

Student Government Association Constitution

SGA CONSTITUTION

"The Student Government Association is a student-led organization whose purpose is to unify students, faculty, staff, and administration and encourage student involvement while supporting Converse University and promoting academic excellence. Such purpose is to be accomplished by recognizing diversity, working for continuous improvement, and motivating the Converse community to action."

TOGETHER, WE WILL

PREAMBLE

We, the members of the Student Body of Converse University, in order to ensure the privilege of student self government and the protection of the Honor Tradition, so ordain and establish this constitution for the Student Government Association of Converse University with the legislative powers vested by the Board of Trustees and Administration.

The Student Government Association will hereby be referred to as SGA.

ARTICLE I – PURPOSE

- I. The purpose of SGA shall be to represent the many interests of the Converse Community and to serve as a link between the Student Body and the Administration. SGA is composed of the Senate, the President's Council of Organizations, and the SGA Executive Committee.

ARTICLE II – STUDENT SENATE

I. **Purpose**

The purpose of the Student Senate is to recommend changes in the function and structure of the SGA and its Constitution, to propose legislation/constitutional changes, and to approve or reject any legislation/ constitutional change. Senate also serves as the link between students and the SGA, the President's Council of Organizations, and the SGA Executive Committee.

II. **Members**

Legislative powers of the Senate shall be vested in the voting members presided over by the Vice President of SGA.

Voting Members/Senators (no student shall hold more than one voting position in Senate unless special permission has been granted by the SGA Executive Committee).

1. Two (2) student representatives appointed by the Converse College for Women and confirmed by vote of the executive committee
2. Two (2) student representatives appointed by the Converse International School and confirmed by vote of the executive committee
3. Two (2) student representatives appointed by the Nisbet Honors Program and confirmed by vote of the executive committee
4. Four (4) student representatives elected by the student body from the School of Humanities, Sciences and Business in which there is 1 representative for Humanities, 1 representative for Science, 1 representative for Business, and 1 representative for the school at large.
5. Four (4) student representatives elected by the student body from the School of the Arts in which there is 1 representative for Theatre and Dance, 1 representative for the Petrie School of Music, 1 for Visual Art, and 1 for the school at large.

6. Two (2) student representatives elected by the student body from the School of Education
7. Six (6) student representatives from Converse University at large elected by the student body whereby 2 of the positions are held for freshmen representation which will take place in the fall

Non-Voting Active Members

8. A student elected to the position of **Vice President of SGA**
9. A senior elected to the position of **President of SGA**
10. A student elected to the position of **Secretary of SGA**
11. A student elected to the position of **Treasurer of SGA**
12. A student elected to the position of **Student Chaplain**
13. A student elected to the position of **Valkyries Club Chair**
14. A student elected to the position of **CAB Chair**
15. A student elected to the position of **Diversity Initiatives Chair**
16. A student elected to the position of **Social Media and Elections Chair**
17. A student elected to the position of **Honor Board Chair**
18. A student elected to the position of **Civitas Council Chair**
19. Dean of Students or designee - **Advisor**
20. Entire Student Body

III. Responsibilities of the Senate

- A. Vice President of SGA
 1. Attend weekly Senate meetings.
 2. Call and preside over Senate Meetings.
 3. Vote in the case of a tie.
 4. Plan and lead a workshop for all Senators in the Spring.
 5. Serve on the Legislative Committee.
- B. President of SGA
 1. Attend Senate Meetings.
 2. Serve as the executive liaison between SGA Senate and the SGA Executive Committee.
 3. Advise Senate on legislative procedures.
 4. Serve on the Legislative Committee.
- C. Secretary of SGA
 1. Attend Senate Meetings.
 2. Record all minutes of Senate Meetings.
 3. Manage content and record for Senate Shared Drive.
 4. Provide a copy of the minutes in a timely manner to all Senators and post minutes in public folders of the Student Government Section in the Senate Google Shared Drive.
 5. Determine excused and unexcused absences to Senate and report them to the SGA Executive Committee and the Representative who has been absent.
 6. Serve on the Legislative Committee.
- D. Treasurer of SGA
 1. Attend Senate Meetings.
 2. Serve on the Legislative Committee.
- E. Voting Members of Senate
 1. Regulations
 - a. Attend Senate meetings.
 - b. Update student body about progress on legislation, proposals, and Senate events.
 - c. Accept written student concerns from any member of the Converse community.
 - d. Discuss and evaluate recommendations to the Senate offering solutions regarding student and campus concerns.
 - e. Serve as a liaison between Senate and the student body communicating progress on legislation, proposals, and senate events.
 - f. Serve on committees as appointed.
 - g. Attend the annual SGA retreat in the spring.
 2. Procedure

- a. All proposals shall be approved in the Senate by a two-thirds majority of present, voting members.
 - b. The Senate shall meet the 2nd and 4th Thursday of each month. Special meetings of the Senate may be called by the President of the SGA or by written request of at least 50 percent of the entire official voting body. At least two days written notice shall be given prior to a meeting.
 - c. A simple majority vote shall be defined as one more than half the members who are present and voting.
 - d. Robert's Rules of Order shall be the parliamentary authority.
 - e. The agenda for each meeting will be set under the direction of the SGA Vice President as follows:
 1. Call to Order
 2. Recording of Attendance
 3. Approval of the minutes
 4. SGA Vice President's Report
 5. Standing Committees' Reports
 6. Old Business
 7. New Business
 8. Announcements
 9. Adjournment
3. Authorities
- a. **Senate shall have the power to pass any proposals submitted by any Senator, the President's Council of Organizations, or students.**
 - b. Make proposals to the administration, SGA, and campus departments.
 - c. Approve the proposals submitted by the Social Media and Elections Chair and Vice Chair in the Spring regarding the voting procedures for the next year's elections.
 - d. Senate shall have the power to maintain six standing committees, which shall be the **Academic Affairs Committee**, the **Facilities Committee**, the **SGA Communications Committee**, the **Student Services Committee**, **SGA Sponsored Events Committee** and the **Legislative Committee**.
 - e. Senate shall have the power to create ad hoc committees for the duration of no more than 2 years and shall have the power to appoint members as necessary.
4. Proposal Information
- a. If Senate proposes a change in Converse University policies or regulations, Senate shall advise the Dean of Students of the recommendation.
 - b. If the proposal does not require an SGA Constitutional change or a Student Handbook policy change, Senate will determine the appropriate next steps for action.
 - c. All proposals must be drafted and submitted through an appropriate Senate Committee. Ideas for proposals may come from other committee members, the student body, and faculty/staff. However, the proposal must be drafted utilizing a Senate Committee. If someone from outside Senate provides the idea for the proposal, they will work in conjunction with the appropriate Senate Committee to draft the proposal.
5. Regulations
- a. All resolutions must come through the appropriate Senate committee.
 - b. The proposal procedure is determined by the **Legislative Committee (SGA President, SGA Vice President, SGA Secretary, and SGA Treasurer)**.
 - c. All proposals must be submitted as an idea format and be approved by the Legislative Committee before a draft proposal is begun.
 - d. Once the idea is approved, the proposal procedure begins. A research folder must be completed and a draft proposal must be submitted for review by the Legislative Committee two weeks in advance. Once edited and reviewed, the committee must submit an edited draft of the proposal. Once all reviews and edits have been completed the draft proposal will become a final proposal.
 - e. Once a final proposal has been approved, the final proposal will be introduced at the following Senate.
 - f. Once introduced, the proposal will be debated and either rescinded, tabled, or voted upon.

- g. If the proposal is passed by Senate, the proposal must be voted on and passed by each of the following groups in the order listed below before it is made into policy:
 - 1. The Executive Committee
 - 2. The President's Council of Organizations (PCO)
 - 3. The Student Body
 - 4. Administration
 - h. If deemed advisable, the officers of Senate may request to appear before the administration to discuss the desired proposal.
- F. Non-Voting Members of Senate
 - 1. Expresses public opinion of student body and informs voting decisions
- IV. **Senate Committees**
 - A. Each committee has the responsibility of serving to voice student concerns and take action on these. At the beginning of the Academic year, each committee will formulate a set of goals that they want to see accomplished for students.
 - B. Committee members will be assigned by the SGA Vice President via interest survey. Committee assignments will be confirmed by the Executive Committee.
 - C. Each Senate Committee will have a Committee Chair, who will
 - 1. Be selected by a popular vote of committee members, the manner of the vote to be determined by the Committee itself,
 - 2. Be responsible for:
 - a. Presiding over the Committee Meeting,
 - b. Coordinating with the SGA Vice President to set the agenda of the Committee meeting,
 - c. Sending out general communication to the Committee members,
 - d. Tasking action items to members of the Committee, and
 - e. Writing a general report of the Committee's activities to be given to the SGA Secretary after each meeting, and
 - 3. In the event of absence from a Senate session, be replaced by members of the Committee, who will select a chair for that session
 - D. **Academic Affairs Committee**
 - 1. The purpose of this committee is to serve as a link between the students and Converse's academic affairs. Some of its specific duties and concerns include but are not limited to:
 - a. Meeting once per semester with the University academic deans
 - b. Class evaluation policies
 - c. Honors and awards
 - d. Admission requirements
 - e. Scholarships
 - f. Mickel Library
 - g. Registrar
 - E. **Student Services Committee**
 - 1. The purpose of this committee is to serve as a link between students and the services offered on campus. It is responsible for hearing and acting on student concerns about issues in regards to student services. It is expected that this committee meets with the necessary campus offices. The Student Services Committee's specific duties and concerns include but are not limited to:
 - a. Food Services
 - b. Bookstore
 - c. Student Life
 - d. Campus Safety
 - e. The Business Office
 - f. The Post Office/Mail Room
 - g. Professional Development
 - h. Campus Safety
 - F. **Communications Committee**
 - 1. The purpose of this committee is to serve as a link between SGA, the student body, faculty, and staff. It is responsible for publicizing SGA meetings and maintaining communication with the Converse Communications Department. Some of its specific duties and concerns include but are not limited to:

- a. Meeting once a month with Converse Communications
- b. Publicizing SGA Elections, Installations, and the Retreat
- c. Working with webmasters/Campus Technology on maintaining SGA presence on the website and portal

G. Facilities Committee

1. The purpose of this committee is to serve as a link between the students and Converse's facilities department. It is responsible for hearing and expressing student concerns and suggestions. Some of its specific duties and concerns include but are not limited to:
 - a. Meeting regularly with facilities management.
 - b. Housing
 - c. Maintaining the Day Student Lounge, Sneakers, and the SGA Offices
 - d. Parking
 - e. Landscaping
 - f. Access to buildings and grounds
 - g. Cleanliness, Maintenance, and Repairs

H. Legislative Committee

1. The purpose of this committee is to serve as a guide for all legislative matters in Senate. Some of its specific duties and concerns include but are not limited to:
 - a. Understanding parliamentary procedure/implementing parliamentary procedure
 - b. Setting forth proposal guidelines
 - c. Reviewing proposal ideas
 - d. Reviewing/editing draft proposals
 - e. Finalizing Final draft proposals
 - f. Publicizing Passed Proposals

I. SGA Sponsored Events Committee

1. The purpose of this committee will be:
 - a. Planning and organizing the SGA Christmas Party
 - b. Completing special SGA projects such as (but not limited to):
 1. Fundraisers
 2. Special events

V. Attendance Policy and Voting Rights

- A. All members of Senate will be allowed **TWO (2)** unexcused absences from Senate and **TWO (2)** unexcused absence from committee meetings per academic term. (January and Spring count as one term). When the Senator exceeds the allowed amount of absences, their voting rights are suspended for that term.
- B. An unexcused absence is when an absent member does not send a substitute in their place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the Senator may submit a letter of appeal to the SGA Secretary to be reviewed by Senate. The substitute should **NOT** already be a voting member of Senate and can only sub for one Senator.
- C. Senators will only be allowed to send **TWO (2)** substitutes per academic term (this includes Senate and committee meetings). When the Senator exceeds the allowed amount of substitutes, they lose their voting rights for that term.

VI. Term of Office

- A. The terms of office for Senators shall be one year, beginning at the designated time in the spring of their elections/appointments until the spring of the following school term.
- B. Should any member encounter an emergency which requires them to take a leave of absence or withdraw from campus, they must notify the SGA Vice President.
- C. Senators may be removed from office following in accordance to the impeachment grounds and procedure detailed in Article XIII of this document.

ARTICLE III – PRESIDENT’S COUNCIL OF ORGANIZATIONS

I. Purpose

- A. The purpose of the President's Council of Organizations (PCO) is to encourage communication and cooperation between student organizations. PCO also serves as the link between student organizations and the SGA, the Senate, and the SGA Executive Committee.

II. Members

- A. Legislative powers of the PCO shall be vested in the voting members presided over by the President of SGA.
- B. Voting Members (no student shall hold more than one voting position unless special permission has been granted by the Dean of Students)
 - 1. All Presidents of an organization chartered and recognized through SGA must have representation at PCO
 - 2. Each Class President.
 - 3. Women College Council Representative
 - 4. The Diversity Initiatives Chair
 - 5. The Honor Board Chair (2nd VP)
 - 6. The Civitas Chair (3rd VP)
 - 7. The Converse Activities Board Chair
 - 8. The Social Media and Elections Chair
 - 9. The Valkyries Club Chair
 - 10. The Student Chaplain
- C. Non-Voting Active Members
 - 1. A senior elected to the office of **President of SGA**
 - 2. A student elected to the office of **Vice President of SGA**
 - 3. A student elected to the office of **Secretary of SGA**
 - 4. A student elected to the office of **Treasurer of SGA**
 - 5. Dean of Students/Their Designee - **Advisor**
 - 6. Entire Student Body

III. **Responsibilities of the Council**

- A. **President of SGA**
 - 1. Call and preside over PCO Meetings.
 - 2. Vote in the case of a tie.
 - 3. Plan and lead a workshop for all organizational presidents in the Spring.
- B. **Vice President of SGA**
 - 1. Attend monthly PCO Meetings.
 - 2. Serve as the executive liaison between PCO and Senate.
 - 3. Advise PCO on legislative procedures.
- C. **Treasurer of SGA**
 - 1. Attend monthly PCO Meetings.
 - 2. Check in with the SGA President and Secretary in the case of having to freeze accounts.
 - 3. Organize and advertise all aspects of Budget Hearings and Budget Reviews.
 - 4. Review monthly records of all SGA chartered organizations' finances and keep these on file.
 - 5. Plan and lead Budget workshop.
 - 6. Present Organizational Enhancement and Academic Request Fund requests to PCO for consideration.
- D. **Secretary of SGA**
 - 1. Attend monthly PCO Meetings.
 - 2. Record all meetings of PCO.
 - 3. Provide a copy of the minutes in a timely manner to all PCO members and post minutes in a shared Google Drive folder and my.converse.edu/ICS.
 - 4. Determine excused and unexcused absences to PCO and report them to the Executive Committee and the Representative who has been absent.
 - 5. Plan and lead a workshop for all organizational secretaries in the newly elected Spring term or Fall term.
 - 6. Assume responsibility for maintenance and correspondence related to chartering of organizations.
 - 7. Present new, inactive, or revoked charters to PCO for consideration.
- E. **Voting Members of PCO**
 - a. Responsibilities
 - 1. Attend monthly PCO meetings.
 - 2. Update campus leaders about organizational events, issues, and concerns.
 - 3. Discuss and evaluate organizational questions, issues, and concerns.

4. Serve as a liaison between each organization and the Student Government Association.
5. Serve on committees as appointed.
6. Attend the annual SGA retreat in the spring.
- b. Authorities of PCO
 1. PCO shall have the power to revoke, grant, reinstate or review charters for new organizations and organizational constitutions.
 2. PCO shall have the power to consider and grant organizational enhancement requests as submitted by the SGA Treasurer.
 3. PCO shall have the power to make recommendations to student organizations.
 4. PCO shall have the power to make recommendations to the Senate.
 5. PCO shall have the power to appoint a representative to the Senate, 113 to appoint a representative to the SGA budget committee, and appoint representatives to ad hoc committees as needed.

IV. **Attendance Policy and Voting Rights**

- A. All members of PCO will be allowed **ONE (1)** unexcused absence from PCO per academic term. (January and Spring count as one term). When the PCO representative exceeds the allowed amount of absences, they lose the organization's voting rights for that term.
- B. An unexcused absence is when a member does not send a substitute in their place. Unexcused absences will be determined by the SGA Secretary. In extreme cases, the PCO representative may submit a letter of appeal to the SGA Secretary to be reviewed by PCO. The substitute should not already be a voting member of PCO and can only sign for one organization.elections
- C. A PCO Representative is only allowed to send a substitute **ONCE** per term. If the representative exceeds this amount then the organization's voting rights will be revoked.
- D. If a PCO member has more than the designated number of unexcused absences from PCO meetings, their organization budget will be frozen or they will lose voting rights for the rest of the year, PCO has the right to appoint an officer of the organization to represent the organization as a non-voting member. If the member is a representative of their class, the Executive Committee reserves the right to call for a reelection.

V. **Meetings**

- A. Meetings of PCO will be held the 1st Thursday of every month or as determined by the President of SGA. Special meetings of PCO may be called by the President of the SGA or by written request of at least 50 percent of the entire official voting body. At least two days written notice shall be given prior to a meeting.
- B. A simple majority vote shall be defined as one more than half the members who are present and voting.
- C. Robert's Rules of Order shall be the parliamentary authority.
- D. The agenda for each meeting will be set under the direction of the SGA Vice President as follows:
 1. Call to Order
 2. Recording of Attendance
 3. Approval of the minutes
 4. SGA President's Report
 5. Standing Committees' Reports
 6. Old Business
 7. New Business
 8. Announcements
 9. Adjournment.
- E. Every student is invited to attend PCO meetings.

VI. **Term of Office**

- A. The terms of office for PCO members shall be one year, beginning at the designated time in the spring of their elections until the spring of the following school term.
- B. Should any member encounter an emergency which requires them to take a leave of absence or withdraw from campus, they must notify the SGA President.

VII. **Registering Organizations**

- A. **Registering Process**

1. To register an organization, a Converse student must complete a Declaration of Intent form found on my.converse/ICS.
2. The organization must provide a Profile Packet to the SGA Secretary, thereby registering the organization with Student Development (via the Director of Student Activities, Clubs & Organizations).

B. Guidelines for Registered Organizations

1. Must secure a faculty or staff member to be an active advisor for the organization.
2. Will be able to reserve campus facilities for organizational purposes or events at no charge.
3. Will advertise according to the advertising guidelines set forth by the University.
4. Have a minimum of five members.
5. Will not be allotted a budget from SGA, and may not have an account on or off campus without the permission of the Dean of Students.
6. Will not have voting rights at PCO or Senate, but are welcome to come to meetings.
7. Will have a booth at the Involvement Fair by submitting a request to the Executive Committee and receiving approval.

VIII. Chartering Organizations

- A. All organizations interested in becoming chartered must be chartered by the SGA President's Council of Organizations. Final approval must be granted by the SGA Executive Committee and the Administration.

B. Chartering Process

1. To charter an organization, a Converse student must obtain a Declaration of Intent Form from the SGA Secretary.
2. After the form is submitted to the PCO, the first organizational meeting will take place. There must be a PCO member present at this meeting.
3. A constitution will be submitted to PCO for approval under the advisement of the SGA Executive Committee and the Dean of Students. PCO will submit the approved Constitution to the SGA Executive Committee and the Administration for final approval.
4. If an organization is nationally affiliated, PCO must recognize the national constitution and a campus constitution.
5. Must have a minimum of 5 members with at least 50% of the membership consisting of students enrolled at Converse University.

C. Guidelines for Chartered Organizations:

1. Must be recognized with a seat at PCO and Senate.
2. May reserve campus facilities for organizational purposes or events.
3. Request a budget from SGA annually.
4. Participate in the SGA Involvement Fair.
5. Conduct fundraisers on campus.
6. Be pictured in the yearbook or listed in the Student Handbook.
7. Publicize events, programs, or meetings

D. Maintaining a charter requires that organizations:

1. Fulfill PCO and Senate responsibilities as stated in the SGA Constitution
2. Submit annually an organizational profile packet to the SGA Secretary
3. Update officer information with the SGA Secretary no later than one week before SGA Installations (exceptions will be made to organizations that do not induct new members and elect officers until after this deadline)
4. Update the organization's material (ex. new officers, updated constitution, etc.) on my.converse/ICS
5. Review the organization's constitution annually
6. Any organization can update its constitution at any time as long as it is submitted to and approved by the PCO, the SGA Executive Committee, and the Dean of Students. Any inactive organization may reinstate its charter by submitting a letter to the SGA Secretary for approval by the PCO.

IX. Organizational Enhancement Fund

- A. A petition to the SGA Organization Enhancement Fund must be submitted to the SGA Treasurer **THREE (3)** weeks prior to a PCO meeting. (As far in advance of the event as possible is appreciated). This allows ample time for EC to present the request to PCO. It also allows PCO to debate the request with the ability to propose changes to the request.

- B. There is a limited amount of funds budgeted for the Organizational Enhancement Fund. Requests should be reasonable. When budgeting for a conference, workshop, and other planned events for the campus, please limit the request to registration fees and other pertinent costs. **Travel food expenses will not be covered under this fund.**
- C. These events must promote the betterment of Converse University, which include, but are not limited to, conferences, conventions, and workshops.
- D. The following criteria is of the utmost importance in the consideration of requests:
 - 1. What Organization is requesting assistance?
 - 2. Is this event held annually or is it a one time opportunity?
 - 3. What role is the individual taking in this event?
 - 4. If the event is a conference, how is this knowledge going to be applied on campus?
 - 5. How much fundraising has been done? Have all avenues been exhausted?
- E. Students who receive support from this fund must report their experiences to PCO. The students should notify the SGA President so that the report can be added to the PCO agenda.

ARTICLE IV – EXECUTIVE COMMITTEE (EC)

- I. **Purpose**
 - A. The purpose of the executive committee is to serve as the executive branch of SGA, overseeing all legislative and judicial matters as they represent the students to faculty, staff, and administration.
- II. **Members**
 - A. **Non-Voting Members**
 - 1. President of SGA/Chair of President's Council of Organizations
 - B. **Voting Members**
 - 1. Vice President of SGA/Chair of Student Senate
 - 2. The Honor Board Chair (2nd VP)
 - 3. The Civitas Chair (3rd VP)
 - 4. Secretary of SGA
 - 5. Treasurer of SGA
 - 6. Converse Activities Board (CAB) Chair
 - 7. Chair of Diversity Initiatives
 - 8. Student Chaplain
 - 9. Chair of Valkyries Club
 - 10. Chair of Social Media and Elections
 - C. **Advisor**
 - 1. Dean of Students
 - 2. The Dean of Students has at their discretion the ability to appoint an additional secondary advisor.
- III. **Responsibilities of EC**
 - A. Assume legislative authority of Senate and/or PCO in the event that either or both organizations cannot convene. It must inform Senate and/or PCO of its action at the next meeting
 - B. Represent Senate and/or PCO in the interim of its regular meeting
 - C. Appoint persons to fill the vacancies of members of Senate, PCO, Honor Board, Civitas, CAB, and all other elected positions.
 - D. Serve as a permanent committee to re-evaluate annually the SGA Constitution, bylaws, and University regulations.
 - E. Review petitions for the Organizational Enhancement Fund.
 - F. Serve on the elections committee.
- IV. **Responsibilities of the Executive Committee Members**
 - A. **SGA President**
 - 1. Call and preside over President's Council of Organizations and Executive Committee meetings.
 - 2. Administer SGA affairs.
 - 3. Serve on appointed committees.
 - 4. Represent Converse students in all external affairs.

5. Serve as an Ex-Officio member of the Board of Trustees.
 6. Serve as a non-voting member of Senate, PCO, and the Executive Committee.
 7. Serve on the Senate Legislative Committee.
 8. Serve on the Budget Committee.
 9. Conduct the Presidents' Workshop for all SGA chartered organizations at the Leadership Retreat.
 10. Vote in the case of a tie in PCO and the Executive Committee.
 11. Attend weekly meetings with your advisor.
- B. SGA Vice President**
1. Call and preside over Student Senate.
 2. Serve as a non-voting member of the President's Council of Organizations and Senate.
 3. Perform the duties of the President in their absence or at their request.
 4. Be responsible for the review of the Handbook to be submitted to the Coordinator of Student Activities, Clubs & Organizations.
 5. Serve on any committees when appointed.
 6. Serve on the Budget Committee.
 7. Serve on the Senate Legislative Committee.
 8. Vote in the case of a tie in Senate.
 9. Attend weekly meetings with their advisor.
- C. SGA Secretary**
1. Attend regular meetings of the Executive Committee, Senate, and PCO.
 2. Serve as a non-voting member of the President's Council of Organizations and Senate.
 3. Attend to all necessary correspondence of Senate, PCO, and the Executive Committee.
 4. Record all meetings of Senate, PCO, and the Executive Committee.
 5. Post copies of Senate and PCO minutes in Google Drive and my.converse.edu/ICS.
 6. Determine excused and unexcused absences to Senate, PCO, and the Executive Committee and report them to the respective organization and the representative who has been absent.
 7. Assume responsibility for maintenance and correspondence related to chartering organizations.
 8. Present organization charter requests and updates to PCO.
 9. Plan and lead a Secretary's Workshop for all SGA chartered organizations at the Leadership Retreat.
 10. Serve on the Budget Committee
 11. Serve on the Senate Legislative Committee.
 12. Serve as the liaison of the Organizational Fair committee in PCO.
- D. SGA Treasurer**
1. Attend regular Senate, PCO, and the Executive Committee meetings.
 2. Serve as a non-voting member of the President's Council of Organizations and Senate.
 3. Maintain finances of SGA and handle expenditures in accordance with the purpose of SGA.
 4. Be responsible for all aspects of Budget Hearings and Budget Reviews.
 5. Review monthly records of all SGA chartered organizations' finances and keep these on file.
 6. Present Organizational Enhancement Requests to PCO and allocate monies accordingly each month.
 7. Be responsible for maintaining the SGA copier.
 8. Serve on the Elections Committee
 9. Serve as the Chair of the Budget Committee.
 10. Serve as the Fundraiser Chair for SGA.
 11. Plan and lead a Treasurer's workshop for all PCO chartered organizations at the Leadership Retreat.
 12. Serve on the Senate Legislative Committee.
- E. Honor Board Chair/2nd VP**
1. Attend regular PCO, Senate, and the Executive Committee meetings
 2. Serve as the Chair of the Honor Board.
 3. Serve as the link between SGA and Honor Board.
 4. Attend regular meetings with your advisor.

F. Civitas Chair/3rd VP

1. Attend regular PCO, Senate, and the Executive Committee meetings.
2. Serve as the Chair of Civitas Council.
3. Serve as a link between SGA and the Civitas Council.
4. Attend regular meetings with your advisor.

G. Converse Activities Board Chair

1. Attend regular PCO, Senate, and the Executive Committee meetings.
2. Assist in selecting, contracting, and planning all CAB events.
3. Attend NACA South.
4. Preside over all CAB regular meetings and only vote in the case of a tie.
5. Serve as a link between SGA and CAB.
6. Attend weekly meetings with your advisor.

H. Diversity Initiatives Chair

1. Attend regular PCO, Senate, and the Executive Committee meetings.
2. Serve as a liaison between SGA and the Diversity Coalition (ISO, AAAS, HAA, Ally, Trailblazers, etc.)
3. Regularly attend meetings with presidents of respective organizations.
4. Assist with multicultural/diversity programming on campus.
5. Serve on University committees that promote and plan multicultural events.
6. Attend regular meetings with your advisor.

I. Student Chaplain

1. Attend regular PCO, Senate, and Executive Committee meetings.
2. Serve as a link between SGA and Religious Life.
3. Collaborate with Presidents of Religious Life groups to create an atmosphere of unity among the student body.
4. Serve as a reminder of the Founder's Ideal for the institution to be founded on "liberally and tolerantly Christian principles," while encouraging collaboration and acceptance among all religious and/or spiritual backgrounds.
5. Attend regular meetings with your advisor.

J. Valkyries Club Chair

1. Attend regular PCO, Senate, and Executive Committee meetings.
2. Call and preside over Valkyries Club meetings.
3. Promote spirit, sportsmanship, and fun through support of intercollegiate athletics.
4. Coordinate and/or promote intramural and fitness activities.
5. Coordinate and/or promote events fostering school spirit and community.
6. Attend regular meetings with your advisor.

K. Social Media and Elections Chair

1. Attend regular PCO, Senate, and Executive Committee meetings.
2. Regulate all social media accounts for SGA
3. Promote and advertise for events on campus in order to promote attendance.
4. Responsible for seeking assistance from the Dean of Students in checking the eligibility of candidates.
5. The Elections Chair will work with the Executive Committee to identify candidates to run for positions and to appoint in the case of a vacancy.
6. Attend bi-weekly meetings with your advisor.

V. Advisors

- A. Each EC member will have an advisor, who will:
1. Be responsible for oversight and guidance of the EC member and the respective organization,
 2. Directly handle, approve, and guide the management of the budget for the EC member's organization,
 3. Meet with each EC member on a regular basis at the discretion of the EC member and the advisor,
 4. Not have voting rights in the Senate, PCO, or EC

VI. Voting

- A. Two-thirds vote of the Executive Committee shall be necessary in order to approve any executive action.

VII. Term of Office

- A. The terms of office for the Executive Committee shall be one year, beginning at the time of their election in the Spring until the Spring of the following school term.
- B. Executive Committee Members must remain on campus for the duration of their terms in office. They may not participate in study abroad or study travel trips during their terms in office. Exceptions are only allowed if the trip does not exceed two weeks. These exceptions will be granted on a first come, first serve basis, upon the approval of the Executive Committee.
 - 1. The Executive Committee must be enrolled in classes on campus or have an internship/student teach/practicum within a 30 mile radius of Spartanburg. Only in extreme cases and after consulting the Executive Committee, and the Dean of Students will exceptions be made to this policy.
 - 2. Should any of the aforementioned encounter an emergency which requires them to take a leave of absence or withdraw from campus, they must notify the SGA President.
 - 3. The SGA President cannot serve as a member of the Orientation Team or serve as the Student Orientation Coordinator during their term in office. If any other Executive position is a member of the Orientation Team, measures need to be made by the Executive Committee Member to get time off during orientation for the Executive Committee Retreat.
 - 4. Installation of SGA and the Executive Committee shall be in the Spring term. After elections, the former officers shall serve in an advisory capacity to the Executive Committee and SGA for the remainder of the year.
- C. Condition of Impeachment
 - 1. Any EC member may be removed from office following in accordance to the impeachment grounds and procedure detailed in Article XVIII of this document.

ARTICLE V – ADVISOR

- I. The advisor for Senate, the President's Council of Organizations, and the Executive Committee within SGA shall be the Dean of Students and/or their designee.

ARTICLE VI – JUDICIAL

I. **Authority**

- A. The student judiciary authority of Converse University shall be vested in Honor Board and Civitas Council. Case procedures and responsibilities shall be found in the Student Handbook. Director of Student Conduct serves as Administrative Advisor to both Honor Board and Civitas Council. Faculty/staff representatives to the boards shall be appointed by the President/Chair of Faculty Senate/Staff Council to a **THREE (3)** year term, and confirmed by the President of the University.
- B. The Appeals Board is composed of **TWO (2)** students from each class year appointed by the Executive Committee of the SGA, **TWO (2)** members of the faculty appointed by the University President, and an Academic Dean or Associate Dean and must be approved by the University President.

II. **Policy**

- A. All procedures and policies initiated by Honor Board and Civitas Council are subject to the approval of SGA.
- B. All changes in policy handed to Honor Board and Civitas must be brought to the attention of SGA at the next meeting.
- C. Honor Board and Civitas Council shall have the power to pass on recommendations submitted to them by SGA. If either of these boards vetoes SGA's recommendation, a petition signed by 3/4 of the Student Body may be submitted to the Executive Committee and follow regular voting procedure

III. **Term of Office**

- A. Their terms of office shall be one year, beginning at the Installations Ceremony in the Spring, until the Spring of the following school term.

- B. Officers and members of Honor Board and Civitas Council must remain on campus for the duration of their terms in office. They may not participate in study abroad or study travel trips during their terms in office. Exceptions are only allowed if their absences are pre-approved by their respective boards. If needed, a replacement is appointed by the Honor Board or Civitas Council.
- C. Members of Honor Board and Civitas Council must be enrolled in classes on campus or have an internship/student teach/practicum within a 30 mile radius of Spartanburg. Only in extreme cases and after consulting the chair of the respective board and the Dean of Students will exceptions be made to this policy.

IV. **Condition of Impeachment**

- A. Any elected representative who is found responsible with a sanction worth of suspension by the Civitas Council or who is found guilty with a sanction worthy of suspension by the Honor Board will be immediately removed from office. Any elected representative may also be removed from office following in accordance with the impeachment grounds and procedure detailed in Article XIII of this document.

ARTICLE VII – FINANCIAL

I. **Budget Committee and Hearings**

- A. The Budget Hearing Committee shall consist of:
 - 1. SGA President
 - 2. SGA Vice President
 - 3. SGA Secretary
 - 4. SGA Treasurer
 - 5. Dean of Students/SGA Advisor
 - 6. A faculty member appointed by the SGA Executive Committee
 - 7. PCO Representative
- B. The Budget Committee has the authority to allocate the budgets for student organizations derived from the Student Activities fee.
- C. The committee shall hear all budgets presented to it by the student organizations which have filed a formal budget with the committee.
- D. The budget requests will be presented by the newly elected President and Treasurer of each funded organization. They must present a detailed proposed budget and an evaluation of last year's budget.
- E. All student organizations that receive money from the Budget Committee are required to send a representative to PCO meetings.
- F. Failure to organize Budget Hearings will result in a forfeited budget. To gain budget access, the organization president and treasurer must file a written request to go before the Budget Committee.

- II. **Budget Review Committee** Each club's budget will be evaluated by the SGA treasurer and their advisor mid-year. Clubs will complete the review form and will be called into review hearings when necessary. Failure to submit a review form or attend reviews when called upon by the SGA treasurer will result in a frozen budget at the discretion of the EC until the club has submitted or attended the review.

III. **Budget Policy**

- A. Before beginning a fundraising project, a fundraising request must be obtained and approved by the Director of Student Activities, Clubs & Organizations/Dean of Students.
- B. Only the President and Treasurer of each SGA Chartered Organization are allowed to handle budget accounts. Other organizational members will not be allowed to enter into financial matters (transactions, purchase orders, petty cash, check request, etc.) in the Business Office without the authorized signatures of the President, Treasurer, and/or Advisor.
- C. Purchase orders are used for all outside charges to Converse University and must be signed by the Advisor of the Organization or Class.
- D. Petty Cash requests cannot exceed \$75.00.
- E. Check Requests over \$100.00 must bear the signature of the Club/Organization/Class advisor(s).

- F. Check requests over \$500.00 must bear the signature of the Dean of Students and the Club/ Organization/Class advisor(s).
- G. If a club has raised \$50, and has the proper documentation to verify it, then the amount possessed at the end of the year, minus the starting budget, will be moved into the club's account for the following calendar year.

Proper documentation includes, but is not limited to fundraising approval forms and the year-end budget statements. THIS DOCUMENTATION MUST BE PRESENTED AT BUDGET HEARINGS. It is important to note that such moves cannot take place until mid October, and clubs are advised not to spend the money until it is securely in the account.

If a club has fundraised a positive balance of \$50 within the fiscal year and wishes to retain funds, then they must meet the following criteria:

1. An approved fundraising approval form, approved, all budget and other proper documentation for the year must be presented at budget hearings (Fundraising may take place after budget hearings in order to be evaluated, however, they must be approved prior to budget hearings)
2. After meeting the demands of part A, and if the amount remaining at the end of the year, minus the budget allotted by SGA is greater than fifty dollars, then this amount will be moved into the club's account in October of the following calendar year. Clubs are advised not to spend this money until the documentation that this money is in the account has been received.
3. Example: Club A starts with a budget of 50 dollars. This club raises 400 dollars, and spends 25, leaving them with a balance of 375 dollars. The treasurer will then subtract the starting budget (50) from the end balance (375), for a grand total of 325 dollars. After the budgets have been closed out, the SGA treasurer will move 325 dollars into Club A's account.

ARTICLE XVIII – IMPEACHMENT

I. **Grounds**

- A. An elected or appointed student leader MAY be impeached from a position based off any of the following infractions:
 1. Negligence in the performance of duties according to the Constitution of the Converse University Student Government,
 2. Failure to uphold the Converse University Honor Code and/or Student Handbook, and/or
 3. Conviction of a conduct violation

II. **Procedure**

- A. Any student currently enrolled at Converse University may bring charges of impeachment against any elected or appointed student leader on any of the aforementioned grounds.
- B. The charges must be presented in writing to the SGA Advisor/the Dean of Students, who will subsequently notify the member whose charges have been brought against. This member will have the following options as response:
 1. The member may resign from their position, effective immediately. The member should submit a formal letter of resignation to be presented to PCO, to be presented by the SGA President. If a letter is not submitted, the member will have no formal opportunity to address PCO or the SGA President regarding the resignation.
 2. The member may choose to have a hearing. The SGA President call a meeting of the EC and their advisor(s). If the individual at question is on EC, they will not serve at this meeting. If the individual at question is the SGA President, the SGA Vice President will preside over their position for all Impeachment Procedures.
 - a. This hearing will take place within a week of the charges being presented.
 - b. The individual(s) bringing forth the charge(s) and the charged member must be notified of the hearing time to give them the opportunity to attend. If charged member cannot or chooses not to attend the meeting, they may write a letter refuting the allegations against them to be used in lieu of their appearance.

3. The members sitting on the hearing will determine, after hearing from the individual(s) presenting the charge(s) and the individual at question, whether the charges align with the grounds that permit an impeachment vote to occur. This must be passed at the hearing by a $\frac{2}{3}$ majority vote (all members have one (1) vote).
4. The charges with grounds will be presented at the next PCO. An affirmative $\frac{2}{3}$ majority vote is required for the removal of the individual at question.

ARTICLE IX – APPEALS

The action of SGA is at all times subject to review by the Student Body upon a petition signed by 50 members of the Student Body stating reasons for their complaint. This petition should be submitted to the Dean of Students.

ARTICLE X – AMENDMENTS

- I. Amendments to this constitution must be approved by the following bodies in the following order:
 - A. EC ($\frac{2}{3}$ majority vote)
 - B. PCO ($\frac{2}{3}$ majority vote)
 - C. The Student Body ($\frac{2}{3}$ majority vote)
 - D. The Dean of Students when applicable
- II. The proposals to the Constitution must be presented at least 48 hours prior to the meeting at which it is presented.

ARTICLE XI – BY-LAWS

SGA may establish by $\frac{2}{3}$ vote such bylaws as necessary for its smooth running.

ARTICLE XII – OTHER MEETINGS

- I. **Parliamentary Procedure**
 - A. The Student Body, Senate, PCO, Honor Board, and Civitas Council, and any committee thereof, shall recognize Robert's Rules of Order, Revised, as the standard for their parliamentary procedures.
- II. **Meetings**
 - A. The Student Body shall meet when the President of SGA calls a meeting.
 - B. Senate shall meet when the Vice President of SGA calls a meeting.
 - C. PCO shall meet when the President of SGA calls a meeting.
 - D. Honor Board shall meet when there is a case and at the Board's discretion.
 - E. Civitas Council shall meet when there is a case and at the Board's discretion.

ARTICLE XIII – SGA RETREAT

- I. Each year, SGA sponsors a leadership retreat in the spring. Elected and selected student leaders are required to attend the retreat.