



Reinhardt University

Student Government Association

The Constitution of the Student Government Association of Reinhardt University

Approved by the Student Body April 8th 2014

STUDENTS' ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION MAKING

In its pursuit of educating the whole person, Reinhardt University encourages student participation within all realms of the campus community; the University strives to include the Student Body in the development and advancement of the institution. Student self-government plays a significant role in shaping the quality of student life at Reinhardt University. Established in 1957, 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 its funding to appropriate committees and student organizations. Elected and appointed Student Government Association officers provide vehicles for student expressions of views and opinions on issues of institutional policy. The President of the Student Government Association is an ex-officio member of the Board of Trustees, which meets at appointed times throughout the year. Additionally, students should be regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students. Furthermore, the Student Government Association President shall serve on the Board of Trustees Standing Committee for Student Development.

PREAMBLE

Realizing the importance of the students' role in governing a share of campus affairs, we, the students of Reinhardt University, in order to assume responsibility individually as well as within our community, to enhance affairs, to facilitate communication, and to protect individual rights while maintaining a standard of honor that is consistent with the ideals of this institution, do hereby establish this Constitution of the Student Government Association of Reinhardt University.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

- A. Students shall have the right to live in an atmosphere of academic freedom. While they are responsible for learning the content of any course of study for which they are registered, they shall have the right to take reasoned exception to the views offered in the classroom and to reserve judgment on matters of opinion without fear of penalty.
- B. In the course of study at Reinhardt University, students are entitled to be governed by appropriate, clear, consistent, and published regulations.
- C. Students shall have the right to inquire into any aspects of instruction without fear of penalty so long as such inquiry is carried out through appropriate channels, not libelous, nor intended merely to harass.
- D. 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, are in keeping with the University's Statement of Purpose, *Code of Conduct*, *Honor Pledge*, Charter, and Bylaws, and do not disrupt the essential operation of the University.
- E. University publications are free from censorship; however, this freedom entails a corollary obligation to the *Georgian Code of Journalistic Ethics*, so as to avoid libel, indecency, undocumented allegations, attacks of personal integrity, and the techniques of harassment and innuendo.
- F. No student record shall be maintained that is not reasonably related to the operation and purposes of the University. Evaluations that are a part of a student's record are to be made only by persons qualified to make such.
- G. To the maximum extent feasible, students shall be entitled to participate in formulating, recommending, implementing, and revising University regulations that directly affect student affairs.
- H. Penalties for the violation of campus regulations are designed for correction and education, not retribution. In nonacademic off-campus life, private or public, members of the University community shall be free from University control except when students are participating in an officially sanctioned University activity, be it on or off the University campus, or when a student's actions result in a violation of the law.
- I. Students' rooms and vehicles may not be entered for purposes of search (to be differentiated from routine, announced residence hall inspections for health and safety) except where there is reasonable cause to believe that a student room or vehicle is being used on campus for unlawful purposes or used in violation of stated University regulations.
- J. The enumeration of specific rights within this Constitution is not to be construed as limiting or denying other rights that students enjoy as citizens of the State of Georgia

Article I Division of Authority

- | | |
|-----------|---|
| Section 1 | <i>Executive</i>
The executive authority of the SGA shall be vested in the Executive Board. |
| Section 2 | <i>Legislative</i>
The legislative authority of the SGA shall be vested in the Student Senate. |
| Section 3 | <i>Judicial</i>
The judicial authority of the SGA shall be vested in the Judicial Council. |
| Section 4 | <i>Event Planning and Programming</i> |

The event planning authority of the SGA shall be vested in the Student Activities Council, hereinafter referred to as the SAC.

Section 5

Clubs and Organizations

The SGA shall serve as a governing body for recognized clubs and organizations. The authority for clubs and organizations shall be vested in the Executive Board and the Student Senate

Article II

Name, Membership, Officers, and Advisor

Section 1

Name

The name of this student association shall be Reinhardt University Student Government Association, hereinafter referred to as the SGA.

Section 2

Membership

All currently enrolled students at Reinhardt University, hereinafter referred to as the Student Body, shall automatically be members of the SGA, and subject to this Constitution, its Amendments, and Bylaws, and the Reinhardt University Statement of Purpose, *Honor Pledge*, and *Code of Conduct* as published in the Reinhardt University *Student Handbook* as well as any policies and procedures published in the *Academic Catalog*.

Section 3

Officers

All students elected and appointed to positions provided for in this Constitution, its Amendments, and Bylaws shall be considered officers of the SGA. These officers must be in good academic standing with the University and meet any other qualifications specified in this Constitution, its Amendments, and Bylaws, and as outlined in the *Code of Conduct*.

Section 4

Advisor

There shall be an SGA Advisor appointed by the Vice President for Student Affairs & Dean of Students. The Advisor should:

- A. Meet weekly with the SGA President.
- B. Meet weekly with the SGA Executive Board.
- C. Attend all meetings of the Student Senate.
- D. Keep the Executive Board informed of institutional matters.
- E. Audit finances with the Treasurer and Executive Board.
- F. Assist the SGA with risk management decisions.
- G. Provide leadership development and goal-setting opportunities.
- H. Assist in all other matters of the SGA.

Article III

Executive Board

Section 1

Composition

The Executive Board shall be composed of the President, Vice President of Administration, Vice President of Student Activities, Treasurer, Secretary, Chief of Staff, and Parliamentarian.

Section 2

Powers and Responsibilities

The Executive Board shall:

- A. Be the central coordinating committee for the SGA, its Student Senate, Councils, Clubs and Organizations, and Committees.
- B. Act on behalf of the Student Senate when it is not in session. Times when the Student Senate is not in session include but are not limited to: Winter Break, Summer Term, and when the University is closed.
- C. Oversee the SGA Budget and all financial activity associated with the SGA.
- D. Publish an Annual Report including but not limited to: a written statement from the Executive Board, all Student Senate minutes, and a year-end financial report.
- E. Perform any additional duties as may be specified in the Constitution, its Amendments, and Bylaws of the SGA.
- F. To recognize clubs and organizations.
- G. To provide initial funding upon recognition for clubs and organizations.

Section 3

Executive Board Criteria

- A. To run for an office on the Executive Board, candidates must submit an application.
- B. Candidates for the Executive Board must be upperclassmen who have served as a representative, senator, or other capacity in SGA or its associated councils for one full academic year consisting of two consecutive academic semesters, prior to their candidacy unless otherwise approved by the SGA advisor(s) and the Vice President for Student Affairs & Dean Students.

- C. Candidates for Executive Board must be in and remain in financial, disciplinary, and academic “Good Standing” with the University unless otherwise approved by the Vice President for Student Affairs and the Dean of Students and the SGA Advisor:
 - i. No member of the Executive Board shall be found in violation of the Reinhardt University *Code of Conduct, Honor Pledge, and/or Academic Dishonesty Policies* during his/her term.
 - ii. Executive Board members found in violation of either the Reinhardt University *Code of Conduct, Honor Pledge, and/or Academic Dishonesty Policies* during their term must resign immediately.
 - iii. In the case of certain Level One *Code of Conduct* violations, the SGA Advisor may waive the resignation requirement.
- D. Unless otherwise approved by the Vice President of Student Affairs & 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 Parliamentarian 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.
- E. At the first meeting of the Executive Board immediately following its election and taking the oath of office, the President will appoint his/her choice of Chief of Staff. The Executive Board must approve by majority the appointment and announce their choice to the Student Government Association Student Senate at its first meeting in the fall. If no Chief of Staff is appointed, the duties shall belong to the Vice President of Administration. Although the Chief of Staff serves as a voting representative in the Executive Board, s/he will not possess voting rights within the Student Government Association Student Senate; therefore, shall not require legislative approval and may not be a legislative representative.

Section 4 Terms of Office and Compensation

- A. The term of office for each Executive Board officer shall be one academic calendar year, beginning the summer after the officer’s election and continuing through to the end of the following spring semester.
- B. Each Executive Board officer shall receive a scholarship, the amount of which is to be determined by the SGA Advisor(s) and the Vice President for Student Affairs.

Section 5 Voting Rights

- A. The President may only vote in the Student Senate case of a tied vote.
- B. Each Vice President, the Treasurer, and Secretary have seat, voice, and vote on the Student Senate.
- C. The Chief of Staff serves as a voting representative in the Executive Board. However, he/she will not possess voting rights within the Student Senate.

Section 6 Duties and Responsibilities of the President

- A. To serve as the President of the Student Body.
- B. To represent the Student Body at University ceremonies and functions when called upon by the Administration.
- C. To represent the Student Body at meetings of the Board of Trustees.
- D. To meet monthly with the University Administrative Officers to inform them about issues pertaining to the Student Body as well as activities and direction of the Student Government Association.
 - i. President
 - ii. Vice President for Student Affairs & Dean of Students
 - iii. Vice President for Academic Affairs & Dean of the University
 - iv. Vice President for External Affairs for Institutional Advancement & External Affairs
 - v. Vice President for Finance & Administration
- E. To serve as the chairperson of the Student Senate.
- F. To guide and direct policies, procedures, and programming related to the SGA, in consultation with the Executive Board and the SGA Advisor(s).
- G. To foster a positive relationship between the SGA, Faculty Senate and the University Administration.
- H. To oversee the selection or removal of all chairpersons and members of the SGA Standing Committees.

Section 7 Duties and Responsibilities of the Vice President of Administration

- A. To oversee the University Judicial Council, in consultation with the Executive Board and the SGA Advisor(s).
- B. To appoint student members of the Judicial Council, in consultation with the Executive Board and the SGA Advisor(s).

- C. To serve as the chairperson of the Elections Committee and to oversee all SGA related elections.
- D. To implement and oversee policies and procedures of the SGA, in consultation with the Executive Board and the SGA Advisor(s).
- E. To preside over any committees to which the President appoints the Vice President.
- F. To perform the duties of the President upon removal of the President from office by death, resignation, impeachment, or other inability to discharge the powers and duties of the office of President.

Section 8 Duties and Responsibilities of the Vice President of Student Activities

- A. To serve as the chairperson of the SAC.
- B. To implement and oversee all SAC programming, in consultation with the Executive Board and the SGA Advisor(s).
- C. To appoint student members of the SAC, in consultation with the Executive Board and the SGA Advisor, and the Coordinator of Student Activities.
- D. To foster and maintain a positive relationship between the SAC and the Student Body.
- E. To preside over any committees to which the President appoints the Vice President.

Section 9 Duties and Responsibilities of the Treasurer

- A. To serve as the chairperson of the Student Activities Fee Committee.
- B. To appoint student members of the Student Activities Fee Committee, in consultation with the Executive Board and the SGA Advisor(s).
- C. To oversee clubs and organizations.
- D. To maintain accurate and accountable records of all financial activity of the SGA.
- E. To sign all financial requisitions, in consultation with the Executive Board and the SGA Advisor(s).
- F. To report the financial standing of the SGA and clubs and organizations during all meetings.
- G. To be responsible for publishing the financial records section of the *Annual Report*.

Section 10 Duties and Responsibilities of the Secretary

- A. To keep and publish accurate and timely minutes of all SGA and Executive Board meetings.
- B. To keep a role of all members present at SGA meetings and to advise the Executive Board as to the unexcused absences of members.
- C. To assure that all criteria, including grade point averages, are met and held by officers of the SGA.
- D. To perform other duties prescribed by the President and the Vice Presidents.
- E. To assist the Executive Board in publishing the *Annual Report*.

Section 11 Duties and Responsibilities of the Chief of Staff.

As the name implies, the Chief of Staff works closely with the Student Government Association Executive Board aiding and advising on all issues of SGA.

- A. To serve as a resource for members of the Executive Board and SGA as a whole.
- B. To serve as the coordinator and facilitator of the SGA Committees and those individuals who represent the SGA on University Committees.
- C. To be responsible for and working closely with all of the student representatives and senators on the SGA Student Senate
- D. To be responsible for some of the daily operations of SGA.
- E. To be in charge of coordinating with and for the Executive Branch enforcing the expectations of each Executive Board member.
- F. And other duties assigned by the President.

Section 12 Duties and Responsibilities of the Parliamentarian.

As the name implies, the Parliamentarian works closely with the Student Government Association Executive Board aiding and advising on all issues of SGA.

- A. Advises the President and Student Senate of proper meeting procedure in accordance with Roberts Rule of Order.
- B. To serve as the official interpreter of the SGA Constitution and Bylaws in consultation with Rules and Regulation Committee.
- C. To serve as a non-voting member of the Executive Board and Student Senate.
- D. To serve as the chairperson of the Rules and Regulations Committee.

Section 13 Succession and Vacancies

- A. In the case of removal of the President from office by death, resignation, impeachment, or other inability to discharge the powers and duties of the office of President, the President's office shall devolve on the Vice President of Administration. Further succession or vacancies of the office of President follows the line of authority within the Executive Board which is Vice

President of Administration, Vice President of Student Activities, Treasurer, and Secretary. The Chief of Staff and Parliamentarian is not in the line of Succession.

- B. All Executive Board vacancies, with the exception of that of the office of President, shall be filled by nomination by the President, in consultation with the Executive Board and the SGA Advisor(s). Such nomination requires a two-thirds approval of the Student Senate members present and voting for the nominee to take office.

Article IV

Section 1

Student Senate

Composition

The Student Senate shall be composed of the following:

- A. One elected representative from freshman male residence halls.
i. The role and responsibilities of the male residence hall representatives shall be as follow:
a. To represent students in their respective residence hall.
- B. One elected representative from upperclassman male residence halls.
i. The role and responsibilities of the male residence hall representatives shall be as follow:
a. To represent students in their respective residence hall.
- C. One elected representative from freshman female residence halls.
i. The role and responsibilities of the female residence hall representatives shall be as follow:
a. To represent students in their respective residence hall.
- D. One elected representative from upperclassman female residence halls.
i. The role and responsibilities of the female residence hall representatives shall be as follow:
a. To represent students in their respective residence hall.
- E. Two elected commuter representatives.
i. The role and responsibilities of the commuter representatives shall be as follow:
a. To represent the commuting student population.
- F. One elected representative from each class.
i. The role and responsibilities of the class representatives shall be as follow:
a. To represent students in their respective class year.
- G. One elected representative from a University recognized Sorority.
i. The role and responsibilities of the Greek Life representatives shall be as follow:
a. To represent Greek Life Students.
b. To facilitate faculty and student communication in regards to Greek Life concerns.
- H. One elected representative from a University recognized Fraternity.
i. The role and responsibilities of the Greek Life representatives shall be as follow:
a. To represent Greek Life Students.
b. To facilitate faculty and student communication in regards to Greek Life concerns.
- I. Two representatives from an Extended Campus. An Extended Campus is any Reinhardt University program external to the Waleska Campus and includes the Reinhardt University School of Graduate Studies, to be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).
i. The role and responsibilities of the Extended Campus representatives shall be as follow:
To represent students who are enrolled through the Extended Campus.
- J. A representative from each academic school appointed by the Dean of each respective school.
i. The role and responsibilities of the academic representatives shall be as follow:
a. To represent students in their respective academic schools.
b. To facilitate faculty and student communication in regards to academic concerns.
- K. One representative from Athletic teams appointed by the Athletic Director.
i. The role and responsibilities of the athletic representatives shall be as follow:
a. To represent student athletes.
b. To facilitate faculty and student communication in regards to athletics concerns.
- L. Two representatives from the student body at large.
i. The role and responsibility of the student body-at-large representatives shall be as follow:

- a. To represent the general interests of the student body as a whole.
- M. One appointed non-voting representative to serve as the SGA Student Chaplain.
 - i. The role and responsibilities of the student Chaplain shall be as follow:
 - a. To facilitate Christian customs at all SGA related meetings and events.

Section 2

Powers and Responsibilities

The Student Senate shall have general powers including the following:

- A. To receive or seek student feedback and to recommend solutions, formal or informal, to student problems.
- B. To provide a voice for the Student Body in the academic and institutional affairs of the University.
- C. To create or abolish committees (ad Hoc and standing) and councils as such action becomes necessary to perform the functions of this association.
- D. To pass all legislation necessary for the operation of the SGA or on behalf of the Student Body of the University. No ex post facto legislation shall be enacted.
- E. To protect and promote the individual and collective rights of the students.
- F. To actively participate in community service activities with at least one organization within the University and surrounding communities.
- G. To consider funding allocation proposals for projects, programs, etc upon request.

Section 3

Voting Rights

All elected and appointed officials of the Student Senate shall have voting rights in the Student Senate except the Chief of Staff.

Section 4

Succession and Vacancies

In the case of removal of an elected or appointed member of the Student Senate from office by death, resignation, impeachment, or other inability to discharge the powers and duties of the Student Senate, the President shall appoint a replacement, in consultation with the Executive Board and the SGA Advisor(s).

Section 5

Student Senate Criteria

- A. To run for an office in the Student Senate, candidates must submit an application to the Executive Board of the SGA.
- B. Unless otherwise approved by the Vice President for Student Affairs and the SGA Advisor(s), all members of the Student Senate must be full-time students and have and maintain at least a 2.5 grade point average throughout the duration of their terms.
- C. Candidates for Student Senate must be in and remain in financial, disciplinary, and academic "Good Standing" with the University:
 - i. No member of the Student Senate shall be found in violation of the Reinhardt University Code of Conduct, Honor Pledge, and/or Academic Dishonesty Policies during their term.
 - ii. Student Senate members found in violation of either the Reinhardt University Code of Conduct, Honor Pledge, and/or Academic Dishonesty Policies during their term must resign immediately.
 - iii. In the case of certain Level One *Code of Conduct* violations, the Executive Board, in consultation with the SGA Advisor(s), may waive the resignation requirement.

Section 6

Terms of Office and Compensation

- A. The term of office for each Student Senate member shall be one academic year, beginning the day of the member's election and continuing through to the end of the following spring semester. Student Senate membership does not extend to the summer.
- B. Each Student Senator shall receive a stipend, the amount of which is to be issued is \$100.00 after successfully meeting the Student Senate Criteria after each semester.

Article V

Judicial Council

Section 1

Purpose

The Judicial Council shall be responsible the judicial authority of the SGA and as such, acts as a hearing body and/or first level of appeal in disciplinary cases concerning students and student organizations.

Section 2

Composition

The Judicial Council shall be composed of the following:

- A. Ten student members shall be appointed by the SGA Vice President of Administration, in consultation with the Executive Board and the SGA Advisor(s).
- B. Two staff members shall be appointed by the Vice President for Student Affairs and Dean of Students or designee.
- C. Two faculty members shall be appointed by the Vice President for Academic Affairs and Dean of the University or designee.

- D. The senior faculty/staff member shall serve as the chairperson of a panel of the Judicial Council during all hearings and deliberations other than in cases of impeachment of elected or appointed officer of the SGA or the interpretation of the Constitution, its Amendments, and the Bylaws of the SGA, in such cases the senior most student shall serve as the chairperson.
- E. A panel of the Judicial Council hearing disciplinary cases concerning students and student organizations shall consist of representation of the Judicial Council membership including students, faculty and staff.

Section 3

Powers and Responsibilities

The Judicial Council shall:

- A. Act as initial hearing body in cases not heard administratively by the Judicial Officer for students and student organizations found in violation of the *Code of Conduct*.
- B. Act as the first level of appeal in cases concerning students and student organizations found in violation of the *Code of Conduct* following an administrative hearing by the Judicial Officer.
- C. Act as the interpreter of the Constitution, its Amendments, and the Bylaws of the SGA in cases of controversy.
- D. Act as a hearing body in cases of impeachment against elected and appointed members of the SGA.

Section 4

Succession and Vacancies

- A. In the case of removal of a student member of the Judicial Council from office by death, resignation, or other inability to discharge the powers and duties of the Judicial Council, the Vice President of Administration shall appoint a replacement, in consultation with the Executive Board and the SGA Advisor(s).
- B. In the case of removal of a faculty or staff member of the Judicial Council from office by death, resignation, or other inability to discharge the powers and duties of the Judicial Council, the Vice President for Student Affairs shall appoint a replacement, in consultation with the Executive Board and the SGA Advisor(s).

Section 5

Judicial Council Criteria

- A. To apply for a position on the Judicial Council, student candidates must submit an application to the Executive Board of the SGA.
- B. Unless otherwise approved by the Vice President for Student Affairs and the SGA Advisor(s), all student members of the Judicial Council must be full-time students and have and maintain at least a 3.0 grade point average throughout the duration of their terms.
- C. Candidates for the Judicial Council must be in and remain in financial, disciplinary, and academic "Good Standing" with the University:
 - i. No member of the Executive Board shall be found in violation of the Reinhardt University *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term.
 - ii. Executive Board members found in violation of either the Reinhardt University *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term must resign immediately.
 - iii. In the case of certain Level One *Code of Conduct* violations, the Executive Board, in consultation with the SGA Advisor(s), may waive the resignation requirement.

Section 6

Terms of Office

The term of office for each Judicial Council member shall be two academic year, beginning the day of the member's appointment and continuing through to the end of the following spring semester. Judicial Council membership does not extend to the summer unless otherwise deemed necessary by the Vice President of Student Affairs.

Article VI

Impeachment Process

Any elected or appointed officer of the SGA may be impeached for failure to uphold this Constitution or failure to perform the duties and responsibilities of their position. The impeachment process is as follows:

- A. Students wishing to present a petition or proposal for the impeachment of an SGA officer must submit a written declaration of their intent with listed grievances against the officer. This declaration may be submitted to an SGA Advisor.
- B. The combined Executive Board and Student Senate shall try cases of impeachment. The Student Senate shall refer the case to the Judicial Council upon 50% + 1 vote.
- C. The student members of the Judicial Council shall act as the adjudicating body in cases of impeachment. The senior student member shall serve as the chairperson of the Judicial Council during all cases of impeachment. The chairperson of the Judicial Council, upon receipt of the impeachment motion, shall set the trial date no more than five school days after

- receipt of the motion. The SGA representative handling the petition shall bring forth the charges. The accused officer shall have the right to bring witnesses to speak on their behalf.
- D. Removal from office as a result of impeachment requires a two-thirds vote of the adjudicating body and shall be effective immediately such vote.

Article VII Student Activities Council (SAC)

Section 1

Purpose

The Student Activities Council (SAC) shall be responsible for planning and executing all events and programming relating to the Student Body. The SAC will consist of student chairs and the SGA Vice President of Student Activities.

Section 2

Composition

The SGA Vice President of Student Activities shall appoint the student chairs in consultation with the Coordinator of Student Activities.

Section 3

SAC Criteria

- A. To be eligible to apply for the SAC, candidates must submit an application to the Office of Student Activities.
- B. All members of the SAC must be full-time students, have and maintain at least a 2.5 grade point average, and maintain a "Good Standing" status with the University throughout the duration of their terms.
- C. No member of SAC shall be found in violation of the Reinhardt University *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term. If any violation occurs the member will be dismissed.

Section 4

Responsibilities

The following shall be the committees of the Student Activities Council: Welcome Week, Fall Family Weekend, Miss Reinhardt, Homecoming, Spring Day, Spring Formal, Marketing, and Special Events. The SAC shall be structured at the will of the SGA Vice President of SAC, in consultation with the Coordinator of Student Activities.

Section 5

Terms of Office

- A. The SAC shall meet regularly where reports from the Vice President of SAC and any members of the SAC of the current status of programming around the University.
- B. The meetings of SAC are mandatory for all its members. Members will be excused because of official University business or illness, but the absence must be made aware of before the scheduled meeting.
- C. The members are allowed 3 excused absences throughout the year in both programming and meetings. After the third absence, the SAC member shall be dismissed from his or her position.
- D. The term of office for each member of SAC shall be one academic year beginning the day of the member's selection and continuing through to the end of the following semester.
- E. Each member of SAC shall receive a scholarship, the amount of which is to be determined by the SGA Advisor(s). This compensation shall be based on a scholarship.
- F. SAC members must track and accurately record their own office hours; SAC members who fail to track and accurately record their office hours forfeit their scholarship.
- G. No member of SAC may hold simultaneously an SGA Executive Board position.

Article VIII Student Senate Committee System

Section 1

Purpose

The purpose of the committee system shall be

- A. To allow maximum representation of the Student Body in the preparation and implementation of special events, programs, projects and initiatives sponsored or supported by the SGA.
- B. To create awareness of and to address issues and matters of concern of the Student Body.
- C. To increase communication and collaboration between the Student Body and the other members of the University community regarding issues and matters of concern of the Student Body.

Section 2

Structure and Criteria

- A. Each committee shall have a chairperson responsible for the supervision of that committee.
- B. The membership of each committee shall consist of members of the SGA, as well as students, faculty and staff members as deemed necessary by chairperson of that committee in consultation with the SGA Executive Board.

- C. Each committee may have members external to the University Community as deemed necessary by the chairperson of that committee.
- D. To be eligible to apply for the chairperson of or membership within a SGA related committee, candidates must submit an application to the Executive Board of the SGA.
 - i. All committee chairpersons must be full-time students and have and maintain at least a 2.5 grade point average throughout the duration of their terms or faculty or staff.
 - ii. Candidates for committee membership and chairpersonship must be in and remain in financial, disciplinary, and academic "Good Standing" with the University:
 - a. No member of a committee or chairperson shall be found in violation of the Reinhardt University *Code of Conduct, Honor Pledge, and/or Academic Dishonesty Policies* during their term.
 - b. Committee members or chairpersons found in violation of the Reinhardt University *Code of Conduct, Honor Pledge, and/or Academic Dishonesty Policies* during their term must resign immediately.
 - c. In the case of certain Level One *Code of Conduct* violations, the Executive Board, in consultation with the SGA Advisor(s), may waive the resignation requirement.
- E. Committees shall meet at least monthly or as necessary, external to the regularly scheduled meetings of the SGA.
- F. Every committee is to appoint a secretary for the recording of minutes at every committee meeting.

Section 3

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 chairperson of the Student Affairs Committee shall be appointed by the President, in consultation with the Executive Board.
- D. 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.

Section 4

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.
- B. Membership of the Academic Affairs Committee shall consist of
 - i. The Chairperson who shall be appointed by the SGA Executive Board
 - ii. Each of the Academic School Senators
 - iii. Two students at large from the Student Body
 - iv. Any student, faculty, and staff members as deemed necessary by the chairperson in consultation with the Executive Board
- C. Responsibilities of the Chairperson shall be:
 - i. To call and preside over committee meetings
 - ii. To prepare items for discussion at committee meetings
 - iii. To engage in effective communication with the Vice President for Academic Affairs & Dean of the University on a regular basis

Section 5

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.
- B. All Rules and Regulations Committee proposals for amendments to the Constitution shall be submitted no later than five weeks before the end of each semester.
- C. The chairperson of the Rules and Regulations Committee shall be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).

- D. The Committee shall be composed of no fewer than three SGA officers as well as students, faculty and staff members as deemed necessary by the chairperson of the Rules and Regulations Committee in consultation with the SGA Executive Board.
- E. A subcommittee may be formed at specific times to handle the planning, execution, and oversight of elections.

Section 6

Publicity Committee

- A. The Publicity Committee shall be responsible for advertising all Student Senate or SGA sponsored events as deemed necessary by the SGA.
- B. The chairperson of the Publicity Committee shall be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).
- C. The Publicity Committee shall be composed of no fewer than three SGA officers as well as students, faculty and staff members as deemed necessary by the chairperson of the Publicity Committee in consultation with the SGA Executive Board.

Section 7

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.
- B. The Chairperson and all Committee student members must be currently enrolled as full-time Reinhardt University students in good academic and disciplinary standing, which is to be verified by the Committee Advisor. The period of tenure shall be from the time of approval until the last day of the Spring Semester or until removal from the Committee as stated in these Guidelines, whichever occurs first.
- C. The Committee consists of:
 - i. The Chairperson (The Committee shall be chaired by the SGA Treasurer).
 - ii. The Committee members (maximum of nine)
 - a. Two full-time students from the student body
 - b. President of the Student Government Association
 - c. Vice President of the Student Government Association for Student Activities
 - d. Coordinator of Student Activities
 - e. One student from the Student Activities Council
 - f. One full-time faculty (non-voting member)
 - g. Ex-Officio Chairperson (Vice President for Student Affairs & Dean of Students) (non-voting member)
 - iii. Director of Student Activities (or designee) shall serve as the Advisor to the Committee.
 - iv. Selection of the appointed committee members will be made by the incoming executive board after spring election in consultation with their advisors.
- D. The Chairperson shall present all Committee members to the Student Senate for approval upon selection. If quorum for the Student Senate is established throughout the summer semesters and a sufficient number of Committee members have been selected for approval, then the Chairperson shall present the Committee members at the first Student Senate meeting of the fall semester.
- E. If quorum is not established and/or a sufficient number of Committee members have not been selected and/or approved, then the Committee Chairperson and the Committee Advisor shall have the authority to carry out the decisions of the Committee until that situation is remedied.
- F. The criteria for consideration of membership shall be based upon a display of specific interest in the allocating funds fairly and equitably to organizations in accordance with these Guidelines; and with flexibility in meeting commitment with respect to dates and times.
- G. Diversity among the Committee members is strongly encouraged with regard to student involvement and background.

Section 8

Campus Committees

Every committee external to the SGA concerning University affairs affecting students should have at least one student representative.

- A. The SGA will oversee the placement of student representatives on all appropriate University Committees.

- B. These representatives shall be appointed by the President of the SGA, in consultation with the Executive Board, and the Vice President for Student Affairs.
- C. The primary duties of these appointed representatives shall be to attend all committee meetings, to lend a student perspective to their respective committees, and to submit reports to the SGA regarding their committees' progress, plans, and activities.

Section 9

Ad Hoc Committees

- A. Ad hoc committees may be formed by the SGA as necessary to address student concerns otherwise not provided for within this Constitution.
- B. Ad hoc committees may be proposed by any member of the SGA. All propositions must be submitted in writing.
- C. Ratification of propositions for ad hoc committees requires a two-thirds vote of the Student Senate.
- D. At times of extreme urgency, the President may override procedure and create an ad hoc committee without immediate approval of the Student Senate. Such action must be approved in writing by the Executive Board.
- E. Membership of ad hoc committees may consist of SGA Officers as well as students, faculty and staff members as deemed necessary by the chairperson of the ad hoc committee in consultation with the SGA Executive Board.

Article IX

Oath of Office and Procedure

Section 1

Oath of Office

All elected and appointed officers of the SGA shall be installed by the President of the SGA who shall administer the following oath:

I, (name), do solemnly swear or affirm that I, to the best of my ability, will preserve, enforce, and adhere to The Constitution of the Student Government Association, the Reinhardt University Code of Conduct, and the Reinhardt University Honor Pledge. Moreover, I will faithfully, on behalf of the Student Body of Reinhardt University, execute the duties and responsibilities entrusted to me by virtue of the office in which I will serve.

Section 2

Procedure

In all matters not specifically provided for in this Constitution, its Amendments, or the Bylaws of the SGA, the parliamentary authority shall be Robert's Rules of Order (latest edition).

Article X

Elections and Operations

Section 1

Campaign Periods

- A. The campaign period for Student Senate elections shall be the third week of the fall semester.
- B. The campaign period for Executive Board elections shall be the twelfth week of the spring semester.

Section 2

Election Periods

- A. The election period for Executive Board elections shall be three consecutive days during the thirteenth week of the spring semester.
- B. The election period for Student Senate elections shall be three consecutive days during the fourth week of the fall semester.

Section 3

Election Results

- A. Election results for all elections shall be announced no more than 24 hours after the polls close unless extenuating circumstances occur.

Section 4

Publicity and Campaigning Materials

- A. The following forms of publicity and campaign materials are appropriate:
 - i. Door to door campaigning within the stated residence halls visitation hours
 - ii. Promotional items placed on bulletin boards and doors
 - iii. Promotional items put under residence hall room doors
 - iv. RUTV ads that follow the correct procedures prescribed by RUTV personnel
 - v. Commuter lot car windshields
 - vi. Sidewalk chalk
 - vii. Internet Websites / Blogs
 - viii. Newspaper Articles
- B. The following forms of publicity and campaign materials are not appropriate:
 - i. Voice-mail.
 - ii. Fliers or posters on painted walls or hallways.
 - iii. Material posted on the doors or inside the Administration Building.

- iv. Any flier or poster mounted with duct tape, packing tape, heavy or industrial strength adhesive.
- v. Promotional items in or on a living thing, excluding items that may be worn on a human being.
- vi. No official Reinhardt University publicity materials shall be removed, nor shall the promotional materials of another candidate be removed.
- C. All campaign materials must be removed from the polling places prior to the first day of the election period.
- D. All other campaign materials, including all sidewalk chalk under covered walkways, must be removed by the Friday following election periods. Candidates will be fined five dollars for each piece of advertising found on campus after the Friday following the election period.

Section 5

Runoff Elections

The general elections shall be conducted by a secret ballot. A candidate receiving more than 50% of the votes cast in the general contested election shall be declared elected.

Section 6

Run-Off Election Process

In the event that no candidate receives more than 50% of the votes, a run-off election between the two candidates receiving the highest percentage of votes shall be held. Only votes cast for candidates listed on the ballot shall be counted in the run-off election. The run-off election shall be held on the fourteenth week of the spring semester for the SGA Executive Board. The run-off election period shall be held on the fifth week of the fall semester for SGA Student Senate members.

Article XI

Amendments

Section 1

Supremacy

This Constitution supersedes all previous constitutions of the Student Government Association of Reinhardt University. Its Bylaws are for enhancement and are subsidiary to the Constitution.

Section 2

Bylaws

Bylaws are for elaboration and enhancement of the Constitution. All bylaws must be submitted in writing to the Executive Board 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.

Section 3

Proposal Procedure for Amendments

An amendment may be proposed by a petition of ten percent of the Student Body or a two-thirds vote of the Student Senate. All petitions and propositions must be presented to the President of the SGA and the SGA Advisor(s).

Section 4

Ratification of Amendments

Amendments shall be adopted if passed by a simple majority of the Student Body votes, subject to the approval of the Executive Board and the SGA Advisor(s).

Section 5

Editorial Proposals

Editorial proposals, grammatical changes that do not alter in any way the content of this Constitution, may be brought forth by any member of the SGA. Editorial proposals must be approved by the Executive Board.