11KENTUCKY WESLEYAN COLLEGE

# STUDENT GOVERNMENT ASSOCIATION

CONSTITUTION

ARTICLE I: CONSTITUENCY

All students of Kentucky Wesleyan College shall constitute the Student Government of Kentucky Wesleyan College. They shall be eligible to attend sessions of the Senate and have student voting privileges and other rights as described in this constitution.

ARTICLE II: DELEGATION OF POWERS

The Student Government Association, hereafter referred to as the “SGA,” of Kentucky Wesleyan College shall have the power of student self-governance. The SGA shall be composed of two separate but interrelated branches: Executive and Legislative with each branch exercising the powers listed in this constitution.

In situations where the “SGA Constitution” and the “SGA Bylaws” conflict, the SGA Constitution shall be the correct document, and the SGA Bylaws should be amended accordingly.

ARTICLE III: THE EXECUTIVE COUNCIL

The executive branch and executive duties of the SGA shall be governed by the Executive Council.

Section 1. Authorities and Duties

## Subsection A. General

The Executive Council, hereafter referred to as the “EC,” shall approve a budget as submitted by the treasurer annually for the expenditures of the SGA with the concurrence of a majority of the Senate. The EC shall appoint, with the concurrence of a majority of the Senate in session, chairpersons of standing SGA Committees following Fall Elections. The EC with the concurrence of the Senate shall appoint the replacements for vacancies in all appointed SGA offices of representatives thereof according to constitutional guidelines.

## Subsection B. Meetings

The EC shall meet during the week prior to each Senate meeting; the EC Secretary shall then prepare the agenda for the upcoming Senate meeting. EC members shall be allowed two unexcused absences from EC meetings at any time during their term; upon the third absence, impeachment proceedings will automatically be initiated. The EC meetings shall be open to only members of the EC or anyone needing to propose business.

*Subsection C. Virtual Meetings*

As the EC meets during the week prior to each Senate meeting, virtual meetings are plausible when time restrains, or circumstances may follow. Further details can be found in Article IV, Section I, Subsection B, Point 1.

Section 2. Membership

The EC shall be comprised of the executive officers (President, Vice President, Secretary

Treasurer, and Parlimentarian) and the Speaker Pro Temp. All previously stated EC members have voting privileges. The Dean of Students shall be the advisor and ex-officio, non-voting member of the EC. In such case of a tie, Dean of Student Services will break the tie in EC meetings.

Section 3. Executive Officers

## Subsection A. President’s Authority and Duty

Executive authority shall be vested in the President of the SGA. The President shall serve as presiding officer of the Senate. The President, or his/her designate, shall represent the SGA at all functions where the SGA is expected to be represented officially or to present ideas to the college community as deemed necessary. The President shall serve as the student representative in a voting capacity of Kentucky Wesleyan College Board of Trustees. The President may hold two posted office hours per week with the Vice President, if the student population needs to communicate with them outside of meetings or outside of email correspondence. The President shall preside over the EC.

The President may call special Senate and EC meetings as needed with two days notice. The President shall have the tiebreaking vote in the Senate.

## Subsection B. Vice President’s Authority and Duty

The Vice President shall assist the President with the necessary executive responsibilities of the office. The President or two-thirds majority of the Senate membership may determine to have the Vice President become acting President when the President is temporarily unable to serve. The Vice President shall ensure that all standing SGA Committees function according to constitutional guidelines. The Vice President is a voting member of the Senate.

## Subsection C. Secretary’s Authority and Duty

The Secretary shall be responsible for all clerical assistance and the maintenance of all records of Senate meetings and EC meetings. The Secretary shall handle all correspondence and send e-mail notification of each Senate meeting to all persons required to attend, as well as e-mail notice the campus community at least two class days before each Senate meeting. The Secretary shall have a copy of the list of all members of the Senate, all-committees, and the school calendar at all official meetings. The Secretary shall also be responsible for receiving all written standing SGA reports and distributing these reports to each Senator before each meeting at which the reports are required.

The Secretary shall annotate absences from Senate meetings only when notified at least one day prior to the Senate meetings and then only for valid reasons. Absences from special meetings will not count against the Senator’s total allowable absences. Absences are outlined in Article V. The Secretary is a voting member of the Senate.

## Subsection D. Treasurer’s Authority and Duty

The Treasurer shall conduct all financial transactions of the SGA. All requests for funds and invoice payments must be approved by the President and the Dean of Students. The Treasurer shall prepare an annual budget for approval of the EC, to be passed to the Senate for approval. The Treasurer shall be entrusted with keeping an accurate record of expenditures and income in the SGA allocation of the student activity fees and report it to the Senate and EC. The Treasurer shall report at each regularly scheduled meeting to the Senate. The Treasurer is a voting member of the Senate.

## Subsection E. Parlimentarian: Authority and Duty

The Parlimentarian shall determine the constitutionality of any actions, when questioned, taken by an official body of SGA or other campus organization as a part of the SGA; serve as parliamentarian of the Senate and address excessive cell phone use during Senate meetings; interpret the constitution when a question arises and if necessary recommend to the Senate a Constitutional Amendment for clarity; and in the instances amendments are not written, to file all such decisions in personal records to be utilized as precedents in future questions; receive requests for suggestions for constitutional amendments, and submit them to the Senate initiating constitutional amendment procedure; to continually observe and ascertain in general conditions of all aspects of the SGA and to recommend, when necessary, modifications and/or changes in procedure or policy to the Senate as to improve these conditions as well as the efficiency and effectiveness of the SGA. The Parlimentarian is responsible for addressing any academic standing issues with Senators or EC members on a one-on-one basis after the Fall Semester.

ARTICLE IV: THE SENATE

The Legislative branch of the SGA shall be the Senate, which shall be the basic unit for student representation.

Section 1. Authority and Duty

## Subsection A. General

The Senate shall oversee the affairs of Kentucky Wesleyan College students; consider and deliberate all matters relating to student welfare and interest and express student opinions as much as possible when placing recommendations; One must remove self if they are a conflict of interest to the subject at hand; protest the rights of students collectively and individually; establish goals and priorities of the Wesleyan student body; act as a forum for the interchange of ideas among students; act upon reports regarding matters in consideration before their respective committees: and also approve any pollings or elections not mentioned in this constitution. Upon being sworn into office, each Senator will receive a packet including a copy of the SGA Constitution, list of meetings, list of all SGA Officers, list of all committees, and the committee chairs.

## Subsection B. Meetings

The Senate session shall convene after the spring election and remain in session until the last meeting of the following spring semester. The Senate shall meet at least twice each full month of classes during the fall and spring semesters and at least once in any month of either semester that has two or more weeks of classes. The Senate may schedule additional meetings during the session by a majority vote of Senate members present or meet at the request of the President. Fifty-one (51) percent of the Senate membership shall constitute a quorum. Senate meeting proceedings shall follow Robert's Rules of Order Newly Revised. The Senate meetings shall be open to all members of the SGA, but persons other than Senate members may participate in deliberations only upon majority consent of the Senate.

1. *Virtual Meetings*

If circumstances follow towards having a virtual meeting, senators will be notified 2 days upon the meeting date scheduled. Attendance for meetings is applicable as if it was an in-person meeting. Those who cannot come to any in-person meetings will have to go through the attendance committee to see if eligible.

## Subsection C. Elections

All Senators who are eligible to supervise electoral procedures must adhere to the same stipulations that apply to senate meeting attendance [See Article V]

## Subsection D. Impeachment

The Senate may impeach an Executive Officer, Senator, Parlimentarian, or other SGA officials and shall conduct impeachment proceedings. Grounds and procession of impeachment are as follows:

1. *Failure to maintain good academic standing with the College*, as stated in the current Academic Bulletin, a student not in good standing while in office will result in automatically initiating impeachment proceedings. These proceedings will consist of a hearing while in executive Senate session.

1. *Failure to remain in good social standing with the College*. As stated in the current Academic Bulletin, a student not in good standing while in office will result in automatically initiating impeachment proceedings. Theses proceedings will consist of a hearing while in executive Senate session. Two-thirds of the Senate present while voting shall be required to remove the student from office.

1. *Inability to serve*. In this case, these proceedings will consist of a hearing while in executive Senate session to determine the student's capacity to serve. Twothirds of the Senate present while voting shall be required to remove the student from office.

1. *Poor Attendance.* For any SGA officials required to attend the Senate session, upon the third unexcused a hearing while in executive Senate session is in order. Two-thirds of the Senate present while voting shall be required to remove the student from office. After two unexcused absences, the individual will be placed on SGA probation.

Section 2. Membership

The Senate shall be comprised of twenty-four (24) voting members: four from each academic class (Freshman, Sophomore, Junior, and Senior), four from the entire SGA membership, and four executive officers. All Senators should be classified as a full-time student (minimum of 12 hours per semester). The four class Senators from each class shall be comprised of two categories, two for each category representing two constituencies namely the residential ("on campus") students and the commuting ("off-campus") students. The four Senators representing the entire SGA membership shall form an At-Large category. All Senate members shall be required to attend every Senate meeting of the Senate session and have voting privileges therein.

## Subsection A. Senators: Authority and Duty

The Senators shall represent the SGA in their respective classes in the College, with the At-Large Senators representing the special student categories and the student body as a whole. The Senators shall be responsible for attending and publicizing the Student Government Association sponsored student and administration forums. Forums will take place on an as needed basis. The forums will make the Senators more accessible to their class and administration as a whole, so proper presentation through exchange of ideas may occur. The Senators shall vote according to what they discern as their constituent's best interest, however, should also vote with the best interest of the college community in mind - if in conflict with the will of their constituency. The Senators and EC shall abstain from voting in matters where there is a personal conflict of interest.

## Subsection B. Advisor

The Dean of Students shall be the advisor and an ex-officio, nonvoting member of the Senate.

Section 3. Senatorial Officers

The Senate shall nominate, at the first regular meeting following the fall semester elections, from the floor and elect from the qualified Senators. The Parlimentarian shall serve as Parliamentarian for the Senate.

## Subsection A. Speaker Pro-Temp: Authority and Duty

The Speaker Pro Temp shall be the senior officer of the Senators. Immediately following his/her election, the Speaker Pro Temp shall join the membership of the EC. The Speaker Pro Temp shall be responsible for Alcohol Awareness Week and other awareness weeks throughout the semester. (i.e. Diversity and Inclusion Week for February-Black History Month)

ARTICLE V: ATTENDANCE

Members of SGA have an expectation to be in attendance at every SGA meeting created. If one needs to miss a meeting, excused absences go through the attendance committee for examination if it is excusable. Excusable absences include representing the college in academics or sports, family emergencies, illness, or anything the committee believes is valid. Members of SGA shall be allowed two unexcused absences from meetings at any time during their term; upon the third absence, impeachment proceedings will automatically be initiated. Two unexcused absences lead to probation. Upon a third unexcused absence, motion to impeach will be made in the next upcoming meeting once notified. Impeachment can be viewed in Article IV, Section I, Subsection D4.

 *Subsection A. Probation*

Students who are on probation are ineligible to run for an Executive position in the next coming election. Receiving Probation status as a member of SGA includes one of the following:

* + Two unexcused absences
	+ 2 tardies

ARTICLE VI: ELECTIONS AND OFFICER QUALIFICATIONS

Section 1. General Information

All students of Kentucky Wesleyan College shall be eligible to vote in SGA affiliated elections and pollings. All elections shall be in accordance with the constitutional guidelines. Guidelines for any campus-wide elections or pollings not mentioned in this constitution shall be determined immediately after the approval of that election or voting. When the need occurs to specify additional guidelines for any kind of elections or pollings already mentioned in the constitution, they will be determined at that time. Before elections, candidates will be certified and official ballots prepared. Only Senators not on the ballot and/or EC members not on the ballot shall work the election table.

Section 2. Regular Elections

There shall be two regular elections for SGA officials.

## Subsection A. Spring Elections

One of the two elections shall be a spring election. The election for the positions of Executive Officers, Sophomore, Junior and Senior Senators and the Parlimentarian for the following academic year will be broken down into two weeks. The first week will consist of the Executive Officers. The following week will be the election of the Senators. If an individual runs for one of the Executive Officer positions and does not win the election, they are allowed to run for a position in the Senators election. After a period of election advertisement, candidates seeking election in the spring shall file for only one office with the Dean of Student Services during the two weeks prior to the election. The candidates running for President and Vice President will be required to attend and answer questions at a student forum. All questions will be pre-determined and given out to the candidates 24 hours before the forum. Students will have an opportunity to ask the candidates questions.

## Subsection B. Fall Elections

The other election shall be a fall election to elect the Freshman and At-Large Senators and to elect any SGA officers to positions (that require re-election) vacated during the summer. Candidates seeking election in the fall shall file for only one office with the Dean of Student Services during the two weeks prior to the election. The fall election will occur during the first month of classes.

Section 3. Executive Officer Qualifications and Election Guidelines

## Subsection A. Qualifications

All executive officer candidates shall be members of the SGA and in good academic standing (not on academic probation), in good social standing (not on disciplinary probation), and in good SGA standing (not on SGA probation) with the College at the time of election. The candidates for executive officers shall be open to any KWC student, regardless of year, who has served a full term on SGA. The Vice President, Secretary, and Treasurer shall have been senate members in good academic, social, and SGA standing for at least one academic year prior to assuming office, excluding those who remain full-time KWC students, but who study abroad for a semester. The President requires all above qualifications and additionally requires at least one year of previous executive officer experience in any position. However, in the unusual event that all the potential candidates for the Presidential position lack executive experience, this condition can be excluded for the single election term.

## Subsection B. Election Guidelines

If three or more candidates file for an executive office, a primary election shall be conducted, otherwise only a general election shall be held. But if one of the candidates receives more than 50 percent of the votes cast in the primary election, that candidate shall be declared the winner without the necessity of holding a general election.

Section 4. Senate Qualifications and Election Guidelines

## Subsection A. Qualifications

All senate candidates must be full-time members of the SGA and in good academic and social standing (See Section 3, Subsection A) with the College at the time of the election. A senate candidate must be a member of the class and category he/she represents and meet the following minimum hour requirements by the fall semester of the academic year in which they will serve:

 Sophomore—30 Hours Senior—90 Hours

#  Junior—60 Hours At Large—Full-Time Student

## Subsection B. Election Guidelines for Class and At-Large Categories

Class Categories: If more than four candidates file for any class category (i.e. sophomore, residential) then there shall be a primary election. The top four vote recipients in each category shall participate in a general election with the two top vote recipients being elected to fill the two positions in that category. If four or fewer candidates file for any class category, there shall be only the general election for that category.

At-Large Category: If more than six candidates file for the category of senator At-Large, there shall be a primary election with the top six vote recipients participating in a general election for the four positions. If six or fewer candidates file for the At-Large positions, only a general election shall be held.

Section 5. Speaker Pro Temp Qualifications

All nominees for Speaker Pro Temp shall be elected by simple majority vote of the Senate and shall be at least a sophomore, by using class representation rules in Section 4, Subsection A, at the time he/she takes office.

Section 6. Installation

Installation of the Executive Officers and Parlimentarian shall occur at the Spring Student Life Awards. Installation of Senators will occur at the first meeting of the next Senate session. Each officer and senator shall state the following oath at the time of installation:

"I do solemnly affirm... that I will perform to the best of my ability... all duties pertaining to my office... and I will do my utmost at all times... to uphold the honor, dignity, and character... of Kentucky Wesleyan College."

ARTICLE VII: COMMITTEES OF THE SGA

Section 1. Formation of Committees

## Subsection A. Standing Committees

When deemed necessary, a new standing committee shall be formed and the constitution amended. This shall require following constitutional amendment procedure.

## Subsection B. Ad Hoc Committees

Ad Hoc Committees shall be appointed, during the Senate meetings, when deemed necessary by the President.

Section 2. Reporting

Progress reports to the Senate and financial reports, if applicable, shall be required of all committees at the next Senate meeting following their committee meeting, or at least one report to the Senate per month while in session.

## Subsection A. Standing Committees

All standing committee chairpersons shall submit their detailed written reports to the Secretary, during the Senate session following their committee meeting, or at least during the month at the specified Senate meetings designated by the Vice President.

## Subsection B. Ad Hoc Committees

Each Ad Hoc Committee Chairperson shall report directly to the Senate at least once a month and according to dates specified at the formation of the committee.

Section 3. Jurisdiction of Committees

The jurisdiction of each committee shall end with the boundaries and purpose for which it was established.

## Subsection A. Standing Committees

All standing committees shall exist from school year to school year and retain duties specified in the constitution. Appointees shall serve according to the following specifications: Chairperson(s) shall serve from the end of the session in which they were appointed until the end of the Senate session for which they were appointed. Members shall be appointed by the EC with the approval of the Senate and shall serve only during the Senate session. Chairperson(s) and members of committees shall be appointed by the Vice President and voted on by the Senate by the first meeting following the fall election.

## Subsection B. Ad Hoc Committee

Guidelines for Ad Hoc Committees shall be specified at its formation, i.e., duration of committee, number of members, etc.

Section 4. Committee Chairpersons:

## Subsection A. Standing Committees: Authority and Duty

Each chairperson shall attend the next Senate meeting after their committee meeting as a non-voting, ex-officio member, to keep abreast of SGA proceedings; report as required the proceeding of his/her committee to the Senate; as out-going chairperson, recommend, in the spring or when necessary, two choices to the EC for a successor as chairperson for his/her committee; ensure that his/her committee functions constitutionally.

*Subsection B. Ad Hoc Committee: Authority and Duty.*

Each committee chairperson shall report as required the proceedings of his/her committee, or lack thereof, to the Senate; ensure that his/her committee functions so as to fulfill the purpose for which it was formed within the designated time span.

Section 5. The Standing Committees

## Subsection A. Food Service Committee

The Food Service Committee is responsible for reporting to the student body what has been discussed at their committee meetings and action that has been taken. The primary functions of this committee are to assist the Food Service Director by relaying concerns on behalf of other students, help to plan special meals, and provide the Food Service Director with a direct line of communication to its primary customer - the Kentucky Wesleyan College student body.

*Subsection B. Attendance Committee*

The Attendance Committee is responsible for overseeing absences and keeping track of eligibility for good standings in SGA. One senator from each class and a Senator-at-Large form the committee with the Secretary as chair. The committee meets when an absence for question is notified. Committees investigate both in-person and virtual attendance reasoning. Members will discuss and notify said candidate if it is inexcusable or not.

Section 6. Administrative and External Committees

SGA Administrative and External Committee Representatives shall be members of the SGA in good academic and social standing and in at least their third semester of college. Committee appointments are approved by the Vice President and in certain cases, the member is named in this Constitution.

## Subsection A. Committees and Accountability

|  |  |
| --- | --- |
| Board of Trustees:   | one member; President of the SGA, member is accountable to the President of the College and the Board of Trustees.  |

ARTICLE VIII: VACANCIES

Should an Executive Office become available, and a current senator of the Student Government wishes to run for that office, the following procedure must be followed. The senator should first resign their current Student Government position, and declare their intention to run for the vacant Executive Office. An election for the Executive Office and the vacated office will then be held following the guidelines as laid out in Article 8, Section 4.

The chain of command is as follows should the office of President be vacated, the succeeding officer will assume the vacated office, and each officer will move up one position: President, Vice President, Parlimentarian, Secretary, Treasurer, and Speaker Pro-Temp.

Clarification: Should the office of President be vacated, the Vice President becomes President; the Parlimentarian becomes Vice President. Election of the Parlimentarian will follow guidelines contained in this Constitution. Should the offices of President and Vice President be vacated, the Parlimentarian will be appointed President; the Secretary will be appointed Vice President. Election guidelines for Parlimentarian are contained in this Constitution.

Section 1. President

Upon an official vacancy of this office while school is in session, the Vice President shall become President for the unexpired term. Upon official vacancy of this office during the summer, a re-election shall take place during fall elections.

Section 2. Vice President

Upon an official vacancy of this office while school is in session, the JCC shall become Vice President for the unexpired term. Upon official vacancy of this office during the summer, a reelection shall take place during fall elections.

Section 3. Secretary, Treasurer, Parlimentarian

Upon vacancy of these offices, a re-election shall be held within two weeks of the occurring vacancy and in accordance with the procedure outlined in Article VI, Section 3, Subsection B.

Section 4. Senators

Whenever a vacancy occurs with any of the senatorial positions and Senate session is less than one-half completed, a re-election, according to the following subsections, shall occur to fill the position(s). If more than one-half of the session has expired, the position(s) shall be filled by a student from the same category who shall be appointed by EC with the concurrence of a majority of the Senate.

## Subsection A. Single Vacancy

If a single vacancy occurs in any of the nine categories and a re-election is necessary, then the election guidelines for the executive officers shall be followed. (Article VI, Section 3, Subsection B.).

## Subsection B. Double Vacancy

If two vacancies occur in any of the nine categories and a re-election is necessary, then class category election guidelines shall be followed. (Article VI, Section 4, Subsection B,

I).

## Subsection C. Triple Vacancy

If three vacancies occur the At-Large category and a re-election guidelines shall be followed (Article VI, Section 4, Subsection B. 2).

Section 5. Speaker Pro-Tempore

Upon vacancy of this office, a new Speaker Pro Temp shall be nominated and elected, with simple majority vote from among the qualified Senators by the Senate; but only after a new senator has been elected or appointed to fill this vacant senatorial position.

Section 6. Standing Committee Chairperson

Upon vacancy in any of these offices, the EC shall appoint a new chairperson with concurrence of a majority of the Senate within two weeks of vacancy.

## Subsection A. Administrative and External Committee Representatives

The EC shall appoint, within two weeks of vacancy and with a concurrence of the majority of the Senate, new representatives to fill these vacancies.

Section 7. Ad Hoc Committee Chairpersons and Members

Vacancies shall be filled within two weeks of the vacancy by the EC.

Section 8. Standing Committee Members

A vacancy shall be filled by the EC with the approval of the Committee Chairperson of the committee involved within two weeks of vacancy.

ARTICLE XI: STUDENT ORGANIZATIONS

No official student campus organization may be recognized without permission of the SGA EC, and the approval of the Senate, both requiring a majority vote. Before being considered for recognition, the organization must submit to the EC a list of its current officers and a copy of its constitution. All current student organizations will have a copy of their Constitution filed in the SGA Office.

ARTICLE X: FUNDS

Section 1. Organizations and Committees

## Subsection A. Guidelines

Only SGA recognized organizations, SGA committees, and other faculty/staff sponsored student groups may petition the Senate directly for funds. The petition includes the funding request form with detailed information about what is being requested. If needed, invoices and photographs are allowed to be included for better visual. Failure to complete the written report will entice the organization or committee to request funds to not participate in the general meeting. This petition shall cite a budget for the needed funds and fund-raising idea(s) for the organization or club, and will be submitted to Secretary, at or before, the meeting prior to the Senate meeting at which the fund request will be voted upon. The organization or club need to set up a money account through the school. Any unused funds must be returned to the Student Government account by the last day of the academic year.

## Subsection B. Restrictions

Organizations and clubs may not request funds for trips that are a part of a class.

Section 2. Charities and Foundations

Requisitions for funds by and/or for charities and foundations may be submitted by the EC, which by simple majority vote shall forward the requests to the Senate for further deliberation and/or approval.

Section 3. Funding Approval

Approval for funds requires a two-thirds majority vote of Senators present during voting. (All requisitions for payment must be co-signed by the Dean of Students. Before submission to the Treasurer for processing).

Section 4. Funding Reports

Any organization or committee receiving funds from the SGA or Student Activities Fee shall be required to make a full written report of all expenditures made with the funds to the Senate. This report will be submitted to the Dean of Student Services.

Section 5. Accountability

All committees and organizations receiving funds from the SGA or Student Activity Fees shall be accountable to the EC and the Senate.

ARTICLE XI - AMENDMENTS

Amendments and changes to this Constitution may be proposed by a majority vote of the Senate or by a petition signed by not less than 10 percent of the Student Government Association. This Constitution is to be reviewed at least every four years by the Parlimentarian and an ad-hoc committee of current senators and/or members of the student body.

## Amended by the 2007-2008 SGA Constitution Committee Amendments approved by the SGA Senate: August 28, 2007 Amendments approved by the KWC Student Body: September 14, 2007 Amended by the 2016-2017 SGA Constitution Revision Team

*Amendments approved by the SGA Senate Fall 2016 and implemented in Spring 2017.*

*Amendments approved by the SGA Senate Fall 2018 and implemented in Fall 2018*

*Amendments approved by the SGA Senate Spring 2020 and implemented in Spring 2020*

*Amendments approved by the SGA Senate Spring 2021 and implemented in Spring 2021*