

**McKendree University  
Student Government Association  
Constitution  
Revised 2013**

**Article I – Name**

The name of this organization shall be the McKendree University Student Government Association. Hereafter referred to as SGA.

**Article II – Purpose**

McKendree SGA is the officially recognized Student organization of the McKendree University which represents all undergraduate students of McKendree University. McKendree SGA acts a means of communication between the student body and university administration, faculty, and staff. Through the medium of SGA, the student body has freedom to provide input concerning the internal policies of McKendree University. McKendree SGA oversees the fair distribution of SGA monies in accordance with University rules and regulations and promotes the development of academic excellence, and opportunities for responsible citizenship, engagement, and the life-long learning of McKendree students.

**Article III – Powers**

*Section 1. McKendree University SGA shall have the authority to establish and implement matters of policy concerning the student body.*

*Section 2. McKendree University SGA shall have the authority to conduct student body voting including but not limited to the following: constitutional amendments, elections, and referendums.*

*Section 3. McKendree University SGA shall have the authority to consult with university administration and/or the appropriate committees and persons to enhance the safety and wellness of the student body.*

*Section 4. McKendree University SGA shall have the authority to govern and direct all funds designated to SGA.*

**Article IV–Membership**

The Governance structure of the McKendree University SGA shall consist of the Executive Board, the Senate, and the Advisor(s).

*Section 1. Executive Board*

- A. The Executive Board shall be composed of:
- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Parliamentarian

f. Public Relations

- B. Qualifications of Executive Board consist of:
- a. Must be an undergraduate student of McKendree University.
  - b. Minimum GPA of 2.5 on a 4.0 scale.
  - c. Prior experience as a Senator of at least one year.
- C. The expectations and responsibilities of each executive office position are as follows:
- a. President
    1. Shall act as the chief executive officer of the SGA and shall be responsible for administration and operation of the Association.
    2. Shall call and preside over all meetings of the Executive Board and the entire Association.
    3. Shall act as spokesperson and intermediary for the Association to the faculty, administration, Board of Trustees, and community.
    4. Shall be responsible for preparation of Senate agendas.
    5. May exercise a veto of an action of the Senate, when she/he believes the action is not in the best interest of the student body.
    6. May act on behalf of the SGA in the absence of the Senate and Executive Board when inaction would be against the best interest of the student body. However, any action taken in such a situation must be ratified by the Senate at its next meeting by simple majority.
    7. May appoint special ex-officio assistants in order to carry out the duties of the office of the President.
    8. Shall maintain accountability for all committees that are part of the Association and appoint others if necessary.
    9. Shall oversee and delegate administrative duties of other Officers and Senators.
    10. Shall carry out the provisions of the constitution.
    11. Shall deliver an annual State of the Senate Address.
    12. Shall have the power to vote only in the event to break a tie.
  - b. Vice President
    1. Shall serve as second in command of the Association.
    2. Shall preside over all meetings of the Senate when necessary or as directed to do so by the President and run meetings in the absence of the President.
    3. Shall oversee all committees that are not part of the Association.
    4. Shall maintain accountability for all committees that are part of the Association and appoint other members of SGA to the committees, if necessary.

5. Shall present committee reports submitted by the members.
  6. Shall submit a report on the progress of all committees that are not part of the Association twice a month.
- c. Secretary
1. Shall be responsible for maintaining all of the Association's records, minutes, and legal documents. According to Robert's Rules of Order Newly Revised.
  2. Shall keep an official record of attendance of the Executive Board, Senate, and Advisors.
  3. Shall compile, organize, and distribute a bound collection of the Constitution, all financial processes, procedural guides, and all other necessary literature for each member of SGA prior to the first meeting of the academic year.
  4. Shall see that all Senators receive a copy of the past meeting's minutes no more than 3 days after the meeting.
  5. After approval of the Senate, shall submit via email a copy of the minutes of the past meeting to the undergraduate student body.
  6. Shall serve as advisor and liaison to any individuals or organizations presenting to the body.
- d. Treasurer
1. Shall serve as the chief fiscal officer of the Association.
  2. Shall serve as chairperson of the Association's Finance Committee and shall be responsible for the preparation of the Association's budget.
  3. Shall ensure that all appropriated funds are expended in a manner consistent with the Association and McKendree University policies.
  4. Shall be responsible for maintaining a ledger of all financial transactions of the Association.
  5. Shall approve the distribution of funds for all student organizations.
  6. Shall make financial reports no more than 3 days after every meeting. This report shall be presented at the following meeting.
- e. Parliamentarian
1. Shall serve as the chief procedural officer of the Association.
  2. Shall call and preside over all meetings of the Executive Board and the entire Association in the absence of the Vice President and the President.
  3. Shall give necessary interpretation to the Constitution as necessary.

4. Shall demonstrate knowledge of the procedures of Robert's Rules within the Association.
  5. Shall serve as Chair of Constitution Committee.
  6. Shall coordinate election processes of the Association.
  7. Shall preside over all impeachment processes and position reviews.
  8. Shall have the right to motion and enforce time limits on debate and procedures of the Senate.
- f. Public Relations
1. Shall serve as publicist for the Association.
  2. Shall regularly submit a report on the activities and status of the Association to the school newspaper and other campus-wide publications which serve the student body, including but not limited to the radio and other forms of media.
  3. Shall serve as Chair of Public Relations Committee.
  4. Shall update and maintain the SGA webpage and all social media.
  5. Shall inform the Association of current campus events and student activities.

*Section 3. Senate*

- A. The Senate shall be composed of:
  - a. Each undergraduate class shall be represented by five senators.
  - b. Three additional senate positions will be designated for commuter students only.
  - c. One additional senate position will be designated for an international student only.
  - d. One additional senate position will be designated for a non-traditional student only as defined by the University.
- B. Qualifications of members of the Senate shall consist of:
  - a. Must be an undergraduate student of McKendree University.
  - b. Minimum GPA of 2.5
- C. The expectations and responsibilities of each executive office position are as follows:
  - a. Senators are required to attend all declared meetings and assigned committee meetings.
  - b. Senators are required to hold membership on at least one committee.
  - c. Shall participate in events and activities organized or co-organized by the Association.
  - d. Shall be aware of and represent the concerns of their constituency.
  - e. Shall conduct behavior in a professional manner.

#### *Section 4. Advisors*

- A. The Advisors of the McKendree SGA shall be composed of:
  - a. The Vice President for Student Affairs and/or his/her appointee(s).
  - b. Individuals appointed by the SGA.
- B. Qualifications
  - a. Advisors of the McKendree SGA shall be:
    - 1. Full-time university staff or member of faculty at the Lebanon campus.
    - 2. Informed and knowledgeable of university committees and practices.
- C. Expectations
  - a. Shall assist the Executive Board in maintaining order in the Association from year to year.
  - b. Advisors shall attend a majority of the meetings each year.
  - c. At least one advisor shall be present during all meetings and shall oversee the decisions made by the Association.
  - d. At the end of every semester, the advisor(s) should have a review with the Executive Board to focus on improvements.

### **Article V Meetings**

#### *Section 1. Regular Meetings*

- A. Weekly SGA Meetings will take place at 9:00pm every Monday during the academic year when classes are in session, unless otherwise ordered by the President.
- B. Procedure of weekly meetings shall proceed as follows:
  - a. Calling of the meeting to order by the President.
  - b. Verbal roll call will be recorded by the Secretary.
  - c. Secretary's report of the minutes of the previous weekly meeting.
  - d. Report on the current financial business and changes and expenditures of the budget since the previous meeting will be given by the Treasurer.
  - e. Submitted committee reports will be presented by the Vice President.
  - f. Current business, old business, and new business will be addressed and any other topics pertinent to the meeting's agenda.
  - g. Adjournment. Adjournment procedures shall include the following:
    - 1. An SGA Senator must motion to adjourn the meeting, this motion must be seconded by another SGA Senator, which is then passed by a majority vote and adopted by the President.

2. If the meeting exceeds one hour, a motion is required to extend the meeting past 10:00pm and passed by the Senate or table discussion to the following week.

*Section 2. Town Hall Meetings*

- A. In the event of a pressing student issue or major concern, SGA may host town hall meetings in addition to or in place of regular weekly meetings as needed.

*Section 3. Voting*

- A. All business will be introduced by the President who will then address the assembly, giving the appropriate member of the Association the opportunity to obtain the floor.
- B. In order to vote on any subject, he or she obtaining the floor must make a motion.
- C. The President shall state the question to the voting body and give members an opportunity to ask any questions necessary to proceed into debate and voting. A maximum one minute overall will be allowed for questions.
- D. The President now may open the floor for debate. Debate amongst the Senate cannot exceed longer than 10 minutes without permission of the association. To determine if debate is needed, the body may choose to make a pro/con list prior to debate.
- E. Following debate, a motion to vote must be made and seconded.
- F. The Parliamentarian shall count the votes. Unless otherwise noted, a simple majority (half plus one) is needed to pass.
- G. The President has the power to exercise a veto of an action of the Senate, when she or he believes the action is not in the best interest of the student body within three business days of its passing.

**Article VI Procedure of Elections, Impeachment, and Filling Vacancies**

*Section 1. Election Process of Senators*

- A. Elections for senator positions will take place in the spring for sophomores, juniors, and seniors and in the fall for first-year students.
  1. The senator's term will last for one academic year.
  2. Rules and regulations of campaigning shall be coordinated by the Election Committee.

*Section 1. Election of Executive Board*

- A. Elections for the officers of the Executive Board will take place in the spring, prior to the first round election of all Senatorial spots.
- B. An officer's term will last for one academic year.

- C. To be considered for an officer position, one must be in good standing with SGA and the school, and must be a member of SGA for one year prior to running for an officer position.
- E. A representative may run for one executive board position and is bound by the deadlines and requirements of the electoral process.
- F. A representative must declare the position for which they are running for.
- F. Changes in the structure of the executive board may not be made without the approval of the Vice President for Student Affairs.

*Section 3. Election Proceedings*

- A. Petitions for students desiring to be on the electoral ballot for a Senator seat must be made available one month prior to elections.
- B. Any individual that wishes to run for a position on Student Government or the Executive Board must complete a petition signed by 100 undergraduate students. This petition must be submitted to the SGA mailbox no later than two weeks prior to the election.
- C. Voting shall be open to all undergraduate McKendree students.
- D. Elections shall take place online and shall be anonymous.
- E. Elections shall be open for 5 consecutive class days. Election dates shall be determined by the Executive Board and Election Committee.
- F. Executive board offices are awarded to the candidate with the most votes for each position. Students receiving the five highest numbers of votes for each academic class will be awarded a senator position.
- G. Elected Officers and Senators will be notified no later than one week after elections are completed.
- F. In the event of a tie, a run-off election will take place.

*Section 4. Impeachment Process*

- A. Officers or Senators of the organization may be impeached for:
  - a. Failure to attend two or more meetings without justifiable reason.
  - b. Failure to fulfill the duties of office as outlined by this Constitution.
  - c. Failure to maintain good standing with the University, SGA, or the student body. "Good standing" is naturally defined as behavior and character consistent with the reputation of the University.
- B. Impeachment charges can be brought forward by any member in good standing. Impeachment charges must be presented to the Office of Student Affairs and the Parliamentarian. All evidence used in the hearings must be presented to the Parliamentarian 48 hours in advance to the meeting in which the hearing shall take place. The Parliamentarian shall make evidence available to all members 24 hours prior to the hearing.

- C. The individual being charged must be notified in writing before the impeachment is presented. Individuals must also be notified of the charges against them. The written charges will be given in both paper and electronic form, and will require approval of the Office of Student Affairs. The indicted individual must give written acknowledgement of their charges when they have received this notification within five week days (Monday-Friday). Refusal to acknowledge charges may justify holding a trial without the indicted individual's consent, preparedness, nor their participation due to the necessity of following procedures in a timely and orderly fashion.

*Section 4. Impeachments will be presented to the Senate by the Parliamentarian*

- A. All members of SGA, including the accused individual, will be given a walk-through prior to the hearing of the exact order in which proceedings will take place, voting procedure, and questions will be addressed with no time limit to ensure all members are in agreement with the process as outlined in the Constitution.
- B. The accused individual will be allowed to speak to the Senate, to call witnesses, and can be questioned by the Parliamentarian and the Senate. Both the charging and the accused individual(s) will be expected to be prepared for the hearing process no later than two regular SGA meetings from the time in which the accused member has acknowledged written notification of their charges.
- C. Discussion between voting members will not follow the hearing, however, questions about the process may be directed to the Parliamentarian.
- D. The Senate will then vote on impeachment by a super-majority vote. Votes will be anonymous through written ballot and afterward, saved in a confidential file by an advisor to the organization. All current members of SGA present at the trial receive one vote. The members of Executive Board shall not be given a vote or an opportunity to ask questions during impeachment hearings.
- E. Impeachments will be monitored by the student government advisor. At least one advisor will be present during the impeachment trial and voting.
- F. After the vote, the accused member will be notified by a written statement within 24 hours of the hearing by a member of the Executive Board.
- G. An appeal may be submitted to the Vice President of Student Affairs in the case of a proven violation of the impeachment processes outlined by the Constitution.
- H. If the appeal is accepted by the Vice President of Student Affairs, the Senate will proceed with the hearings a second time following proper policy.
- I. There may only be one appeal per hearing. There is no limit on how many appeals can be brought forward.

- J. Impeached members will not have the privilege of running for a student government position until the next academic year.

*Section 5. Filling Vacancies*

- A. Should no student run for an Executive or Senate position or a vacancy occur, it will remain vacant until SGA appoints the position by nomination and majority vote. Executive positions may only be filled by current SGA Senators.

*Section 6. Transition Procedures*

- A. At the end of each academic year the newly elected Executive Board members will meet with the current Executive Board to discuss the following year.
- B. The advisors shall oversee the transition procedures.

**Article VII – Committees**

*Section 1. Expectations of SGA committee membership*

- A. SGA member attendance is mandatory unless approved by the SGA Executive Officers.
- B. All standing and non-standing committees shall submit a report following each meeting to the Vice President of SGA.

*Section 2. Standing Committees Involving Student Representation*

- A. Student Affairs Committee
  - i. The Student Affairs Committee is a faculty committee that makes important decisions regarding student life and mainly non-academic decisions regarding the student body including participation in judicial hearings.
  - ii. Senators shall represent the student body to the faculty and voice problems or issues involving student life and will inform the student body of changes and proposed changes to student life matters.
- B. Undergraduate Council
  - i. The Undergraduate Council is one consisting of faculty and administration members which makes decisions regarding undergraduate student academic life and other institutional matters regarding McKendree University.
  - ii. Senators shall represent the student body when dealing with issues regarding the aspects of academics and will inform the student body of changes and proposed changes regarding academic matters.
- C. Student Publications Board
  - i. The Student Publications Board is a committee comprised of one faculty member from each of the schools, a student journalism minor, and a SGA. This committee decides the editor and assistant editor to *The McKendree Review* as well as the editor, or co-editors in some cases. to the student literary magazine *The Montage*.

- ii. Senators shall represent the student body in matters related to voting and the best interests of the respective publications and also shall inform the student body of changes or issues regarding student publications.
- D. SLATE- Student Learning, Assessment, and Teaching Effectiveness Committee
- i. The SLATE committee consists of faculty, administration, and one Student Government representative. This committee shall...  
Senators shall represent the student body when assessing academic effectiveness and also shall inform the student body of any changes in assessment or student learning.
- E. Library Affairs Committee
- i. The Library Affairs Committee will deal with the important matters regarding book checkout, excessive book tardiness, and other important library related issues such as new book arrivals.
  - ii. Senators shall represent the student body in matters related to the library and also shall inform the student body of changes or issues regarding the library.

*Section 3: Standing Committees within Student Government*

- A. Public Relations Committee
- a. The Public Relations Committee shall maintain and strategically plan for the improvement of communication between the Senate and the student body and university faculty and staff.
  - b. The Public Relations Committee shall support the needs Public Relations Officer through events, campus publications, social media, surveys, and/or other means of
- B. Constitution Committee
- a. The Constitution Committee will meet monthly and as needed to revise, review, and update the constitution in order to remain an effective organization.
  - b. Senators on this committee shall report changes back to the entire Senate for a vote to accept/deny changes the committee has made.
- C. Finance Committee
- a. The Finance Committee shall hold meetings twice a month and as needed to oversee expenditures and changes to the Association's budget and financial procedures.
  - b. The Finance Committee shall propose budget allocations to the Senate at the beginning of each year to ensure set funding for specific areas and uses in expenditures.
  - c. The Finance Committee shall be responsible for weekly and final semester reports to the Senate and student body.
  - d. The Finance Committee shall have the right to make decisions through voting, however, the Treasurer shall not be given a vote and shall preside over the body as the executive officer on the committee.
- D. Election Committee

- a. The Election Committee shall meet monthly and as needed to develop and execute election processes i.e. campaigning rules and regulations, timelines, etc.
- b. The Election Committee shall cooperate with the Public Relations Committee to advertise and raise awareness of SGA elections and voting procedures.
- c. The Election Committee shall be responsible for planning and coordinating yearly debates.

*Section 4: Non-Standing Committees:* These are committees that may be created by the Executive Board when the need arises. Such examples include BBQ committee, Jim Dennis Appreciation committee, Spring Fling committee, or committees responsible for other school changes or events.

*Section 5: Task Force Creation:* In the event that a committee not covered within the Non-Standing or Core Four respective committees is deemed necessary, a Task Force may be created for the sole purpose of gathering information and/or emergency situations. The task force must be approved by the executive board.

## **Article VIII-Finances**

### *Section I. Finance Appropriations Procedures*

- A. The SGA budget shall be created from student activity fees paid by all undergraduate students. This budget is reserved to fulfill the purpose of SGA and support Registered Student Organizations.
- B. RSO's shall have the opportunity to apply to SGA for financial assistance from this budget to pay for university sanctioned activities and events which fall within the guidelines and regulations of SGA appropriations.
- C. RSO's shall submit budget requests to the Finance Committee who shall discuss and review the requests in accordance to the bylaws of appropriations and make recommendations to the Senate once a month.
- D. After the Finance Committee has reviewed a budget request and presented recommendations to the Senate, the Senate shall distribute funds through a simple majority vote.

### *Section 2. Financial Transparency*

- A. SGA shall make the financial budget and all appropriations made public to the campus at all times.

## **Article XIV-Amendments and Revisions**

### *Section I. Creation of Amendments and Revisions*

- A. An amendment may be proposed by a senate vote of two-thirds of its membership or by a petition signed by one-tenth of the students. A proposed amendment shall become part of this constitution if it is then ratified by two-thirds of the votes cast by students.

### *Section II. Enactment of Amendments and Revisions*

- A. Following ratification, all amendments and revisions will be placed into effect immediately.

## **Article X Recall, Initiative, and Referendum**

### *Section 1. Recall*

- A. Upon presentation of recall petitions signed by students comprising fifty percent (50%) of students who voted in most recent general election for the recall of the president, vice president, secretary, treasurer, parliamentarian, or public relations officer shall be held. A protest vote shall be required for removal of said officer.

### *Section 2. Initiative*

- A. Upon presentation of initiative petitions to the secretary, signed by twenty-five percent (25%) of the number of students who voted in the most recent general election, the senate shall either adopt such legislation or submit it to a vote of the student body.
- B. Should the senate choose to submit said legislation to a vote of the student body, the election shall be held within two weeks and shall be supervised by the elections committee. A simple majority shall be required for automatic adoption of the proposed legislation.

### *Section 3. Referendum*

- A. Upon presentation of referendum petitions signed by fifteen percent (15%) of the number of students who voted in the most recent general election, the senate shall place before the student body the issue which is the subject of the petitions.
- B. The referendum vote must be taken within two weeks after the petitions are turned into the secretary. A simple majority vote shall be necessary to repeal legislation.
- C. The senate shall not reconsider repealed legislation during the academic semester that a referendum vote was held.

## **Bylaws of impeachment:**

- A. Parliamentarian shall present the accusations to the Senate.
- B. The accusing individual(s) shall present justification and details of their accusation(s) to the Senate.
- C. After the accusers have answered all questions from the Senate, the accused shall give opening statements.
- D. The accusing party shall then present all evidence.
- E. The Senate shall have an opportunity to ask questions regarding the evidence presented.
- F. After all questions have been answered, the accused shall be given an opportunity to present evidence against the accusation(s) of the hearing.
- G. The Senate shall have the opportunity to ask questions of the accused.
- H. The accusing individual(s) shall have 5 minutes for closing statements.
- I. The accused individual shall have 5 minutes for closing statements.
- J. Voting shall follow the hearing.

## **Bylaws of appropriations**

*Section 1. SGA will only consider appropriations for Registered Student Organizations seeking funds for any event, activity, or pursuit that is:*

- A. Competitive in nature, such as a convention or a conference.
- B. Educational, which may include but is not limited to guest speakers, informational campaigns, and field trips.
- C. Beneficial to the campus or community at-large, which may include service learning, service trips, or volunteerism.
- D. Beneficial to student engagement on campus and leadership development.

*Section 2. SGA will not consider any appropriations for the following costs:*

- A. Advertising and promotional items, including t-shirts.
- B. Any event that is not approved by the Office of Student Affairs.
- C. Any event involving the selling or buying of alcohol or illegal substances.
- D. Decorations, prizes, awards, gifts, or gift certificates.
- E. Any sort of reimbursement, salaries, or wages.
- F. Food or drink.
- G. Dues or fees for national bodies.
- H. Any activities that support a political party or candidate.
- I. Postage or shipping costs.
- J. Any items that do not stay within the requesting organization or are repurposed for uses not approved by SGA.
- K. Any expenses that violate university policies or local, state, or federal law.

*Section 3. SGA Finance Committee reserves the right to prioritize funding proposals from Student Organizations based on the following criteria:*

- A. The RSO demonstrates an attempt to fundraise, receive funding from other sources, and recognizes SGA appropriations as a final resource.
- B. The RSO does not have a history of frequent, or regular funding allocation requests.
- C. The uses of the funds have potential to affect a large number of students and/or have a great degree of impact on students, the campus, or the community.
- D. The event or activity fulfills a unique need on the campus or demonstrates use of creativity and has the potential to change the dynamic of the campus culture, promote community organization, development, social action, or student leadership.
- E. The funding request is completed in detail, with an itemized budget, timeline, and demonstrates professionalism and preparedness on behalf of the requesting RSO.
- F. The RSO demonstrates financial need.

*Section 4. Appropriations for lodging and travel*

- A. SGA appropriates funding for housing accommodations at a ratio of four students per room.
- B. SGA may only appropriate funding to cover 75% of housing costs.

- C. SGA may only appropriate funding for travel costs if an RSO is only traveling within a 50 mile radius.
- D. If traveling between 50 and 300 mile radius, SGA may cover up to 50% of travel costs.
- E. If traveling beyond a 300 mile radius, SGA may cover up to 75% of travel costs.

*Section 5. Start-up Fund allocations, contingencies, and violations*

A. Start-up Funds

- a. RSO's that have been chartered and approved of can apply for Start-up funds from SGA for the purposes of fundraising as a way to bolster their visibility, involvement, and opportunities in the campus community.
- b. Any RSO who receives Start-up funds is expected to report to SGA within two months after their event on the success of their fundraiser(s) and to allocate monies equal to the sum of the original Start-up Funds allocated by SGA, refusal to do so may warrant SGA to place restrictions on the organization for up to as many as two academic years.

B. Contingencies of Financial Appropriations

- a. For any event or purchase created from SGA allocations, RSO's must explicitly print on all publicity materials, including t-shirts, fliers, or pamphlets: "Sponsored by SGA" or "Some costs provided from SGA."
- b. SGA reserves the right to propose that an RSO co-sponsor an event with SGA or another organization if such a decision can reduce costs or seems beneficial to the campus community.
- c. SGA must receive a 50% vote to approve all contingencies placed on RSO's and may not exercise arbitrary contingencies or impose or action onto an organization that has the potential to incur additional costs or is outside of the purposes of the RSO.

C. Violations of SGA Financial Allocations

- a. If an RSO fails to provide receipts or sufficient proof of the uses of SGA appropriated funds, SGA reserves to right to place restrictions on future financial requests.
- b. The Office of Student Affairs reserves the right to revoke RSO status to any RSO which routinely or severely violates the uses of SGA appropriations.

**To be changed on the funding proposals:**

-if you apply to go to a conference, some sort of conference material must be attached in proposal

-Start-up funds

-All students receiving funding from sga to go to conferences, competitions, etc. must provide evidence that that have a gpa of 2.5 or greater