

# **Constitution**

**John Brown University  
Student Government Association  
2016-2017**

**Constitution last revised on May 19, 2016  
Bylaws last revised on May 19, 2016**

# Table of Contents

<b>Preamble</b>	
<b>ARTICLE I. Name of the Organization</b>	<b>5</b>
<b>ARTICLE II. Purpose, Privileges, and Restraints</b>	
<b>Section 1. Purpose</b>	<b>5</b>
<b>Section 2. Divisions of SGA</b>	<b>5</b>
<b>Section 3. Abridging Privileges of Students</b>	<b>5</b>
<b>ARTICLE III. Membership</b>	
<b>Section 1. The membership of the SGA</b>	<b>5</b>
<b>Section 2. Terms of Membership</b>	<b>5-6</b>
<b>Section 3. Eligibility for Membership</b>	<b>6</b>
<b>Section 4. GPA Standards</b>	<b>6</b>
<b>ARTICLE IV. Executive Branch of the SGA</b>	
<b>Section 1. Defined</b>	<b>6</b>
<b>Section 2. The Executive Committee of the SGA</b>	<b>6-7</b>
<b>Section 3. The Officers of the SGA</b>	<b>7</b>
<b>a. The President</b>	
<b>b. The Vice President of Elections &amp; Legislation</b>	<b>7</b>
<b>c. The Vice President of Finance &amp; Administration</b>	<b>7-8</b>
<b>d. The Vice President of Communications</b>	<b>8</b>
<b>Section 4. Appointment to the Advisory Board</b>	<b>8</b>
<b>ARTICLE V. Legislative Branch of the SGA</b>	
<b>Section 1. Voting Membership of SGA</b>	<b>8</b>
<b>Section 2. Senator Requirements</b>	<b>8</b>
<b>Section 3. Senator Responsibilities</b>	<b>8</b>
<b>Section 4. Legislative Powers of the Senate</b>	<b>10</b>
<b>Section 5. SGA as a representative body</b>	<b>10</b>
<b>Section 6. Advising the Administration, faculty, and committees</b>	<b>11</b>
<b>Section 7. Report from Organizations</b>	<b>11</b>
<b>Section 8. Approving New Clubs and Organizations</b>	<b>11</b>
<b>Section 9. Removal of Officer, Senator, or Board Member</b>	<b>11</b>
<b>Section 10. Duties of committees within Senate</b>	<b>11</b>
<b>Section 11. Creation and Abolishment of Committees</b>	<b>11</b>
<b>Section 12. Binding Legislation</b>	<b>11</b>
<b>Section 13. Appointees to Faculty and Administrative Committees</b>	<b>11</b>
<b>ARTICLE VI. Judicial Branch of the SGA</b>	
<b>Section 1. Membership of the Judicial Branch</b>	<b>11</b>
<b>Section 2. Duties of the Judicial Branch</b>	<b>11-12</b>
<b>ARTICLE VII. Initiative, Referendum, and Recall</b>	
<b>Section 1. Initiative</b>	<b>11-12</b>

Section 2. Referendum	12
Section 3. Recall of SGA Officers	12
Section 4. Recall of SGA Senators	12
<b>ARTICLE VIII. Amendments.</b>	
Section 1. Regulations of Amendment Proposals	13
Section 2. Number of Allowable Presentations of Amendments	13
<b>ARTICLE IX. Ratification</b>	<b>13</b>

## **BYLAWS**

<b>ARTICLE I. Major Areas for Representation</b>	
Section 1. Division and Department Representation	13
a. Division Representation allotment in Senate	13
b. Departmental petition for Representation in Senate	13
Section 2. Membership Standards	13
a. Nominee Approval	13
b. Senator Absences	13
c. Excused Absences	13
<b>ARTICLE II. Nominations and Elections</b>	
Section 1. Election of SGA Officers	13
a. Nomination of Officers	13
1. Candidates	13
2. Petition Availability	13
3. Eligibility	13
4. Judicial Approval of Candidates	13
5. Eligible Signatures on the Petition	13
b. Election of Officers	13
1. General Election	13
2. Primary Election	13
3. Write-ins	13
4. Run-offs	13
5. Presidential and other Officer Vacancies	13
Section 2. Election of Commuter Senator	14
a. Nominations	14
b. Candidate Requirements	14
c. General Election	14
d. Vacancies	14
Section 3. Election of Representatives of Divisional Areas of Instruction	15
a. Nominations	15
b. Petition	15
c. Candidate Requirements	15
d. General Elections	15
e. Vacancies	15

<b>Section 4. Election of Senators-at-Large</b>	<b>16</b>
a. Nominations	16
b. Positions Available.	16
c. Candidate Requirements	16
d. Submitting of Petitions	16
e. Primary Election	16
f. Freshmen Senator	16
g. Vacancies	16
<b>Section 5. Election of RHA Senators</b>	<b>16</b>
<b>Section 6. Election of Mr. and Miss JBU</b>	<b>16</b>
<b>Section 7. Election of Homecoming Court</b>	<b>17</b>
<b>Section 8. Presidential Gavel</b>	<b>17</b>
<b>Article III. Senate Standing Committees</b>	
<b>Section 1. Standing Committees</b>	<b>17</b>
<b>Section 2. Appointments to Standing Committees</b>	<b>17-18</b>
<b>Section 3. Duties of Standing Committees</b>	<b>17</b>
<b>Article IV. Senate Meetings, Voting, and Funds</b>	
<b>Section 1. Meetings</b>	<b>18</b>
<b>Section 2. Spring Meeting of New Senate</b>	<b>19-20</b>
<b>Section 3. Voting</b>	<b>19</b>
<b>Section 4. SGA Funds</b>	<b>19</b>
a. Appropriate Expenditures	19
b. Full Disclosure	19
c. Non-budgeted, Emergency and/or Privileged Spending Accounts	19-20
<b>Article V. Continuity Between Senate Terms</b>	<b>20</b>
<b>Article VI. Activities of SGA</b>	
<b>Section 1. Director</b>	<b>20</b>
a. Junior/Senior Banquet	20
b. SGA Week	20
<b>Article VII. Amendment of the Bylaws</b>	<b>20</b>

# The Constitution

**Preamble:** We, the students of John Brown University, having faith in the ability of students to govern themselves; realizing that the aims and ideals of the Christian university can best be attended through cooperative efforts of students, faculty, and administration; being aware that the students should and do have a role in guiding an academic community; appreciating the need of an official body of students to serve as a liaison between the components of this educational community; being convinced that appropriate development can be achieved through our extracurricular endeavors and active participation in the government of this University; perpetuating those ideals for which John Brown University now stands and will stand in the years to come; do hereby establish this constitution to promote the general welfare of the student body of John Brown University.

## ARTICLE I. Name of the Organization

The governing organization of this student body shall be called the John Brown University Student Government Association, hereafter referred to as the SGA.

## ARTICLE II. Purpose, Privileges, and Restraints

**Section 1. Purpose.** In order to further the best interests of John Brown University as a Christian educational institution and to insure the privileges, rights, and responsibilities of the students of John Brown University, this organization shall serve as an instrument for directing student life and providing democratic student government in all phases of student activities.

**Section 2. Divisions of SGA.** The Division of the Senate shall consist of three branches: the Executive, the Legislative (hereafter referred to as the Senate), and the Judicial.

**Section 3. Abridging Privileges of Students.** The Senate shall make no law abridging the privilege of students to petition or address, in a reasonable manner, the SGA, administration, or other representatives of the University for the purpose of making their views known. Nor shall the Senate pass any law or resolution affecting the academic freedoms between faculty and students on this campus.

## ARTICLE III. Membership

### Section 1. The membership of the SGA:

- a. Senate shall consist of the President, Vice President of Elections and Legislation, Vice President of Finance and Administration, Vice President of Communications, one Commuter Senator, bachelor-degree granting academic Division Representatives, and senators-at-large.

**Section 2. Terms of Membership.** The term of membership in the SGA shall correspond to the academic school year beginning the last day of the Spring semester, in which the new Senate was elected, and ending the last day of classes during the Spring semester the following year, with the following conditions: (1) the newly elected Senators shall be

required to attend the final Senate meeting of the spring semester, and (2) the officers of the new Senate shall be required to attend all Senate meetings following spring elections.

**Section 3. Eligibility for Membership.** Any student who is enrolled in John Brown University shall be eligible for membership in this organization, provided he meets the following qualifications:

- a. All members must profess to believe in the Lord Jesus Christ as personal Savior and uphold the standards of the University set forth in its student handbook.
- b. Each Senate member may represent one group only, and must continue to represent the constituency that elected the senator throughout the course of his/her senate term.
- c. Each member must be enrolled as a full-time student at John Brown University, registered for 12 or more hours for the full semester. This rule does not apply to the Commuter Senator who must be registered for a minimum of 6 hours and have already completed one year as a university student (part-time or full).
- d. Students on, or having been on developmental contract or disciplinary probation for the present or preceding semester may not be a member of Senate, unless they have received express consent from the appropriate Student Development staff members.
- e. All officers and senators are required to update their Microsoft Outlook calendars by no later than Friday, 5:00PM on the first full week of class.
  - Failure to update Outlook calendar by the aforementioned time will result in an automatic "absence" for each week the calendar is not updated. As defined in the Constitution, three unexcused absences result in the automatic removal from the senator or officer's position on SGA.

**Section 4. GPA Standards and Consequences**

- a. Senate Members must have and maintain a minimum 2.0 GPA during his/her tenure.
- b. Failure to maintain the minimum GPA will result in automatic, forced resignation.
- c. If extenuating circumstances exist the senator may appeal to the Judiciary Committee to recommend overturning the resignation.
- d. The recommendation of the Judicial Committee may be approved by a two-thirds vote of Senate.

#### **ARTICLE IV. Executive Branch of the SGA**

**Section 1.** The executive branch of the SGA shall consist of the Executive Committee and the Advisory Board.

**Section 2. The Executive Committee of the SGA**

- a. Shall consist of the President, Vice President of Elections and Legislation, Vice President of Finance and Administration, and Vice President of Communications.
- b. Shall appoint Senate representatives to administrative committees.
- c. Shall appoint senators to standing committee assignments.
- d. Shall appoint a chairman to each standing committee functioning in Senate.
- e. Shall evaluate committees and their responsibilities.
- f. Shall be responsible for setting the agenda for each regular Senate meeting.
- g. Shall attend weekly senate meetings on Thursdays at 5:00PM at the designated location.

### **Section 3. The Officers of the SGA**

#### **a. The President**

1. Shall lead weekly senate meetings
2. Shall lead weekly officer meetings
3. Shall oversee all committees
4. Shall ensure the timely receipt and proper completion of committee minutes
5. Shall present to the Student Development committee during the Board of Trustees meetings
6. Shall enforce SGA policies, including senate absences and tardy committee meeting minutes
7. Shall sign-off on senator spending budgets
8. Shall be responsible for checking to ensure all senators and officers have updated their calendars.

#### **b. The Vice President of Elections & Legislation**

1. Shall assume the duties of the president in his/her absence
2. Shall make necessary adjustments to the Constitution following Constitutional Amendments
3. Shall keep an updated version of the Constitution on file
4. Shall oversee all SGA elections (and applications), including those for officers, senators, Mr./Mrs. JBU, and the applications for senior commencement speaker
5. Shall sign-off on senator spending budgets
6. Shall lead at least one committee as committee chair

#### **c. The Vice President of Finance & Administration**

1. Shall keep the official records of the senate meetings in detailed minutes and email the minutes to the senate in a timely manner
2. Shall communicate with the head of Student Activities to receive updated budgets
3. Shall maintain attendance records and notify the president as senators approach the maximum three unexcused absences policy
4. Shall sign-off on senator spending budgets and track senator spending levels up to the \$100 budget
5. Shall manage the budget to track individual senator spending up to the \$100 ceiling

6. Shall lead at least one committee as committee chair

**d. The Vice President of Communications**

1. Shall maintain the SGA Toilet Paper and website
2. Shall oversee the organization of the Junior-Senior (JSB) Banquet
3. Shall be committee chair for the JSB Committee
4. Shall manage the SGA email
5. Shall promote SGA on its social media
6. Shall sign-off on senator spending budgets

**Section 4. Appointment to the Advisory Board.** The President shall retain the right to appoint any Senate or non-Senate students to an Advisory Board. The board shall aid and assist the President with concerns regarding such areas as Residence Life, Academics, and various ongoing needs.

**ARTICLE V. Legislative Branch of the SGA**

**Section 1. Voting Membership of SGA.** The voting membership of the legislative branch of the SGA shall consist of the SGA Senate officers, major area representatives, and senators-at-large.

**Section 2. Senator Requirements.** The senators of the SGA

- a. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws.
- b. All officers and senators are required to update their Microsoft Outlook calendars by no later than Friday, 5:00PM on the first full week of class.
  - a. Failure to update Outlook calendar by the aforementioned time will result in an automatic “absence” for each week the calendar is not updated. As defined in the Constitution, three unexcused absences result in the automatic removal from the senator or officer's position on SGA.
- c. Shall actively participate in the committees to which they are appointed.
- d. Shall actively participate in the production of SGA-sponsored community building activities.
- e. Shall be responsible to maintain communication between SGA and its constituents by drafting at least one constituent letter per semester.
- f. Shall attend the final Senate meeting of the spring semester.

**Section 3. Senator Responsibilities:**

**Class Senators**

- a. Shall attend weekly senate meetings on Thursdays at 5:00PM at the designated location.
- b. Shall upload their schedule to Microsoft Outlook calendar by the second Friday of the semester
- c. Shall actively participate in at least one, but no more than three, committee(s)
- d. Shall sit on the SGA Funding Committee
- e. Shall meet once a semester with the three other class senators to ensure officer responsibilities are being carried out and report their findings to the senate and Student Activities Director. The senior class senator will organize and lead this meeting.

- f. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws
  - g. Shall be responsible to maintain communication between SGA and its constituents
- Senior class senator only:
- a. Shall meet with the SGA officer team to select the senior commencement speaker
  - b. Shall organize a meeting once a semester with the three other class senators to assess the leadership of the officer team and report the findings back to the senate and Student Activities Director

#### **RHA Senators**

- a. Shall be elected by their respective RHA
- b. Shall attend weekly senate meetings
- c. Shall upload their schedule to Microsoft Outlook calendar by the second Friday of the semester
- d. Shall actively participate in at least one, but no more than three, committee(s)
- e. Shall receive an individual budget of \$100 to serve their constituents with. Any spending must be approved by the officer team at their weekly meeting.
- f. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws
- g. Shall actively participate in the production of SGA-sponsored community building activities
- h. Shall be responsible to maintain communication between SGA and its constituents

#### **Department Senators**

- a. Shall attend weekly senate meetings
- b. Shall upload their schedule to Microsoft Outlook calendar by the second Friday of the semester
- c. Shall actively participate in at least one, but no more than three, committee(s)
- d. Shall receive an individual budget of \$100 to serve their department with. Any spending must be approved by the officer team at their weekly meeting.
- e. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws
- f. Shall actively participate in the production of SGA-sponsored community building activities
- g. Shall be responsible to maintain communication between SGA and its constituents

#### **International Senator**

- a. Shall attend weekly senate meetings
- b. Shall upload their schedule to Microsoft Outlook calendar by the second Friday of the semester
- c. Shall actively participate in at least one, but no more than three, committee(s)
- d. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws
- e. Shall be responsible to maintain communication between SGA and its constituents
- f. Shall receive an individual budget of \$100 to serve their department with. Any spending must be approved by the officer team at their weekly meeting.

#### **Diversity Senator**

- a. Shall attend weekly senate meetings
- b. Shall upload their schedule to Microsoft Outlook calendar by the second Friday of the semester
- c. Shall actively participate in at least one, but no more than three, committee(s)
- d. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws

- e. Shall be responsible to maintain communication between SGA and its constituents
- f. Shall sit on the faculty Diversity Committee. If unable to attend due to scheduling conflicts, another senator may replace the Diversity Senator.
- g. Shall receive an individual budget of \$100 to serve their department with. Any spending must be approved by the officer team at their weekly meeting.

**Commuter Senator**

- a. Shall attend weekly senate meetings
- b. Shall upload their schedule to Microsoft Outlook calendar by the second Friday of the semester
- c. Shall actively participate in at least one, but no more than three, committee(s)
- d. Shall have no more than 3 unexcused absences during their senate term and be accountable for meeting attendance requirements in the Bylaws
- e. Shall be responsible to maintain communication between SGA and its constituents
- f. Shall receive an individual budget of \$100 to serve their department with. Any spending must be approved by the officer team at their weekly meeting.

**Section 4. Legislative Powers of the Senate.** All legislative powers shall be vested in the Senate. The Senate shall make all laws, which it deems necessary and proper for the government and regulation of the SGA and shall approve all Constitutional appointments made under this Constitution by the President and/or Executive committee. A vote of two-thirds (2/3) of the Senate shall be required to overrule these Presidential and/or Executive committee appointments.

**Section 5. SGA as a representative body.** The Senate shall act as the representative of the student body at large.

**Section 6. Advising the Administration, faculty, and committees.** The SGA shall advise the University administration, faculty, and University committees concerning decisions made by the Senate on matters of student interest and concern and shall seek solutions to problems and disagreements in cooperation with the University.

**Section 7. Report from Organizations.** The Senate shall have the right to request a report from any campus organization when it is deemed advisable.

**Section 8. Approving New Clubs and Organizations.** The Senate shall have the power to receive and grant requests from campus groups for the privilege of being organized. The Senate shall recognize a campus body by approving the constitution of the organization or a statement of that organization's purpose and objectives. Should there be substantial evidence that an organization is functioning against the higher interests of John Brown University or that it no longer accomplishes a useful purpose, the Senate, by a two-thirds majority vote, may refuse such an organization the privilege of continuing in operation.

**Section 9. Removal of Officer, Senator, or Board Member.** The Senate shall have the power upon a two-thirds majority vote to remove an officer from his/her office position, board member, or senator found negligent in his or her duties as stipulated in this same Constitution (Article IV, Section 3; Article V, Section 2.)

**Section 10. Duties of Committees within Senate.** All committee chairs must follow the committee report email guidelines and email it to the President of SGA, per committee meeting. The email guidelines will be emailed/presented to committee chairs upon selection. In addition, committee members must abide by committee attendance requirements. Three or more unexcused absences will automatically remove the senator from the committee.

**Section 11. Creation and Abolishment of Committees.** Senate shall have the power to create and abolish such committees within its organization as it may deem necessary. It shall have the power to require reports from these committees.

**Section 12. Binding Legislation.** The SGA shall be considered a continuous body, and as such, all legislation passed by the Senate shall be binding on succeeding SGA's, and shall be executed during the first semester of the newly elected Senate's term.

**Section 13. Appointees to Faculty and Administrative Committees.** The SGA shall appoint representatives to faculty and administrative committees as may be authorized by the President of the University. These representatives will report back to Senate on a regular basis to ensure Senate is advised of all committee activity and decisions. When granted voting privileges, they shall vote as Senate's authorized representatives.

## **ARTICLE VI. Judicial Branch of the SGA.**

**Section 1. Membership of the Judicial Branch.** The judicial branch of the SGA shall consist of all senators-at-large and two advisers, all of who are voting members of this branch. A chair shall be chosen from among the advisers as determined by the branch itself.

**Section 2. Duties of the Judicial Branch. The Judicial Branch shall see that:**

- a. All members of the SGA meet and maintain the membership standards according to Article III, Section 3, of the Constitution and Article I, Section 2, of the Bylaws.
- b. All candidates for an Officer or Senator position meet the standards as set forth in Article III, Section 3 of the Constitution and Article II, Section I (a), (3), of the Bylaws as applicable.
  1. A senator-at-large seeking a SGA Officer position shall not participate in the application review process.
- c. All candidates for an Officer or Senator position meet the standards as set forth in Article III, Section 3 of the Constitution and Article II, Section I (a), (3), of the Bylaws as applicable.
- d. The members of the executive branch of the SGA fulfill their duties as set forth in Article IV of the Constitution.
  1. The Judicial Branch shall review each of the officers' fulfillments of their duties once a semester, and give a constructive report to the officers at the next regular meeting of the Executive Cabinet following the meeting of the Judicial Branch.
- e. The members of the legislative branch of the SGA fulfill their duties as set forth in Article V, Section 2 of the Constitution.

- f. All questions regarding Constitutional interpretation and power of the SGA are considered, and possible solutions are written up and presented to Senate.

## **ARTICLE VII. Initiative, Referendum, and Recall.**

**Section 1. Initiative.** If 15 percent of the student body signs a petition favoring the passage of a specific new legislation which has been rejected by the Senate, it shall be submitted to a special election which shall be organized and carried out by the Elections committee of the Senate. If the number of the students voting in the affirmative for the legislation exceeds 50 percent of the student body, the legislation shall be put into effect. Such legislation may not be reconsidered by the Senate for a period of 60 days.

**Section 2. Referendum.** If the Senate passes legislation which 15 percent of the student body signs a petition opposing, then that legislation shall be reexamined by the Senate, revisions shall be made according to the popular will expressed in the petition, and that legislation shall be presented for a general vote in a special election according to the procedure outlined in Article VII, Section 1. If the number of students voting in the affirmative for the legislation exceeds 50 percent of the student body, the legislation shall be put into effect.

**Section 3. Recall of SGA Officers.** If 25 percent of the student body signs a petition asking for a recall of any SGA officer, then that officer shall be brought to a recall election, and if greater than two-thirds of the student body votes in favor of his removal, then that officer shall be removed from his/her office.

- a. No officer shall be brought to recall election more than once during one term of office.
- b. If any officer is recalled, the position shall be filled according to Article II, Section 2f; Section 3e; and Section 4e of the Bylaws as they apply.

**Section 4. Recall of SGA Senators.** If 25 percent of the appropriate electorate signs a petition asking for a recall of any senator, then that senator shall be brought to a recall election, and if greater than two-thirds of the appropriate electorate votes in favor of his removal, then that senator shall be removed from his position.

- a. No senator shall be brought to recall election more than once during one term of office.
- b. If any senator is recalled, the position shall be filled according to Article II, Section 2e; Section 3e; and Section 4e of the Bylaws as they apply.

## **ARTICLE VIII. Amendments.**

**Section 1. Regulations of Amendment Proposals.** Amendments to this Constitution may be proposed by a majority vote of the Senate or by petition of one-third of the number of students voting in the previous election for the Senate officers. The proposed amendment:

- a. Shall be placed on the ballot of the next regular election, or
- b. If proposed as an emergency amendment, shall be voted upon in a special election to be called within four weeks of its proposal.

This election shall be handled by the Senate elections committee. An affirmative vote by two-thirds of those students voting shall be sufficient to approve the amendment. After its adoption by the students, to become effective, each amendment must be approved by the Chief Student Affairs officer.

**Section 2. Number of Allowable Presentations of Amendments.** An amendment may not be presented more than twice in elections of succession. At such time the amendment shall be discarded or written and approved by two-thirds of the entire Senate. The amendment may then be presented for acceptance by the student body. If the amendment fails, it shall not be resubmitted for a period of 60 days.

## **ARTICLE X. Ratification**

Upon approval by two-thirds of the Senate and pending the approval of the Associate Dean of Students, this Constitution shall become effective and shall supersede all previous legal provisions of the SGA of John Brown University.

# **BYLAWS**

## **ARTICLE I. Major Areas for Representation.**

### **Section 1. Division and Department Representation**

- a. Division Representation allotment in Senate.** Any bachelor degree granting academic division, as established by the University catalog, shall have the opportunity to be represented in the Senate, according to the following schedule. Each division will be allowed one senator for every department (7 departments, so 7 representatives in total).
- b. Departmental petition for Representation in Senate.** Any Department named in the academic catalog as offering a full major within a bachelor degree granting academic Division may, upon meeting eligibility requirements, petition the Senate to receive a special representative for a period of one year as described in the Bylaws, Article II, Section 3. At the end of one year, the department must re-petition the senate for a special representative for the following year. This petition must be made to the senate before the final SGA meeting that precedes the division elections for that year. Such a special representative would serve to represent the interests of that Department in case its members feel that standard Divisional representation would not adequately represent the interests of their particular Department.

### **Section 2. Membership Standards.**

- a. Nominee Approval.** All nominees shall be approved by the Judicial Branch prior to the final election.
- b. Senator Absences.** Any Senator having three unexcused absences or a total of six excused and unexcused absences from the regular weekly meetings for the Senate Term shall be reviewed by the Judicial Committee in accordance with Article VI, Section 2d.

- c. **Excused Absences.** A Senate member who expects to miss any regular meeting or any part of a regular meeting during the SGA year may obtain permission prior to the meeting by giving notice to the Administrative Officer by any legitimate means of communication. In the event of unforeseen circumstances that cause failure to attend all or part of a regularly scheduled meeting, submission of a legitimate excuse must be made to the SGA's Administrative Officer within 48 hours of the meeting in question. Failure to do so will result in an unexcused absence.

## ARTICLE II. Nominations and Elections.

### Section 1. Election of SGA Officers

#### a. Nomination of Officers

1. **Candidates.** Those students desiring to become candidates for President, Vice-President of Elections and Legislation, Vice President of Finance and Administration, or Vice President of Communications shall file their names with the Judicial Branch, by completing the appropriate applications for approval no less than one week prior to the general election. Petitions will only be required if more than three applications are submitted for a single position.
2. **Petition Availability.** The deadline for submitting a signed petition shall be within three days after the application deadline.
3. **Eligibility.** Each candidate petitioning to be nominated for an SGA officer must be at least junior ranking during the academic year following his or her election or have prior JBU Senate experience, have and maintain at least a cumulative 2.50 GPA, and meet all membership standards as stated in Article III, Section 3 of the Constitution. The Presidential candidate must have served on Senate at least two semesters prior to election, which may include the spring semester of the current term. If no Presidential candidate meets the above requirements, then the position shall default to the eligible and willing officer candidate with the most experience in John Brown University Student Government. If two willing officer candidates have equal experience, the Senate shall vote by secret ballot.
4. **Judicial Approval of Candidates.** The Judicial Branch shall review each candidate on behalf of the SGA to insure he or she meets the requirements listed in Article III, Section 3. If more than three candidates apply to run for an officer position, each candidate must file a petition form obtained from the Judicial Branch bearing the signatures of a minimum of 10 percent of the full-time, traditional undergraduate student body. The petition form must be completed and submitted no later than three days after the application deadline, and the exact number of names to be obtained by each candidate shall appear on the petition form distributed by the Branch. The exact number of names to be obtained by each candidate shall appear on the petition form.
5. **Eligible Signatures on the Petition.** Any full-time, traditional undergraduate JBU student shall be allowed to sign as many petitions as he or she so desires, but he or she may not sign the same petition more than once.

#### b. Election of Officers

1. **General Election.** The general spring election of officers shall occur during the second week of April
2. **Write-ins.** Write-in candidates will not be accepted.
3. **Run-offs.** In the general election, the candidates receiving the highest number of votes among the presidential candidates, the vice president of Elections and Legislation candidates, the Vice President of Finance and Administration, and the Vice President of Communications candidates shall be installed in that office.
4. **Presidential and other Officer Vacancies.** If the President does not return or resigns his position, the Vice-President of Elections and Legislation shall assume the duties of the President, and the vacancy left by the Vice-President of Elections and Legislation shall be filled by a Senator elected by a majority vote of the Senate. The Senators nominated must meet the general requirements set forth in this Constitution for a Vice-President of Elections and Legislation candidate with the exception of the filing of a petition. The same procedure applies to the filling of a vacancy for the position of Vice-President of Elections and Legislation, Vice President of Finance and Administration, or Vice President of Communications.

### **Section 3. Election of Representatives of the Divisional Areas of Instruction**

- a. **Nominations.** Divisional Senator applications shall be made available to each JBU student no later than one week prior to the general election. The petitions are due one week prior to the general election.
- b. **Petition.** The form shall contain:
  - a) The application shall include the registrar's signature, verifying that the candidate has the minimum GPA.
  - b) There shall also be a space for the student's name, I. D. #, major, and estimated course hours taken the semester following the election.
  - c) The expectations of Senators shall also be listed on the application.
  - d) If more than three petitions are filed to run for the same position, a petition, consisting of at least ten but no more than 25 slots, must be completed and submitted no later than three days after the application deadline.
  - e) Additional room shall be provided for the applicants to express, in writing, why they desire to run for a Representative position.
- c. **Candidate Requirements.** Each candidate nominated for the position of Major Area Representative must have and maintain at least a 2.00 GPA and meet membership standards as set in Article III, Section 3, of the Constitution. Upon selection, senators will receive \$100 in funds for usage in their respective departments; any abuses shall result in immediate terminations of positions.
- d. **General Elections.** The final election of the Divisional Area Representatives shall occur during the second Monday after class begins during the fall only. Each student may cast one vote for each candidate allowed for his Division. The candidate(s) receiving the highest number of votes shall represent that Division in Senate. Voting shall be done by secret ballot.
- e. **Vacancies.** Vacancies occurring by the end of the fall semester shall be filled by the runners-up in order, according to the last election for that position. If no runners-up are available, this post shall remain vacant until the next term.

#### Section 4. Election of Senators-at-Large

- a. **Positions Available.** The Senator-at-Large position is designed to represent the needs of students not generally represented in SGA; therefore, the positions will loosely focus their attention on the following groups: International Students Senator-at-Large, Commuter Senator-at-Large, Freshmen, Sophomore, Junior, and Senior Senators.
- b. **Nominations.** If more than three petitions are filed to run for the same position, all petitioners must submit a petition containing the signatures of 50 members of their respective class by no later than three days after the application deadline. Petitions shall be made available no later than one week before the general election.
- c. **Candidate Requirements.** Each candidate nominated for the position of Senator-at-Large must have and maintain at least a 2.00 GPA and meet the membership standards as set in Article III, Section 3, of the Constitution. The International Students Senator must qualify for international or MK status according to JBU standards. Upon selection, senators, excluding the 4 class senators, will receive \$150 in funds for usage in their respective departments; any abuses shall result in immediate terminations of positions.
- d. **Submitting of Petitions.** Petitions shall be submitted to the Vice President of Elections and Legislation no less than one week prior to the general election.
- e. **General Election.** The final election of the Senators-at-Large shall coincide with the Divisional Area Representative elections and shall occur during the third week of April for spring elections and the second Monday after class begin for fall elections. ~~The six~~ Candidates receiving the highest number of votes in the final election shall be elected.
- f. **Freshman Senator.** The position of Freshman Senator and any positions left unfilled by the spring elections shall be reserved for the fall elections to insure that freshman students are given a fair chance at representation on SGA. The incoming freshman class shall elect a Freshman Senator in the fall. The class shall follow the procedure set forth in Article II, Section 3, Bylaws, for the other classes.
- g. **Vacancies.** Vacancies occurring by the end of the fall semester shall be filled by the runners-up in order, according to the last election for that position. If no runners-up are available, this post shall remain vacant until the next term.

#### Section 5. Election of RHA Senators

- a. **Positions Available.** The RHA position is designed to represent the needs of students not generally represented in SGA; therefore, one position shall come from the following dorms: Mayfield, J. Alvin, Hutch, Walker, and Northslopes/Townhouses.
- b. **Nominations.** The Residence Hall Associations from each dorm and Northslope Apartments/Townhouses shall nominate and elect one member to represent on SGA. Petitions shall be made available no later than the last Monday of March.
- c. **Candidate Requirements.** Each candidate nominated for the position of RHA Senator must hang up TP's for his or her respective dorms. Upon selection, senators will receive \$150 in funds for usage in their respective dorms; any abuses shall result in immediate terminations of positions.

- d. **Submitting of Petitions.** Petitions shall be submitted to the Vice President of Elections and Administration no less than one week prior to the general election.
- e. **Vacancies.** Vacancies occurring by the end of the fall semester shall be filled by the runners-up in order, according to the last election for that position. If no runners-up are available, this post shall remain vacant until the next term.

## **Section 6. Election of Mr. and Miss JBU**

- a. **Eligibility.** Candidates for Mr. and Miss JBU will be nominated on the basis of Christian character and ideals, loyalty to JBU and the purpose for which it stands, and a well-rounded personality. They must have attended JBU for at least two full semesters and have graduating Senior standing for the current Spring semester or following Fall semester according to cumulative credit hours. The current homecoming court shall not be eligible for the title of Mr. and Miss JBU. Any student formally elected Mr. or Miss JBU shall not be eligible a second time.
- b. **Nominations.** Nominations shall be made at an election in the spring, on a day designated by the Vice President of Elections and Legislation. Any full-time, traditional undergraduate student shall be allowed to nominate three qualified men and three qualified women.
- c. **General Election.** The top five men and women receiving the highest number of nominations shall be placed on the voting ballot. Voting shall be done by secret ballot, conducted by the Vice President of Elections and Legislation, before the day of the Junior/Senior Banquet. Any full-time undergraduate student is allowed to cast one vote for Mr. JBU and one vote for Miss JBU. The man and woman receiving the highest number of votes shall be named Mr. And Miss JBU, respectively.
- d. **Award Presentation.** A gift shall be given to both Mr. and Miss JBU by the Senate at the Junior/Senior Banquet.

## **Section 7. Election of Homecoming Court**

- a. **Nominations.** The senior class shall nominate three men and three women from the senior class as Homecoming Court candidates. Nominations shall be narrowed down to five senior men and five senior women.
- b. **General Election.** The entire student body shall then vote on one of these candidates for the Homecoming King and one for the Homecoming Queen. The three candidates receiving the most votes will make up the Homecoming Court. The male and female candidate receiving the most votes shall assume the title of Homecoming King and Queen.
- c. **Escorts.** Each member of the freshmen, sophomore, and junior class shall nominate three men and three women to serve as escorts in the Homecoming Court. Each class will then vote for a male and female representative from among the top three candidates. Voting will take place during the Homecoming King and Queen elections.

## **Section 8. Presidential Gavel**

The SGA is responsible for providing the President a gavel that he or she will use during his or her term. At the end of this term the President will be given the gavel to take with him or her.

### **Article III. Senate Standing Committees.**

#### **Section 1. Standing Committees.**

- a. The standing committees of the SGA shall include, but will not be limited to: the Judiciary Review Board, The Public Relations Committee, The Elections Committee, and The Projects Committee.

#### **Section 2. Appointments to Standing Committees.**

- a. By the second meeting of the fall semester the Executive Committee shall have appointed appropriate representation to each standing committee.
- b. The Judicial Review Board shall be made up of all the Senators-At-Large, and two advisers.
- c. As Chair of the Elections Committee the Vice President of Elections and Legislation shall, in cooperation with the Executive Committee appoint the members of the Elections Committee.
- d. As Chair of the Public Relations committee the Vice President of Communications shall, in cooperation with the Executive Committee, appoint the members of the Public Relations Committee.
- e. As Chair of the Projects Committee the Vice President of Finance and Administration shall, in cooperation with the Executive Committee, appoint the members of the Projects Committee.

#### **Section 3. Duties of Standing Committees.**

- a. The Judicial Review Board shall fulfill all duties stipulated in Article VI. Section 1.
- b. The Elections Committee shall fulfill all duties stipulated in Article IV. Section 3. (b) (3), Article VIII. Section 1., Article IX. Section 1., Article II. Section 4. (d) of the Bylaws.
- c. The Public Relations Committee shall fulfill all duties stipulated in Article 4. Section 3. (d) (2).

### **Article IV. Senate Meetings, Voting, and Funds.**

#### **Section 1. Meetings**

- a. All meetings shall be conducted according to *Robert's Rules of Order Revised*, with the exception of procedures specified by this Constitution and its Bylaws.
- b. A meeting may be considered official if a quorum (a simple majority of the total Senate members) is present and an adviser is in attendance.
- c. The administrative officer shall provide a copy of the agenda at each SGA meeting that is visible to all members. Only a general business meeting may be held if an agenda has not been presented.
- d. Any Senator may place an item on the agenda by submitting it to the SGA President or Vice President of Finance and Administration no later than two days before the meeting.

- e. Matters not on the official agenda for the day may be added to the agenda by calling for special order of the day.
- f. Any Senator may sponsor a person from outside the Senate to speak in his place by recognizing that person and stating his name. The presiding officer shall have the power to remove the right to speak from those persons outside the Senate who do not present their ideas in a civil, decent, and pertinent manner. Non-Senate members may not speak longer than five minutes without specific permission from the presiding officer.
- g. If possible, seating should be arranged so that visitors remain apart from the Senators.

## **Section 2. Spring Meeting of New Senate**

- a. The first order of business shall be to elect its advisor(s).

## **Section 3. Voting**

- a. All voting will be according to *Robert's Rules to Order Revised* unless otherwise stated in this Constitution and its Bylaws.
- b. Roll call vote may be called by one-fifth of the Senate present. The votes of each of the Senators shall be recorded in the minutes of the meeting and posted on the SGA bulletin boards on campus.

## **Section 4. SGA Funds**

- a. Appropriate Expenditures
  - 1. All legislation passed in accordance with this constitution and by-laws shall be limited to a budget set by the senate. If the legislation did not include an amount of money to spend, another motion may be brought before the senate to set a budget or an automatic \$25.00 budget may be assumed.
  - 2. Each SGA officer will maintain full responsibility for an equal portion of the SGA funds when the legislative body is out of session (from graduation until the official approval of the budget). They shall have the right to use the funds during this time period in any way that is consistent with this constitution and by-laws. However, each officer shall provide within the first two meetings of the Fall Semester to the legislative body of SGA, a written account of how they spent the money they were entrusted with while the legislative body was out of session. The written account will include generalized information but senators may request specifics.
  - 3. No money may be spent from the student government association's funds unless it meets the stipulations of this constitution and by-laws.
  - 4. Recognizing that the money allocated for our use comes from the student body in general and thus is intended to benefit the student body in general, the student government association will avoid using funds in ways that financially benefit specific individuals, groups or organizations.
- b. Full Disclosure
  - 1. Upon request of either an individual senator, officer or the senate body in general, the vice president of finance and administrative will provide an itemized

account of how SGA funds have been spent including: what was bought, who spent it and how much was spent.

c. Non-budgeted, Emergency and/or Privileged Spending Accounts

1. The senate upon a  $\frac{2}{3}$  majority vote may endow any current senator or officer with a spending account to be used at their discretion or for a specific purpose laid out by the senate for a specified amount of time not to exceed the duration of their time in office. To receive a spending account, a motion must be made that includes the following: the amount, the intended time frame for its existence, and the purpose for establishing it.

2. The senate upon a majority vote may at anytime recall a spending account for any reason.

3. Once a spending account has been established, the officer or senator that uses it must provide the senate with a written, itemized account of how the money was spent within two meetings or three weeks (whichever is shorter) of any transaction.

4. All spending accounts must be used in a manner that reflects this constitution and by-laws. If the senate, by a  $\frac{2}{3}$  majority vote, finds any infraction of this stipulation, the officer or senator found to be in violation will be required to appear before the Judiciary Committee, who will investigate the infraction and report back to the Senate with a suggested action for the Senate to vote on.

d. \$150 funds allocated to all senators, excluding the four class senators

1. Finances shall only be spent on the representing body

2. All finances used shall be reported to the Vice President of Elections and Administration.

3. Distributed finances shall not be utilized for purchases that do not comply with JBU's Student Handbook compliance (ex. Weapons, alcohol, etc.)

## **Article VI. Continuity Between Senate Terms**

### **Section 1. Officer Transitions**

- a. Upon completion of their term, officers will serve in an informal advisory role to their respective offices until the end of the spring semester.
- b. Throughout the term, officers will maintain, update, and/or approve a running notebook to be passed down by each officer to his/her successor. This notebook shall provide suggestions and any objective information pertinent to subsequent SGA officers. An updated copy shall be kept on the SGA computer for storage purposes.

## **Article VII. Activities of SGA**

### **Section 1. Director The Vice President of Communications:**

a. **Junior/Senior Banquet.** The Vice President of Communications shall be responsible for planning, promoting, and implementing all aspects of the Junior/Senior Banquet.

b. **SGA Week:**

i. The Senate shall work together to organize SGA week.

ii. The SGA shall be responsible for planning and implementing activities throughout the week.

- iii. The Vice President of Communications shall be responsible for promoting Senate activities.

## **Article VIII. Amendment of the Bylaws**

### **Section 1. These Bylaws may be amended by the following procedures:**

1. A proposal may be introduced at a regular Senate meeting with time allowed for discussion and a straw vote taken on the final draft if one is formed. Amendments to the proposal may also be made by a straw vote.
2. At the next meeting, time for discussion will be allowed on the final draft and a vote taken. However, if there is any revision in the final draft at this meeting, final passage shall be delayed until the next meeting.
3. Upon approval by two-thirds of the Senate, the Bylaws shall be amended.