all class meetings. Any SG member with three absences, excused or unexcused, will automatically have their position assessed by the Executive Branch to determine the continuation of their position.

#### **Section II Duties**

##### **A. President**

1. To call and preside over all class meetings.
2. To have general supervision over the activities of the class
3. To appoint a chair of any committee organized by the class.
4. \* To attend all Board Meetings. If a representative is unable to attend a designated proxy must attend. Proxies may only be a fellow elected officer from that class. The president must also contact a member of the Executive Branch to notify them of their absence and proxy.

5. \* To attend all meetings called by the Clubs and Organizations Coordinator.

**B. Vice President**

1. To preside at Class Meetings in the absence of the Class President.

2. To assist the President in his/her duties.

3. \*\* To coordinate class social activities.

4. \* To meet with the Assistant Director of Student Activities on a regular basis to maintain a constant communication and update on class activities.

**C. Secretary**

1. To carry on all correspondence for the class and keep a file of such correspondence in the SG office.

2. \*\* To keep minutes of all Class Meetings and submit them to the Secretary of SG.

**D. Treasurer**

1. To keep an accurate written of class funds.

2. To make a financial report at all Class Meetings.

3. \* To attend all meetings called by the Clubs and Organizations Coordinator and submit a financial report at these meetings.

**Section II**

Each class must take responsibility to raise the necessary funds for all its activities. A class may request grants or loans from SG if they meet all eligibility criteria.

**Section III**

The class officers will serve in an advisory capacity to the Board of Representatives. It is strongly suggested that all class officers attend Board of Representatives meetings.

**ARTICLE VIII ASSOCIATION FOR CAMPUS EVENTS (ACE)**

**Section I Purpose**

The Association for Campus Events (ACE) is an independent board of students formed to plan, promote and implement social activities for the King's Community.

**\*Section II Funding**

1. ACE is budgeted under the SG budget heading. Consequently, the SG budget must be submitted to the Vice President and Dean for Student Affairs in two separate sections. The SG/ACE section shall be prepared and submitted to the Vice President and Dean for Student Affairs by the ACE President and Treasurer. The SG/Administrative section shall be prepared and submitted to the Vice President and Dean for Student Affairs in accordance with ARTICLE IV, Section V. Each section of the budget shall be considered separately by the Vice President and Dean for Student Affairs in order to avoid either party's being affected by the others request.

2. The amount designated for SG/ACE should be identified as such on the budget sheet and shall be allocated directly to ACE.

3. SG reserves the right to conduct an audit of ACE accounts during the time of the annual class and club audits. The audit shall be conducted by the Accounting Association.

4. At any time before the semesterly audit, a panel of five people: ACE President, ACE Vice President, SG President, SG Treasurer, and the Director of Student Activities may conduct an unscheduled audit of appropriate accounts. This panel shall see to the correction of any discrepancies.

**\*\*Section III**

A member of ACE serves as the liaison to Student Government. They must attend each Board meeting. Voting privileges do not extend to this position.

**ARTICLE IX STUDENT ORGANIZATION REGISTRATION**

**Section I**

All student clubs/organizations registered by SG may apply for the use of SG funds.

**Section II Criteria for Registration**

1. The club/organization must be registered with the Office of Student Activities.

2. The club/organization must adhere to all rules and policies of King's College.

3. The club/organization must have elected officers.

4. The club/organization must have a constitution approved by their membership which

includes club/organization name, statement of purpose, criteria for membership and the club/organization's procedures.

5. The club/organization must have an advisor chosen from the faculty or administration of the college.

6. The club/organization will be subject to a financial audit by SG and the Accounting Association each semester.

7. The club/organization will not discriminate on membership based on race, religion, gender, physical disability, or sexual orientation.

8. The club/organization may not require any initiation rite that is contrary to college policy.

### **Section III Registration**

A club/organization will be registered upon receiving approval by a majority of the voting members of the Board of Representatives.

## **ARTICLE X GRANT PROCEDURES**

### **Section I Eligibility Criteria**

All registered classes, clubs, and organizations who satisfy the following requirement are eligible to receive grants or loans from SG.

1. All classes, clubs/organizations must have a constitution on file in the SG office. Each class, club/organization must also submit an updated officer and advisor lists to the SG Treasurer by the end of the first week of Fall classes or immediately after elections (if held in the Fall)

2. A class, club/organization must have an acceptable set of financial records and receipts to receive a grant or loan. This will determine from the previous semester's audit opinion rendered by the Accounting Association. If a class, club/organization fails an audit, it may still be eligible for funding if the officers correct all discrepancies in their financial records and can demonstrate to the SG Treasurer that they are capable of passing the next audit.

3. Each class, club/organization must have completed a service project for either the college or the outside community in the semester previous to the one in which it is applying for a grant or loan. All new clubs and organizations and the freshman class are eligible for a grant or loan their first semester but must complete a service project during that semester in order to qualify for the next semester. It is necessary for each class club and organization to complete the service project form with sufficient evidential matter to verify that stated service event did indeed take place. When applying for a grant or loan from SG, the class, club/organization must provide a sufficient description of the intended service project in addition to the financial request, which will be reviewed by the SG Financial Committee.

4. Each class, club/organization president and treasurer must attend and bring with them: an updated member list, a list of goals and accomplishments, and a financial report to each meeting called by the SG Clubs & Organizations Coordinator. If the President or Treasurer is unable to attend, another officer of the club must sit in their place. Furthermore, the SG Clubs and Organization Coordinator must have copies of individual club/organization meetings on file, which will be used by the financial committee.

### **Section II Grant Guidelines**

1. A class, club/organization may apply for a grant at any time during the semester. The maximum amount for a request will be determined by the Board of Representatives and Treasurer at the beginning of each academic year.

2. A grant request form will be distributed to each class club/organization by the SG Treasurer during the first week of each semester. Each class, club/organization who decides to apply for a grant must then complete the required form and present orally to the SG Board of Representatives their request. This presentation should take place at the second meeting of the Board of Representatives each semester. Classes, clubs, and organizations who fail to attend this meeting may still apply for a grant at a subsequent date, but they are at a disadvantage since funds are granted on a "first come, first serve" basis.



3. The SG Financial Committee, chaired by the SG Treasurer will review all relevant information regarding the grant request and will make a recommendation concerning the grant to the Board of Representatives. The Board of Representatives will vote by a simple majority to accept or reject the recommendation of the Financial Committee.
4. Each class, club/organization will complete a post-project report within three weeks after completion of the event or project the grant was intended to finance. This report must include a copy of all financial records of the event or project. A class club/organization is not eligible for any additional money until this provision is met.
5. \*\* Educational trips can be funded in full or in part by a grant or loan. Qualified receipts must be submitted to the SG Treasurer immediately upon return.
6. The following items have an automatic grant:
  - Freshman class after election \$150 Fall, \$350 Spring
  - New and reactivated clubs when registered: \$150

### **Section III Loan Guidelines**

1. A class, club/organization may apply for a loan at any time during the year. A loan form can be obtained in the SG office. The form should be submitted to the Treasurer two weeks prior to the event for which the loan is requested.
2. The SG Treasurer will review the form for acceptability and will make a recommendation concerning the loan request to the Board of Representatives. The Board of Representatives will then vote by a simple majority to accept or reject the recommendation of the SG Treasurer.
3. Each class, club/organization will complete an after project report immediately upon completion of the event for which the loan was approved. This report must include a copy of all financial records for the event. A class, club/organization will not be eligible for additional money if this provision is not met.
4. All loans are interest free.
5. All loans must be repaid in full within one month after the event is completed. Extensions may be given by the SG Treasurer with the approval of the Board of Representatives.
6. Restrictions will be placed on the clubs or organizations account until the loan is repaid.

## **ARTICLE XI ELECTIONS**

### **\*\*Section I**

The election of the SG Executive Branch shall be conducted no earlier than the first week of March. The transition of power of the Executive Branch and the Board of Representatives will occur at the last Board of Representatives meeting of the school year. The last Board of Representatives meeting of the year should not occur before the last week of April.

### **\*\*Section II**

The election of Class Representatives and Officers shall be held at least one week after the SG Executive Branch elections. The Freshman class elections will be conducted no sooner than October 1 and no later than November 1.

### **\*Section III**

To be eligible to run for office, a candidate must have and maintain at least a 2.0 GPA. Any student who has been impeached from a Student Government is not eligible to run for an SG position. Anyone who has been impeached from an elected position can appeal to the Board of Representatives for approval to run again for office in a subsequent academic year.

### **Section IV**

Elections are open to all full time students and a minimum of thirty percent of the students must vote in order for the election to be valid.

## **ARTICLE XIII IMPEACHMENT**

Any member of the Board of Representatives may bring a motion of impeachment against any other member of SG. Due cause must be proven to the Board of Representatives and a majority vote must be taken on the resolution. If the results are in favor of impeachment, the Board of Representatives has the right to ask for the class officer's resignation. If the class officer refuses to resign:

1. The Board of Representatives will meet in a special session, closed to the public

within five class days.

2. The reason for impeachment will be given, as well as the defense of the class officer.
3. The Board of Representatives will then vote, in writing, on impeachment motion.
4. A two-thirds majority is necessary for impeachment.
5. If the motion is passed then the replacement guidelines set in ARTICLE V Section IV will be followed.
6. Once a member of SG is impeached they become ineligible to run for another SG position. However, they are eligible to apply for a coordinator position or join a committee. In order to run again after being impeached, one must receive approval by the Board of Representatives.

#### **ARTICLE XIII AMENDMENTS TO THE CONSTITUTION**

The Constitution may be amended by a two-third majority vote of the Board of Representatives and the majority vote of the Student Body with at least thirty full time students voting.

#### **ARTICLE XIV RATIFICATION OF THE CONSTITUTION**

The Constitution of the Student Government of King's College will become effective when it has been accepted by a two-thirds majority vote of the Board of Representatives and by a majority vote of the Student Body with at least thirty percent of full time student voting.

\*Added \*\*Changed