

# Reinhardt University

## Student Government Association



### Bylaws

Approved August 15<sup>th</sup> 2017 for Academic School Year 2017-2018

**WHEREAS:** In its pursuit of educating the whole person, Reinhardt University encourages student participation within all realms of the campus community;

**WHEREAS:** The Student Government Association represents all segments of the student body and is organized to help formulate and voice student opinion regarding University policies and to allocate it's funding to appropriate committees and student organizations;

**WHEREAS:** The rights of free inquiry, expression, peaceful assembly, and petition for redress of grievances are guaranteed to all students so long as such activities are lawful.

We the students of Reinhardt University resolve to adopt the following bylaws to govern our internal and external affairs:

## Article I Membership

### Section I. Membership

- I. There shall be two types of membership, voting members and non-voting members. Students must be in good standing with the school to be members of SGA. The Dean of Students will determine eligibility and/or questions of eligibility.
  - a. Executive Board Members
    - i. Voting Executive Board Members
      1. Student Body President (1)
      2. Vice President of Administration (1)
      3. Vice President of Student Activities (1)
      4. Treasurer (1)
      5. Secretary (1)
      6. Chief of Staff (1)
    - ii. Non-Voting Executive Board Members
      1. Chair of Rules and Regulations (1)
      2. Chair of Commuter Life (1)
      3. Chair of Residence Life (1)
  - b. Senate Members
    - i. Voting Senate Members
      1. Freshman Class Representative (1)
      2. Sophomore Class Representative (1)
      3. Junior Class Representative (1)
      4. Senior Class Representative (1)
      5. Underclassman Male Residence Hall (1)
      6. Underclassman Female Residence Hall (1)
      7. Upperclassman Male Residence Hall (1)
      8. Upperclassman Female Residence Hall (1)
      9. Student Body at Large Representative (2)
      10. Commuter Representative (2)
      11. Greek Life – Sorority Representative (1)
      12. Greek Life – Fraternity Representative (1)
      13. Price School of Education (1)
      14. McCamish School of Business (1)
      15. School of Arts & Humanities (1)
      16. School of Performing Arts (1)
      17. School of Math & Sciences (1)
      18. School of Nursing (1)
      19. Intercollegiate Athletics Representative (1)
      20. Graduate/ Professional Studies Representative (1)
      21. International Representative (1)

- c. Student Government Committees
  - 1. Elections Committee
  - 2. Publicity Committee
  - 3. Student Affairs Committee
  - 4. Academic Affairs Committee
  - 5. Student Activates Fee Committee
  - 6. Rules and Regulations Committee
  - 7. Gordy Dinning Services Committee
  - 8. Residence Life Committee
  - 9. Commuter Life Committee
  - 10. Campus Committee
  - 11. Public Safety/ Parking Committee
- d. Judicial Council
  - 1. Student Judicial Representative (10)
- e. Student Government Association Programs
  - 1. New Student Orientation
  - 2. Commuter Programming
  - 3. Student Activities Council
  - 4. Moore Office of Student Activities
  - 5. Group Exercise
  - 6. Campus Programming
  - 7. Reinhardt Central
  - 8. Intramural Sports
  - 9. Reinhardt Outdoors
  - 10. Philanthropy
  - 11. RU Green
  - 12. Campus Spirit
  - 13. Campus Involvement
  - 14. Leadership Academy

II. *Statement of Nondiscrimination.* Membership in SGA shall be open to eligible students and prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, age, disability, citizenship and veteran status. Pursuant to university policy, this policy also prohibits discrimination on the basis of sexual orientation.

## Section II. Elections

- I. Student Senators shall be elected to comprise the Senate body. SGA Student Senators are elected by the student body at large with appointed representatives from each of the five academic schools including one graduate student and one international representative. Also including one representative appointed to represent Intercollegiate Athletics.
- II. The Executive Board shall be comprised of the following elected members, the Student Body President, Vice President of Administration, Vice President of Student Activities, Secretary, and Treasurer, shall be elected by the student body at large, during the general election in the spring term. In addition, the Student Body President shall appoint the following members: the Chief of Staff, the Chair of Rules and Regulations, the Commuter Life Chair, and the Residence Life Chair.
- III. Further elections guidelines will be determined by the Elections Committee.

### **Section III. Terms of Membership**

- I. Membership shall last for one academic year beginning as soon as candidates are elected to SGA and are notified of the election results. SGA membership shall end on the day after the spring Executive Board SGA elections.
- II. Executive Board
  - a. Must remain in good standing and not be on academic or social probation.
  - b. Cumulative GPA of 3.0 must be maintained in order to run for office and to remain in office for the spring semester.
- III. Student Senate
  - a. Must remain in good standing and not be on academic or social probation.
  - b. Cumulative GPA of 2.5 must be maintained in order to run for office and to remain in office for the spring semester.
- IV. Committees
  - a. Committees shall be comprised of both student and faculty members.
- V. Judicial Council
  - a. Must remain in good standing and not be on academic or social probation.
  - b. Must be full-time students and have and maintain at least a 3.0 grade point average throughout the duration of their terms.
- VI. Student Government Association Programs
  - a. Program assistants and coordinators must remain in good standing and not be on academic or social probation.
  - b. Program assistants and coordinators must be full-time students and have and maintain at least a 2.5 grade point average throughout the duration of their terms.
- VII. Clubs and Organizations
  - a. Club and Organization officers must remain in good standing and not be on academic or social probation.
  - b. Club and Organization officers must be full-time students and have and maintain at least a 2.5 grade point average throughout the duration of their terms.

### **Section IV. Student Senate Rights, Duties, and Responsibilities**

- I. It shall be the right of every elected SGA member to address issues brought before the Student Senate either in writing or at Student Senate meetings. In exercising SGA voting privileges, each SGA member should endeavor to represent the views of all Reinhardt University students or the members of the organization they represent to the best of their ability. In addition, SGA members are authorized to work with members of the Reinhardt University faculty, staff, and administration on behalf of SGA, with the full support of the SGA Executive Board in a manner agreed upon by the Executive Board without fear of threat to their academic careers.
- II. Standards for SGA Student Senate members include:
  - a. **Meeting Attendance:** Members are expected to miss no more than three meetings per semester (barring any extenuating circumstances). After the third absence, the member is subject to review by the Executive Board. SGA members are expected to contact the President and/or Secretary before meeting time if an absence is imperative. Even in the event of absence, all committee members are expected to perform the duties and responsibilities of their office.
  - b. **Event Attendance:** SGA members should be present at an SGA sponsored event. SGA members are expected to participate in all SGA business related events.
  - c. **Retreat Attendance:** SGA members are expected to attend both the Fall and Spring SGA Retreats, if the Executive Board decides to hold such events.
  - d. **Academic Standing:** SGA members must be in good academic standing. Any member who is not in good standing will have their membership reviewed by the Dean of Students to determine appropriate course of action, which may include the resigning from the position.

### **Section V. Resignations**

- I. Any representative may resign his/her seat at any time, in writing, by notifying the Student Body President. Such resignation shall take effect at the time therein specified. Unless otherwise specified, the acceptance of such resignation shall not be necessary to make it effective.

### **Section VI. Removal**

- I. A Student Senator may be removed from SGA for failure to carry out the responsibilities of his or her office as listed in the Constitution or for violation of University policy. In the case of academic standing, removal is determined by the Dean of Students. In the case of a violation of University policy, the Dean of Students will consult with the appropriate administrative office for the determination of appropriate course of action. Removal shall require a two-thirds vote of the entire Student Senate. An SGA member who is being considered for removal must be notified in advance that s/he is being considered for removal and informed of the reason. Also, s/he has the right to be granted a fair hearing before the entire Student Senate.

## **Article II. Student Senate Meetings**

### **Section I. Regular Meetings**

- I. **Time:** Meeting time and frequency shall be determined by the Executive Board. The first meeting of a newly elected Senate shall be held within two weeks after its election as the Student Senators may conveniently assemble.
- II. **Place:** The Student Body President shall determine the meeting location.
- III. **Notice of Meetings:** Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, personally, by e-mail, to members entitled to vote at such meetings as soon as possible before the meeting, at the direction of the Student Body President or by persons calling the meeting. Meeting information shall also be distributed to the student body via the communication avenue designated by SGA. In case of a special meeting, the purpose(s) for which the meeting is called shall be stated in the notice.
- IV. **Quorum:** A simple majority of members present shall constitute a quorum, with one more member than 50% of the SGA board in attendance.
- V. **Voting:** The Student Senate shall vote when a quorum is present. All votes must follow parliamentary procedures.

### **Section II. Special Meetings**

- I. The Student Body President, or no less than a simple majority of the members of Student Senate, may call special meetings of the members.

## **Article III. Executive Board Members**

### **Section I. Number, Tenure, Qualification, and Election**

- I. The Executive Board members of SGA shall be the Student Body President, Vice President of Administration, Vice President of Student Activities, Secretary, Treasurer, Chief of Staff, and Chairs.
- II. Membership shall last for one academic year beginning as soon as candidates for election to SGA are notified of the election results. SGA membership shall end on graduation day for those members who graduate or the day after the spring SGA election for those members who return the following academic year.
- III. Unless otherwise approved by the Dean of Students and the SGA Advisor(s), all elected members of the Executive Board must be full-time undergraduate students unless serving as Chief of Staff or Chair member and must be a full-time undergraduate or graduate student and maintain at least a 3.0 grade point average throughout the duration of their terms.

### **Section II. Student Body President**

- I. The Student Body President shall be the chief executive officer of the SGA and shall coordinate and direct all business and affairs of the Association. S/he shall preside at all meetings of SGA, or designate someone else to preside at meetings, and shall be ex-officio member of all committees. S/he shall have such other duties and powers as are prescribed

by the constitution and as may be assigned to him/her by the Dean of Students. The Student Body President shall report to SGA concerning any pressing issues pertaining to Reinhardt University that he/she deals with outside of SGA. The President is also responsible for upholding the SGA's bylaws and constitution.

### **Section III. Vice President of Administration**

- I. The Vice President of Administration shall serve as the primary liaison for all internal relations. The Vice President of Administration is responsible for internal oversight including serving as co-chair of the elections committee. In addition, in the case that the Student Body President cannot fulfill his/her duties for any reason, the Vice President of Administration will assume responsibility for all duties and powers afforded to the Student Body President.

### **Section IV. Vice President of Student Activities**

- I. Oversees all programming within the Student Activities Council; serves as a resource to board members and students for academic and social programming initiatives and risk management matters; represents the organization on various committees as required; and collaborates with others to deliver campus-based events.

### **Section V. Secretary**

- I. The Secretary will be in charge of objectively recording the minutes of each meeting. Copies of minutes shall be distributed to SGA, the Office of Student Affairs, and relayed to the Reinhardt University community at large. The duties associated with this role includes being responsible for informing the student body about student organization activities and events. The Secretary coordinates any communications or emails to the student body.

### **Section VI. Treasurer**

- I. The Treasurer shall be responsible for the financial oversight and distribution of all SGA funds. The Treasurer must report all account activity and the current status of the budget at each meeting. The Treasurer shall notify the Office of Student Affairs of all SGA funding decisions.

### **Section VII. Chief of Staff**

- I. The Chief of Staff is responsible for assisting the Student Body President. Additional responsibilities include monitoring each committee through regular contact with committee members. He/ She will ensure that the members of each committee are well informed on what the other committees are doing inside of SGA. The Chief of Staff serves as both an administrative and creative resource to better enhance student life and services.

### **Section VIII. Chair of Rules and Regulations**

- I. The Chair of Rules and Regulations shall advise officers on procedures, serve as a consultant to the Executive Board, and state rulings of controversial votes and elections. Will act

impartially and officially with Robert's Rules of Order to ensure proper parliamentary procedure is followed in all meetings of the SGA. Shall advise the presiding officer when serious errors occur, but the responsibility for the decisions rest with the Student Body President. Shall be charged with overseeing the University Judicial Council and appoint student members of the Judicial Council in consultation with the Executive Board and the SGA Advisor(s). Will serve as the chairperson on the Elections Committee and oversee all SGA related elections. Shall be a non-voting member of the SGA.

#### **Section IX. Commuter Life Chairperson**

- I. The Chair of Commuter life shall serve as a resource for the members of the Executive Board and SGA as a whole regarding commuter life. Will implement and oversee all commuter related programming, in consultation with the Executive Board and the SGA Advisor(s). Shall foster and maintain a positive relationship between commuter students and SGA. Shall be a non-voting member of the SGA and Executive Board.

#### **Section X. Residence Life Chairperson**

- I. The Chair of Residence Life shall be a resource for the members of the Executive Board and SGA as a whole regarding residence life. Shall implement and oversee all residences related programming, in consultation with the Executive Board and the SGA Advisor(s). Cultivate and maintain a positive relationship between resident students and SGA. Shall serve as a non-voting member of the Executive Board and Student Senate.

### **Article III. Committees and Organizations**

#### **Section I. Executive Board**

- I. **Composition:** The Executive Board shall consist of the Student Body President, Vice President of Administration, Vice President of Student Activities, Secretary, Treasurer, Chief of Staff, and Chair members. The Student Body President shall require the Executive Board to meet as needed. The Executive Board may adopt rules for conducting business not consistent with these bylaws. The Executive Board may invite other Association members to participate in its meetings.
- II. **Function:** The Executive Board shall serve as a communication vehicle between committees. The Executive Board shall bring agenda items to the Student Body President's attention, make recommendations to the Association on procedures and activities, and act on matters as directed by the Student Senate. The Secretary shall keep minutes of Executive Board meetings. The Student Body President or his/her designee shall report on the proceedings of each meeting of this committee at the following Student Senate meeting and shall ensure that the Office of Student Affairs receives copies of said minutes in a timely fashion. All actions of the Executive Board must be approved by a two-thirds vote of the members that are present.

## **Section II. Student Government Committees**

- I. Student Affairs Committee
  - a. The function of the Student Affairs Committee shall be to address all issues, policies, and procedures concerning the student body of Reinhardt University. These issues include but are not limited to areas concerning residential and commuter students.
  - b. The Student Affairs Committee shall be composed of the elected Student Senate members representing all the students as well as students, faculty and staff members as deemed necessary by the chairperson of the committee in consultation with the SGA Executive Board.
  - c. The Student Affairs Committee shall have two subcommittees: Residential and Commuter. These subcommittees shall meet at the discretion of the larger committee and its chairperson to discuss issues that the larger committee has referred to them.
- II. Academic Affairs Committee
  - a. The functions of the Academic Affairs Committee shall be to review the curriculum, academic integrity, classroom environment, and learning technology of Reinhardt University and work with the appropriate officials on campus to advocate the needs of the student body in regards to academics. This committee shall also serve as a direct link between students and faculty members as well as the administration in regards to the aforementioned functions of the committee.
- III. Rules and Regulations Committee
  - a. The primary function of the Rules and Regulations Committee shall be to review this Constitution and its Bylaws and to propose any new amendments or additions the Committee may deem necessary. Its secondary function is to plan, execute, and oversee all elections and forums as well as review the SGA's use of Roberts Rules.
- IV. Publicity Committee
  - a. The Publicity Committee shall be responsible for advertising all Student Senate or SGA sponsored events as deemed necessary by the SGA.
- V. Student Activities Fee Committee
  - a. The purpose of the Student Activities Fee Committee is to fairly and equitably assist Reinhardt University Office of Student Activities, SGA, Student Senate and SAC as well as student organizations and clubs in implementing and developing programs to benefit the Reinhardt University student body through monetary contributions as well as professional consultation. The Committee shall appropriate moneys to the above mentioned entities for programs, projects, events and activities in accordance with the Office of Student Activities, SGA and Student Organization Guidelines.
- VI. Elections Committee
  - a. Serves to promote and facilitate all SGA elections for any branch of the Student Government Association.
- VII. Gordy Dinning Services Committee
  - a. The Gordy Dining Services Committee's purpose is to serve in an advisory capacity to the management team of Metz. While addressing student dinning choices and conditions of the W. Frank and Evelyn J. Gordy Center and the Nook.

## **Article IV. Amendment to Bylaws**

### **Section I. Amendments**

- I. These bylaws may be altered, amended or repealed and new bylaws may be adopted by a two-thirds majority of Student Senators. All bylaw amendments must be submitted in writing to the Rules and Regulation Committee at least two weeks prior to the meeting in which they will be voted on. Propositions for bylaws must acquire a two-thirds vote of the Student Senate to take effect.
- II. Editorial proposals, grammatical changes that do not alter in any way the content of this document, may be brought forth by any member of the SGA. Editorial proposals must be approved by the Executive Board.
- III. Membership status and recognition is subject to change based on the approval of two-thirds majority of Student Senators. Membership status and recognition amendments must be submitted in writing to the Student Government Executive Board at least two weeks prior to the meeting in which they will be voted on. Propositions for membership status and recognition must acquire a two-thirds vote of the Student Senate to take effect.