

Constitution of the Student Government Association of Tusculum College

Preamble

This organization shall be known as the Student Government Association of Tusculum College. Its membership is comprised of all students defined as full time according to the most recent Tusculum College Catalog. The role of the Student Government Association shall be to act as the official representation of the student body to the college administration and to others outside the college. This organization shall ensure justice through a system of democratic representation; protect individual rights and freedoms; promote a high standard of honor and integrity among the students; promote a respect for authority of the college; and train students in the general principles of democratic self-government.

Article I Executive Council

Section I.

The Executive Council shall consist of three members elected by the student body: President, Vice President, and Secretary/Treasurer. The Staff Advisor may serve on the Executive Council as an ex-officio non-voting member.

Section II.

- A. The President and Vice President shall be a junior or senior; the Secretary/Treasurer a sophomore, junior, or senior.
- B. Each officer shall be a full-time student and shall not be on either Disciplinary or Academic Probation during the time of office. Additionally, officers must have a cumulative GPA of 2.5 or higher.
- C. An official waiver, provided by the Student Affairs Office, shall be signed upon declaration of candidacy by any student pursuing a position within the Student Government Association. This waiver shall authorize the Associate Dean of Students/Advisor to confirm a student's eligibility.

Section III.

- A. The President shall:
 - 1. Faithfully and diligently execute the Constitution and the laws of the Student Government Association.
 - 2. Deliver a "State of the College" address to the student body at Opening Convocation and in written form via campus newspaper, outlining the progress and future plans of said President's administration.

3. Act as spokesperson for the student body to the Board of Trustees, the Tusculum College community and to the external community on formal and public occasions.
4. Appoint a Cabinet and any such committees as he/she deems necessary to assist in the carrying out of the duties of his/her office.
 - i. Qualifications for members of the Cabinet shall be the same as those for Senators. Cabinet members shall be responsible to the President and may be dismissed by him/her with just cause. The Senate may override the decision with a 2/3 majority vote. The Cabinet shall consist of, but not be limited to, a Secretary of Interior.
5. Under recommendation of the Executive Council, call special meetings of the Senate when deemed necessary.
6. Be an ex-officio, non-voting member of all committees.
7. File a written report of the year's activities in Student Affairs office by the Monday preceding each commencement ceremony.
8. Exercise the power of approval or veto over any legislation passed by the Senate. The President may veto any action of the senate, providing written cause for veto. The senate may override a Presidential veto by a 2/3 majority vote.
9. To monitor and, at all times, have knowledge of the progress of each bill and resolution which the Senate has sent to the college administration for approval. He/she must keep the Senate up to date as to the progression of said bill or resolution.
10. Make nominations, to be approved by a 2/3 majority vote of the Senate, to serve on the Judicial Board.

B. The Vice-President shall:

1. Act in the capacity of the President should the need arise.
2. Succeed to the presidency if that office should become vacant during a term.
3. Assist the President in carrying out the duties of the Executive Council.
4. Convene a meeting of the freshman class during Orientation or the first week of the first block for the purpose of explaining the possibilities for student participation in campus governance, including the election of freshman senators.
5. Preside at all meetings of the Senate, as well as prepare the agenda for such meetings with the approval of the Senate.
6. Shall vote in the Senate only in order to break a tie.

C. The Secretary/Treasurer shall:

1. Keep the minutes of the meetings of the SGA.
2. Submit copies of the minutes of all SGA meetings to the President of the College, the Vice President for Enrollment Management, the Dean of Students, Tate Library, the Executive Council, and the Senate, as

well as make them available for the general student body, within 72 hours of previous meeting.

3. Keep a list of all officers, committees, and their purposes and make them available upon request to any member of the student body.
4. Keep current files in the SGA office.
5. Maintain attendance records of the Senate, and notify the Senate regarding absences in accordance with the constitution.
6. Keep an accurate account of the money of the SGA, and make a financial report at each regular meeting of the SGA.
7. Upon direction of the Senate, transact financial business of the SGA in cooperation with the Student Affairs Office and Business Office, within five school days.

Section IV.

- A. Any officer of the Executive Council of the SGA may be removed from office with a $\frac{3}{4}$ majority vote of the senate.
- B. Any officer who is dismissed from Tusculum College, voluntarily drops out of Tusculum College or fails to meet the constitutional requirements, shall automatically vacate his/her seat.

Article II Senate

Section I.

The Senate shall consist of:

- A. Two representatives elected from each class:
 - i. Freshman, Sophomore, Junior, Senior
- B. One representative from each Residence Hall Complex:
 - i. Charles Oliver Gray Complex, Haynes, Welty-Craig, Apartment Buildings, Houses, Katherine
- C. Two representatives from the Commuter Residents

Section II.

Members of the Senate shall:

- A. Provide an official waiver, provided by the Student Affairs Office, signed upon declaration of candidacy by any student pursuing a position within the Student Government Association. This waiver shall authorize the Dean of Students/Advisor to confirm a student's eligibility.
- B. Not be on academic or disciplinary probation during the term of office.
- C. Have a 2.0 or higher cumulative GPA (excluding the Freshman Senators).
- D. Meet once per week or as otherwise deemed necessary by the Executive Council. The first meeting of each academic year will take place during the second Tuesday of the first block.

Section III.

Only Senators have the ability to vote during meetings of the Senate. Two-thirds of the voting membership of the Senate shall constitute a quorum.

Section IV.

Each Senator is expected to attend every meeting of the Senate. If a Senator has missed more than three meetings in one semester, the Senator will automatically vacate his/her seat. If a Senator is voted by the Senate to vacate his/her seat, that seat will then become vacant to be filled with a special election.

Upon request, a Senator may be reinstated by a 2/3 majority vote of the Senate.

Section V.

The Senate shall appoint a Parliamentarian/President Pro Tempore to:

- A. Be knowledgeable about Roberts Rules of Order.
- B. Advise/educate the Student Government Association on Roberts Rules of Order.
- C. Preside over the Senate in the absence of the Vice President.

Section VI.

The duties of the Senate shall be:

- A. To make recommendations regarding college policies, and the welfare of the entire student body.
- B. To serve on committees regarding the welfare of the entire student body.
- C. To propose any legislation regarding the welfare of the entire student body.

Section VII.

Any Senator who is dismissed from the College, withdraws from the College, or fails to meet the Constitutional requirements of the Student Government Association shall automatically vacate his/her office.

Article III Vacancies

Section I.

In the case that the President chooses to vacate his/her seat or is unable to serve due to withdrawal from or dismissal by the college, the Vice President shall assume the office of President.

Section II.

In the case that the office of either Vice President or Secretary/Treasurer becomes vacant, the Parliamentarian/President Pro Tempore shall assume those responsibilities and serve for a term of no more than thirty days, until new elections can be held.

Article IV Judicial Board

Section I.

The purpose of the Judicial Board shall be to:

- A. To perform as the student voice in accordance with the Code of Student Conduct that is in the Tusculum College handbook
- B. To recommend appropriate measures for those found responsible.

Section II.

The composition of the Judicial Board shall be in compliance with the following:

- A. All student justices must be full time students at Tusculum College and not on disciplinary sanction.
- B. Justices will be nominated by the president of the Student Government Association and ratified by the student senate with a 2/3 majority vote.
- C. The Chief Justice nominee must maintain a 2.5 GPA and the Associate Justices, including Associate Chief Justice, must maintain a 2.0 GPA.
- D. The Chief Justice may bring forth Associate Justice nominees to the President of SGA for consideration.

Section III.

The Student Justices shall review the Code of Student Conduct annually and make recommendations to the Student Government Association as to beneficial changes for the college community.

- A. The Chief Justice shall:
 1. Be a full-time student and shall not be on either Disciplinary or Academic Probation during the time of office.
- B. The Members of the Judicial Board shall:
 1. Be full-time students and shall not be on either Disciplinary or Academic Probation during the time of office.

Section IV.

The relative powers of the components of the Judiciary are as follows:

- A. All judicial powers of the Judicial Branch of the SGA are delegated to that body by the Dean of Students. The Dean of Students reserves the right to uphold or reverse any decision made by any judicial body.

Section V.

All cases that enter the College Judiciary shall be administered through appropriate channels:

- A. Any member of the Student Body may report a violation of rules and standards set up by the various branches of the College.
- B. Violations of official College regulations shall be reported directly to the Dean of Students, who shall refer it to the appropriate hearing body.
- C. Violations of the Student Government Association Constitution shall be reported to the SGA Vice President.

- D. The circumstances surrounding all cases handled by the Board shall be kept confidential.
- E. The official records of all cases shall be kept by the Student Affairs Office.
- F. All official correspondence concerning the decision of the Board, shall be done by the Dean of Students or his/her designated representative, except in cases of SGA constitution violations.

Section VI.

Any changes that should occur in the Code of Conduct approved by the College, shall automatically amend this Constitution as necessary.

Article V Organizations Committee

Section I.

The purpose of the Organizations Committee is to allocate SGA funds to student organizations, as well as monitor their progress throughout the year.

Section II.

The Organizations Committee shall consist of Senators that have been appointed by the President to serve on the committee.

Section III.

The Organization Committee shall:

- A. Meet within one week after all budget request forms from student organizations have been turned in.
- B. Prepare a budget to present to the rest of the Senate for final approval. The request will be based on the activity of the student organization, and its potential of helping the entire Tusculum College Student Body. A 2/3 majority vote of the senate is required to approve the budget.

Section IV.

Throughout each semester each organization will be asked to meet with the Organizations Committee to provide requested information and report the activity of the organization. The Organizations Committee must notify all student organizations at least one week prior to the set date of the meeting.

Section V.

The Organizations Committee shall monitor the progress of all student organizations and make recommendations to the Senate relating the status of the organization.

Article VI Fiscal Policy

Section I.

Each fall, the Secretary/Treasurer will request the amount of funds over which the SGA will exercise discretion.

Section II.

Each semester, organizations must submit a budget request to the Organizations Committee by the date specified by the Organizations Committee.

Section III.

The Secretary/Treasurer must ensure each organization has an account through the Tusculum Business Office and make record of the account number for each organization.

Section IV.

The SGA shall retain no less than ten percent of the annual SGA funds.

Section V.

The following requests will not be considered or funded by SGA:

- A. The purchase of alcoholic beverages.
- B. Requests supporting policies which in anyway violate any Federal, State, or local law, or college policy.

Article VII Elections

Section I.

There shall be a permanent board in the Executive Branch of the Student Government Association known as the Election Commission, which shall be composed of:

- A. Secretary of the Interior-Chair
- B. Advisor from Student Affairs (ex-officio)
- C. Student at large (Appointed by the President, confirmed by the Senate)

Section II.

Election Commission shall have the following duties:

- A. To arrange for necessary polling places and ballots, and other items necessary for the proper, efficient, and legal execution for elections.
- B. To determine the method of balloting and make rules and regulations regarding said method of balloting.
- C. To approve the design of the ballots.
- D. To hold elections concerning ratification of Constitutional Amendments made by the Senate.
- E. To enforce the election law and such rules as are deemed necessary.
- F. To conduct adequate publicity regarding filing deadlines and election dates through publicity.

Section III.

The Election Commission shall meet at times prescribed by the Secretary of Interior, not less than once per semester, in order to discuss the Student Government Association general elections and any problems arising from their administration.

Section IV.

To be eligible for candidacy in the election, he/she must meet the following requirements at the petition filing deadlines:

- A. Currently enrolled in at least twelve credit hours.
- B. Candidates must be a member of the constituency in which they represent.
- C. No candidate may declare candidacy for more than one position.
- D. An official wavier, provided by the Student Affairs Office, shall be signed upon declaration of candidacy by any student pursuing a position within the Student Government Association. This wavier shall authorize the Dean of Students/Advisor to confirm a students eligibility.

Section V.

A prospective candidate must deliver to the Secretary of Interior a written declaration of intent before the prospective candidate is eligible to run for office. The Declaration of Intent to enter the ballot must contain the following information:

- A. Name
- B. Campus PO Box Number
- C. Phone Number
- D. Credit Hours Earned
- E. Dates of Attendance at Tusculum College
- F. Cumulative GPA
- G. By declaring my candidacy for the elective office of _____, I agree to abide by the elections and campaign rules as described by the Student Government Association Constitution and Tusculum College Policies and Procedures. I am aware of the specific duties of this position and further understand that it represents a responsibility that I am prepared to fulfill to the best of my ability.
- H. Candidates Signature
- I. Advisor/Dean of Student's signature
- J. Election Commission Chairperson signature

Section VI.

The election campaigning shall proceed as follows:

- A. No campaigning will be allowed before the day designated by the Election Commission. This prohibition includes the posting of candidate posters and speaking before campus organizations and student groups. Candidates are permitted to organize their campaign prior to specific dates.
- B. A candidate must submit two copies of all campaign material to the Election Commission. The Election Commission shall hold one copy on file and the other copy will be returned upon approval or disapproval.
- C. No candidate shall be allowed more than one piece of campaign material per bulletin board.
- D. Any candidate for any election takes a condition that he/she will hold the Election Commission, the Student Government Association, and Tusculum College harmless for the use and/or infringement of any copyright material (e.g., slogans, logos, etc.).

- E. No candidate shall remove, obscure, or damage any sign which is already in place.
- F. On the day of voting, no campaigning shall be permitted within 10 feet of any polling place as marked by the Election Commission.

Section VII.

The guidelines for voting are as follows:

- A. There shall be no voting by proxy.
- B. There shall be no absentee voting.
- C. The votes shall not be viewed until the election is over except in the presence of the Advisor/Dean of Students.
- D. The Secretary of Interior shall provide polling officials where he/she deems necessary, said officials being equally bipartisan and/or nonpartisan: such officials are to be present at all times.
- E. Election results are posted by the Election Commission by 12 p.m. the day after the election in convenient places around campus.
- F. There shall be access to a copy of the SGA Constitution and Tusculum College Policies and Procedures at all polling stations if the Student Body is voting to change it in any way.
- G. The candidates for President shall appear on the general election ballot, followed by those for Vice-President, Secretary-Treasurer, and the Senate in that order.

Section VIII.

The guidelines for counting the votes are as follows:

- A. Only members of the Election Commission and advisor of the SGA may be present.
- B. Votes shall be counted and recounted until the Election Commission is satisfied that the results are accurate and declares the final count.
- C. Write-in votes shall be counted where the identity of the write-in candidate can reasonably be determined from the ballot and the write-in candidate meets all requirements for eligibility for candidacy. For a write-in vote to be counted, the ballot must specify the office to which the vote is to apply.
- D. Results shall be kept for sixty days after counting is complete in order to accommodate any request for a recount.

Section IX.

The guidelines for any recount or protest are as follows:

- A. A candidate may request one recount if the margin of difference is one-percent or less for that particular office, within twenty-four hours after results are posted.
- B. Alleged election code violations shall be heard by the Election Commission.
- C. All appeals and protests must be submitted to the Election Commission within forty-eight hours after results are posted, in writing.

Section X.

The guidelines for swearing in officers are as follows:

- A. Officers must be sworn in by the second Student Government meeting that is held after they are elected
- B. If they are not sworn in by the second meeting then their position will become vacant and there will be another election for their position

**Article VIII
Student Organizations and Clubs**

- A. All student organizations and clubs at Tusculum College must be open to membership of any Tusculum College students meeting the requirements as specified by the respective organization's constitution.
- B. Organizations desiring eligibility for funding through SGA must submit an application, copy of the club's constitution, and an active roster list. Those founding the organization must attend the SGA meeting to answer questions by the Senate. The Senate will then vote to approve or deny the request of the organization recognition, with a two-thirds majority vote needed for approval.
- C. SGA is the governing body of all student organizations and reserves the right to suspend or revoke recognition.

**Article IX
Student Concerns Committee**

The Student Concerns Committee shall:

1. Be composed of Senators appointed by the President.
2. Be charged with the task of proactively seeking out student issues and concerns.
3. Propose appropriate solutions or alternatives by means of resolution or other appropriate measures.
4. Serve the Chairperson which shall be nominated by the President and approved by 2/3 vote of the Senate.

**Article X
Constitution Committee**

The Constitution Committee shall:

1. Be composed of Senators appointed by the President.
2. Be chaired by The Parliamentarian/President Pro Tempore.
3. Assist the Parliamentarian/President Pro Tempore to educate the Senate.
4. Have the power to propose amendments to the constitution of the Student Government Association of Tusculum College. The proposed amendment shall then be presented to the Student Body for approval and becomes effective if approved by two-thirds of the students voting.