

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF REINHARDT COLLEGE

(Passed and Approved By the Student Body – April 1, 2008)

STUDENTS' ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION MAKING

In its pursuit of educating the whole person, Reinhardt College encourages student participation within all realms of the campus community; the College strives to include the Student Body in the development and advancement of the institution. 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, Vice President of Administration, and Vice President of Student Activities shall serve on the standing Board of Trustees Committee for Student Development.

PREAMBLE

Realizing the importance of the students' role in governing a share of campus affairs, we, the students of Reinhardt College 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 College.

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 College 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 College's Statement of Purpose, *Code of Conduct*, *Honor Pledge*, Charter, and Bylaws, and do not disrupt the essential operation of the college.
- E. College 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 College. 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 College regulations that directly affect student affairs.
- H. Penalties for the violation of campus regulations are designed for correction and education, not retribution. In their nonacademic off-campus life, private or public, members of the College community shall be free from College control except when students are participating in an officially sanctioned college activity, be it on or off the College campus, or when a students' 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 College 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 Name, Membership, Officers, and Advisor

Section 1 Name

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

Section 2 Membership

All currently enrolled students at Reinhardt College, 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 College Statement of Purpose, *Honor Pledge*, and *Code of Conduct* as published in the Reinhardt College *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 College and meet any other qualifications specified in this Constitution, its Amendments, and Bylaws, and as outlined in the *Code of Conduct*.

Section 4 Advisor(s)

There shall be a(n) SGA Advisor(s) appointed by the Vice President for Student Affairs & Dean of Students. The Advisor(s) should:

- A. Meet weekly with the SGA President.
- B. Meet weekly with the SGA Executive Board.
- C. Attend all meetings of the SGA.
- 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 II Division of Authority

Section 1 Executive

The executive authority of the SGA shall be vested in the Executive Board.

Section 2 Legislative

The legislative authority of the SGA shall be vested in the Student Senate, hereinafter referred to as the Senate.

Section 3 Judicial

The judicial authority of the SGA shall be vested in the Judicial Council.

Section 4 Event Planning and Programming

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

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, and Chief of Staff.

Section 2 Powers and Responsibilities

The Executive Board shall:

- A. Be the central coordinating committee for the SGA, its Senate, Councils, and Committees.
- B. Act on behalf of the Senate when it is not in session. Times when the Senate is not in session include but are not limited to: Winter Break, Summer Term, and when the college 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 each member of the Executive Board, all 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.

Section 3 *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.
- 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 Senate members present and voting for the nominee to take office.

Section 4 *Executive Board Criteria*

- A. To run for an office on the Executive Board, candidates must submit an application, along with five endorsements from senate members and two letters of reference from two non-student members of the Reinhardt Community to the SGA Advisor(s).
- B. At the first meeting of the Executive Board immediately following its election and taking the oath of office, the President will announce 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 Senate at its first meeting in the Fall. If no Chief of Staff is appointed, the duties detailed in 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 Senate; therefore, shall not require legislative approval and may not be a legislative representative.
- C. Candidates for the Executive Board must be upperclassmen who have served as a (n) 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.
- D. Unless otherwise approved by the Vice President for Student Affairs & Dean of Students and the SGA Advisor(s), all members of the Executive Board must be full-time students and have and maintain at least a 3.0 grade point average throughout the duration of their terms.
- E. Candidates for Executive Board must be in and remain in financial, disciplinary, and academic "Good Standing" with the College:
 - i. No member of the Executive Board shall be found in violation of the Reinhardt College *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term.
 - ii. Executive Board members found in violation of either the Reinhardt College *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, SGA Advisor(s) may waive the resignation requirement.

Section 5 *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, unless otherwise provided for through Article XII, Section 1.
- B. Each Executive Board officer shall receive compensation, the amount of which is to be determined by the SGA Advisor(s) and the Vice President for Student Affairs. This compensation shall be based on a scholarship or work-study position consisting of no more than 40 hours a month. Executive Board officers must track and accurately record their own office hours; Executive Board officers who fail to track and accurately record their office hours forfeit their pay for those unrecorded office hours.

Section 6 *Voting Rights*

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

Section 7 Duties and Responsibilities of the President

- A. To serve as the President of the Student Body.
- B. To represent the Student Body at College ceremonies and functions when called upon by the Administration.
- B. To represent the Student Body at meetings of the Board of Trustees.
- C. To meet monthly with the College 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 College
 - 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 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).
- H. To foster a positive relationship between the Student Government Association, Faculty Senate and the College Administration.
- G. To create or abolish committees as such action becomes necessary with the proper approval of the Executive Board.
- H. To oversee the selection or removal of all chairpersons and members of the Student Government Standing Committees.

Section 8 Duties and Responsibilities of the Vice President of Administration

- A. To oversee the College 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 9 Duties and Responsibilities of the Vice President of Student Activities

- A. To implement and oversee all SAC programming, in consultation with the Executive Board and the SGA Advisor(s).
- B. To serve as the chairperson of the SAC.
- C. To appoint student members of the SAC, in consultation with the Executive Board and the SGA Advisor(s).
- 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 10 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 maintain accurate and accountable records of all financial activity of the SGA.
- D. To sign all financial requisitions, in consultation with the Executive Board and the SGA Advisor(s).
- E. To report the financial standing of the SGA weekly during Senate meetings.
- F. To be responsible for publishing the financial records section of the *Annual Report*.
- G. To work closely with clubs and organizations Presidents and Advisors.

Article IV Senate

Section 1 Composition

The Senate shall be composed of the following:

- A. An elected representative from each residence hall.
 - i. The role and responsibilities of the residence hall representatives shall be as follow:
 - a. To represent students in their respective residence hall.
- B. Two elected representatives from each class.
 - i. The role and responsibilities of the class representatives shall be as follow:
 - a. To represent students in their respective residence class.
- C. Six elected commuter representatives.
 - i. The role and responsibilities of the commuter representatives shall be as follow:
 - a. To represent the commuting student population.
- D. Two representatives from the North Fulton Center to be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).
 - i. The role and responsibilities of the NFC r representatives shall be as follow:
 - a. To represent students who are enrolled at the NFC.
- E. One representative from each organization that is officially recognized by the SGA.
 - i. Such organizations must meet the criteria specified within the *Student Organization Policies and Procedures Handbook*.
 - ii. Members of the Senate representing Student Organizations are appointed, not elected, by their respective organizations.
 - iii. The role and responsibilities of the student organization representatives shall be as follow:
 - a. To represent students in their respective student organizations.
- F. 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
- G. Two representatives from the intercollegiate 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 communication in regards to athletic concerns.

Section 2 Powers and Responsibilities

The 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 College.
- C. To approve committees, both ad hoc and standing, as are needed 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 College. 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 College and surrounding communities.
- G. To approve additional funding allocations for student clubs and organizations upon request.

Section 3 Voting Rights

All elected and appointed officials of the Senate shall have seat, voice, and vote.

Section 4 Succession and Vacancies

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

Section 5 Senate Criteria

- A. To run for an office in the Senate, candidates must submit an application, along with one letter of reference from a non-student member of the Reinhardt Community 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 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 Senate must be in and remain in financial, disciplinary, and academic “Good Standing” with the College:
 - i. No member of the Executive Board shall be found in violation of the Reinhardt College *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term.
 - ii. Executive Board members found in violation of either the Reinhardt College *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 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. Senate membership does not extend to the summer unless otherwise provided for through Article XII, Section 1. No member of the Senate shall be eligible to receive the Captain A.M. Reinhardt Award during their term.

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. Four 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 College 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 2 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 3 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 4 Judicial Council Criteria

- A. To apply for a position on the Judicial Council, student candidates must submit an application, along with one letter of reference from a non-student member of the Reinhardt Community 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 Judicial Council must be in and remain in financial, disciplinary, and academic “Good Standing” with the College:
 - i. No member of the Executive Board shall be found in violation of the Reinhardt College *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term.
 - ii. Executive Board members found in violation of either the Reinhardt College *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 5 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 any SGA officer.
- B. The combined Executive Board and Senate shall try cases of impeachment. The 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 VI Student Activities Council (SAC)

Section 1 Purpose

The SAC shall be responsible for planning and executing special as well as monthly events and shall be responsible for all programming to which the SAC is assigned directly relating to the Student Body.

Section 2 Composition

The SAC membership shall be made up of no fewer than six and no more than ten students appointed by the SGA Vice President of Student Activities, in consultation with the Executive Board and the Student Affairs staff.

Section 3 SAC Criteria

- A. To be eligible to apply for the SAC, candidates must submit an application, along with one letter of reference from a non-student member of the Reinhardt Community 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 SAC must be full-time students and have and maintain at least a 2.5 grade point average throughout the duration of their terms.

- C. No member of the SAC shall serve as an elected member of the Senate during their term.
- D. Candidates for Student Activities Council must be in and remain in financial, disciplinary, and academic “Good Standing” with the College:
 - i. No member of the Executive Board shall be found in violation of the Reinhardt College *Code of Conduct*, *Honor Pledge*, and/or *Academic Dishonesty Policies* during their term.
 - ii. Executive Board members found in violation of either the Reinhardt College *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 4 Leadership and Responsibilities

- A. The chairperson of the SAC shall be the SGA Vice President for Student Activities.
- B. The SAC shall be structured at the will of the SGA Vice President for Student Activities, in consultation with the Executive Board and the SAC membership.

Section 5 Terms of Office and Compensation

- A. The term of office for each member of the SAC shall be one academic year beginning the day of the member’s selection and continuing through to the end of the following spring semester. SAC membership does not extend to the summer semester unless otherwise provided for through Article XII, Section 1.
- B. Each member of the SAC shall receive compensation, the amount of which is to be determined by the SGA Advisor(s) and the Vice President for Student Affairs. This compensation shall be based on a scholarship or work-study position consisting of no more than 40 hours a month. 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 pay for those unrecorded office hours.

Article VII 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 College community regarding issues and matters of concern of the Student Body.

Section 2 Structure

- A. Each committee shall have a chairperson or representative responsible for the supervision of that committee.
- B. 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 College Community as deemed necessary by the chairperson of that committee.
- D. Committees shall meet monthly or as necessary, external to the regularly scheduled meetings of the SGA.

Section 3 Residential Committee

- A. The function of the Residential Committee shall be to address issues, policies, and procedures concerning Residential Life.
- B. The Residential Committee shall be composed of the elected Senate members representing the residence halls as well as students, faculty and staff members as deemed necessary by the chairperson of the Residential Committee in consultation with the SGA Executive Board.
- C. The chairperson of the Residential Committee shall be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).

Section 4 Commuter Committee

- A. The function of the Commuter Committee shall be to address issues, policies, and procedures concerning the commuter student population.
- B. The Commuter Committee shall be composed of the elected Senate members representing the commuter population and as well as students, faculty and staff members as deemed necessary by the chairperson of the Commuter Committee in consultation with the SGA Executive Board.
- C. The chairperson of the Commuter Committee shall be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).

Section 5 Policy & Procedures Committee

- A. The primary function of the Policy & Procedures Committee shall be to review this Constitution and its Bylaws and to propose any new amendments or additions the Committee may deem necessary.
- B. All Policy & Procedures Committee propositions for amendments shall be submitted no later than five weeks before the end of each semester.
- C. The chairperson of the Policy & Procedures Committee shall be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).
- D. The Policy & Procedures 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 Policy & Procedures Committee in consultation with the SGA Executive Board.

Section 6 Election & Forum Committee

- A. The primary function of the Elections & Forum Committee shall be to plan, execute, and oversee all elections.
- B. The secondary function of the Elections & Forum Committee shall be to plan and execute one forum each semester wherein every facet of the College is represented. These forums shall be designed to allow students to ask questions and to vocalize concerns about various facets of the College.
- C. The chairperson of the Elections & Forum Committee shall be the Vice President of Administration. In the event that the Vice President of Administration is running for re-election, he/she shall relinquish responsibility to a member of the Committee not seeking to be elected as member of the Executive Board the following term.
- D. The Elections & Forum Committee shall be composed of no fewer than three SGA officers appointed by the Executive Board as well as students, faculty and staff as deemed necessary by the chairperson of the Elections & Forum Committee in consultation with the SGA Executive Board.

Section 7 Athletics Committee

- A. The Athletics Committee shall
 - i. Represent student athletes in their respective athletic programs.
 - ii. Act as a direct link between students and the athletic department in regards athletic policies and concerns.
 - iii. Keep the Senate and campus at large informed of the developments within the athletic department.
 - iv. Facilitate Athletic based activities on campus to promote spirit and community.
- B. The chairperson of the Athletics Committee shall be appointed by the President, in consultation with the Executive Board and the SGA Advisor(s).
- C. The Athletics Committee shall be composed of the athletic representatives of the Senate appointed by the Athletic Director as well as no fewer than three SGA officers as well as students, faculty and staff members as deemed necessary by the chairperson of the Athletics Committee in consultation with the SGA Executive Board.

Section 8 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).
- D. 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 9 Student Activities Fee Committee

- A. The purpose of the Committee is to fairly and equitably assist Reinhardt College Office of Student Activities and student organizations and clubs in implementing and developing programs to benefit the Reinhardt College student body through monetary contributions as well as professional consultation. The Committee shall appropriate moneys to student organizations and clubs as well as to the Office of Student Activities for events and activities in accordance with the Student Senate and the Committee Guidelines.
- B. The Chairperson and all Committee student members must be currently enrolled as full-time Reinhardt College 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 Student Government Association 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 Senate for approval upon selection. If quorum for the 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 10 Academic Affairs Committee

- A. The functions of the Academic Affairs Committee shall
 - i. Represent students in their respective academic schools
 - ii. Facilitate faculty/student communication in academic concerns
 - iii. Act as a direct link between students and the administration in regards issues, policies, and procedures of an academic nature.
 - iv. Keep the Senate and campus at large informed of academic and curriculum concerns and changes.
 - v. Hold forums for the discussion of questions of academic issues, policies, and procedures.
- B. Membership of the Academic Affairs Committee shall consist of
 - i. The Chairperson who shall be appointed by the SGA Executive Board
 - ii. Each Academic School Representative
 - iii. Two students at large from the Student Body

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 College on a regular basis
- iv. To submit written and oral reports at meetings of the Senate
- v. To meet with the Executive Officers at least twice per semester

Section 11 Campus Committees

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

- A. The SGA will oversee the placement of student representatives on all appropriate College 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 12 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 Senate.
- D. At times of extreme urgency, the President may override procedure and create an ad hoc committee without immediate approval of the 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 VIII 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 College Code of Conduct, and the Reinhardt College Honor Pledge. Moreover, I will faithfully, on behalf of the Student Body of Reinhardt College, execute the duties and responsibilities entrusted to me by virtue of office of (position).

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 IX Meeting Structure and Attendance Policy

Section 1 Order of Business

The Order of Business at all regular meetings of the Student Government is as follows:

- A. Call to Order
- B. Roll Call
- C. Prayer
- D. Guest Program, if any
- E. Reading, correction, and approval of previous minutes
- F. Special reports of officers and advisors
- G. Committee reports

- H. Special elections, if any
- I. Old or unfinished business
- J. New business
- K. Announcements
- L. Adjournment

The Student Government Association may override this agenda by a motion to suspend the rules, which requires a two-thirds vote of voting members present.

Section 2 Meeting Structures

Senate meetings shall consist of the Executive Board, Residence Hall Representatives, Academic Representatives, Athletic Representatives, Class Representatives, Commuter Representatives, and Student Organization Representatives. The purpose of these meetings shall be to allow committees to make reports on their activities, to address and discuss student concerns, and to draft/vote on any legislation as deemed necessary.

Section 3 Attendance Policy

- A. All students of Reinhardt College are invited to attend all SGA meetings.
- B. The secretary shall publish a list of standing membership of the Student Government Association and shall maintain a roll of attendance of these members at meetings and other required functions.
- C. Executive Board members, Residence Hall Representatives, Class Representatives, Commuter Representatives, and Student Organization Representatives must be present at each weekly Senate meeting.
- D. North Fulton Center representatives are encouraged but not required to attend meetings of the SGA. However, they are asked to submit monthly reports via e-mail or fax on the progress, activity, and concerns of Reinhardt students at the North Fulton Center.
- E. Excuses for absences must be submitted in writing to any of the SGA executive board officers, at least two hours in advance of the meeting. Excused absences are permitted for illness, academically sponsored programs, required classes and official College functions. Absences for other reasons may be excused at the discretion of the Executive Board.
- F. Membership in the Senate shall be terminated for violation of the attendance policy.

Article X Amendments

Section 1 Supremacy

This Constitution supersedes all previous constitutions of the Student Government Association of Reinhardt College. 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 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 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, 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 and require a two-thirds vote of the Senate.

Article XI Elections

Section 1 Campaign Periods

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

Section 2 Election Periods

- A. The election period for Executive Board elections shall be Monday and Tuesday of the thirteenth week of the spring semester.
- B. The election period for Senate elections shall be Monday and Tuesday of the fourth week of the fall semester.

Section 3 Election Announcements

- A. Election announcements for Executive Board elections shall be announced the Wednesday of the thirteenth week of the spring semester.
- B. Election announcements for Senate elections shall be announced the Wednesday of the fourth week of the fall semester.

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. RCTV ads that follow the correct procedures prescribed by RCTV 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 College 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 Senate members.

Article XII Miscellaneous

Section 1 Summer Term

- A. The powers of the SGA during the Summer Term shall transfer to SGA Executive Board.
- B. SGA officials who are elected or appointed before Fall Term may commence their duties at the beginning of the May.