



Constitution

Approved by SGA January 2012

Mission Statement

To improve the quality of the student experience by advocating for students interests while guiding supporting student clubs and organizations.

Vision Statement

To be the voice of the student body at Pfeiffer to the staff and administration.

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PFEIFFER UNIVERSITY- STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

PREAMBLE

This Constitution shall be the organizing document guiding the existence of the Student Government Association (SGA) of Pfeiffer University. At all times, the ideals set forth in this Constitution shall be reflected in the actions of the Student Government Association of Pfeiffer University.

ARTICLE I Core Statements

SECTION I Name

The name of this organization shall be the Student Government Association of Pfeiffer University.

SECTION II Mission Statement

To improve the quality of the student experience by advocating for students interests while guiding and supporting student clubs and organizations.

SECTION III Vision Statement

To be the voice of the student body to the staff and administration.

SECTION IV Core Values

We are committed to being involved in the life of the student body.

We are committed to working as a team to accomplish our mission and vision.

We will hold each other accountable to fulfilling the needs of the student body.

We value the Mission of Pfeiffer University and seek to embody it at all times.

We approach all that we do with integrity and with respect for the dignity of every student.

ARTICLE II Senate Membership

SECTION I Discrimination

Members of SGA shall be officially registered students of Pfeiffer University elected annually by the student population, not limited by race, color, national origin, religion, gender, age, sexual orientation, or disabling conditions.

SECTION II GPA Requirements

Each member of SGA shall maintain a "2.5" academic average to be eligible for and to remain in SGA. Senators from the freshmen class must acquire at least a "2.0" academic average by the end of their first semester to remain eligible to hold office during their second semester. Grades shall be checked at the end of each semester by the SGA Advisor.

SECTION III Election Requirements

Officially registered students of Pfeiffer shall elect each Senator, Executive Board Officer, and the ICC Coordinator. The election shall take place at the conclusion of the spring academic term, and the term of office is from May to May.

- A. At least two Senator Seats shall be available for each class standings, one senator seat for a non-traditional student, one for a commuter student, and one for a graduate student.
- B. Freshmen election will take place during the fall academic term.
- C. Vacant Senator and Executive Board positions must be filled within four weeks of the start of the fall academic term, or the seat will remain vacant until the next scheduled election.

SECTION IV Senate Requirements

- A. The Senate shall work toward meeting the needs and concerns of their constituency.
- B. The Senate shall approve, reject, or amend the SGA budget, budget changes, and expenditures from the general fund.
- C. The Senate shall have the power to override a veto by a two-thirds majority vote.
- D. The Senate shall review the Student Organization Handbook and make changes when necessary.
- E. The Senate shall approve or reject all recommendations concerning appointments of student to any faculty or administrating committee.
- F. The Senate shall have the power to try all impeachments. When sitting for this purpose, the Senators shall be on oath of affirmation. The Vice President shall preside over all impeachments, except when the Vice President is tried, in which case the President shall preside. A person shall be tried only when accused of at least one of the following: embezzlement, fraud, inefficiency, misrepresentation, or conduct derogatory to the good reputation of the SGA and/or Pfeiffer University. A three-fourths majority vote of the Senate shall be required to impeach any member of the Student Senate Executive Council.
- G. The Senate shall conduct and pass all business in the manner that they see necessary and proper for the good of the students.

SECTION V Meetings

The Senate shall meet weekly and at other times when called by the Vice President of the SGA on days when classes are scheduled. The advisor to SGA may attend each meeting in an advisory capacity only.

SECTION VI Meeting Requirements

- A. Quorum
 - 1. Simple majority of the members of SGA will constitute a quorum for the Senate meetings.

B. Voting Privileges

1. All members of the senate have the right to vote. All ballots shall be taken orally (aye/nay) or by paper ballot. In all instances they have the right to abstain.

C. Speaking Privileges

1. Speaking privileges shall include the rights to make or second motions, to make nominations, to raise parliamentary points, and to address the Senate sessions.
2. Non-members shall have the right to address the Senate and to raise a question.

ARTICLE III Executive Board Officers

SECTION I Executive Board

The Executive Board shall be the principal administrative body of the Student Government Association.

SECTION II Representatives of Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and the Inter-Club Council (ICC) Coordinator.

SECTION III Executive Board Requirements

- A. Each Executive Board Officer shall maintain the same requirements as stated in ARTICLE II SECTION I and II.
- B. The SGA President shall have acquired at least a rising junior standing by the Office of the Registrar's records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters prior to taking office. He/she shall be elected by the student body and serve a term of one academic year. He/she must supply two letters of recommendation from a staff or faculty member.
- C. The SGA Vice President shall have acquired at least a rising sophomore standing by the Office of the Registrar's records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters prior to his/her taking office. He/she shall be elected by the student body, and serve a term of one academic year.
- D. The SGA Treasurer shall have acquired at least a rising sophomore standing by the office of the Registrar's records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters prior to his/her taking office. He/she shall be elected by the student body and serve a term of one academic year.
- E. The SGA Secretary shall have acquired at least a rising sophomore standing by the Office of the Registrar records. He/she shall have been a student at Pfeiffer

University for at least two consecutive semesters prior to his/her taking office. He/she shall be elected by the student body, and serve a term of one academic year.

- F. The Coordinator of the Inter-Club Council shall have acquired at least a rising sophomore standing by the Office of the Registrar records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters and have been a member or officer of another club or organization prior to his/her taking office. He/she shall be elected by the student body, and serve a term of one academic year.
- G. All persons running for an Executive Board must plan to fulfill their full term of office. If he/she fails to fulfill their duties as an Executive Board Officer, he/she may be brought before the Senate for review.

SECTION IV Office Hours and Absences

- A. Executive Board Officers shall be required to hold at least four office hours per week.
- B. Executive Board Officers and Senate members may miss no more than two of any of the regularly scheduled meetings per semester.
- C. Excused absences only include activities dealing with academics, athletics, or a club/organization.
- D. First absent over the enforced attendance policy the SGA Executive Board Officer or Senate member will lose the right to vote. Second absent over the policy you will be asked to step down from SGA.

SECTION V Duties of Executive Board Officers

- A. The President of the SGA shall:
 - 1. Be the official head of the student body.
 - 2. Be the student representative on the Board of Trustees, Alumni Board, and Judicial Board.
 - 3. Call and preside at all weekly Executive Officers meetings.
 - 4. Present all Executive matters to the Senate for consideration.
 - 5. Veto any undesirable legislation passed by the SGA by submitting a formal letter to that body within one week of passage, stating the reason for veto. This veto may be overridden by a two- thirds vote of the current Senate.
- B. The Vice-President of the SGA shall:
 - 1. Call and preside at meetings of SGA.
 - 2. Assume the duties of the President when the President is incapable.
 - 3. Become President when the office is vacated due to resignation or impeachment.
 - 4. Prepare an agenda, in conjunction with the Executive Officers for the SGA.

5. Have the privilege of voting on occasions when the vote would change the result; e.g., to break a tie, or in a case where there is a two-thirds majority necessary.
 6. Be the student representative on the Alumni Board and “Freddies” Committee.
- C. The Treasurer of the SGA shall:
1. Conduct the financial transactions of the SGA.
 2. Make budget reports to SGA, when necessary, indicating the final budget figures and balance for each account (allocated/unallocated).
 3. Shall regulate the allocations of SGA funding including club allocations, special projects, and service projects.
 4. Shall serve as the link between the student body and the Finance Department of Pfeiffer University reserving the right to investigate student financial concerns.
- D. The Secretary of the SGA shall:
1. Record all proceedings of SGA.
 2. Distribute a copy of the minutes to SGA and to anyone that request a copy.
 3. Handle communication and correspondence of the Student Senate.
 4. Keep attendance and make appropriate notifications for Senate absences.
 5. Manage all office paper work.
 6. Maintain a list of all Senators, their addresses, phone numbers, and class schedules.
- E. The Coordinator of the Inter-Club Council shall:
1. Call and preside over all meetings of the ICC.
 2. Handle communication and correspondence between all Student Involvement Groups.
 3. Manage and oversee the Student Involvement Groups registration process.
 4. Maintain a list of all Student Involvement Groups, their student leader, advisors, and other pertinent information.
 5. Maintain a calendar of all student activities.
 6. Advocate for the needs of all Student Involvement Groups to the SGA.
 7. Work with Student Activities to organize club fairs.
 8. Work with Relay for Life to recruit teams.

Article IV Taskforce and Committee Guidelines

SECTION I Taskforce

- A. A taskforce may be established with the purpose of addressing a specific topic or issue.
- B. Each taskforces shall be composed as follows:
 1. The task force shall be opened to all students and may have both SGA members and non-SGA members.

2. An SGA member will be appointed to a taskforce to preside over the first organizational meeting and to write and present any resolutions that come from the taskforce.
 3. Each taskforce shall have a chair and a secretary that is a senate member.
- C. Each taskforce must provide a monthly report:
1. These reports must follow the “taskforce template.”
 2. Reported on during SGA’s second Monday of the month.
 3. The week prior to reporting, the taskforce must submit their report to the SGA email account by Thursday at 1:00pm.
- D. Once the taskforce has completed its work it shall disband.

SECTION II Elections Chair

- A. The purpose of the Elections Chair shall be to establish and set procedures for elections and referendums to the student body.
1. Appointment
 - i. The chair shall be appointed by the SGA Senate. The chair shall be appointed after the completion of the spring elections.
 2. Planning and Organization
 - i. The election plans for the new academic year shall be completed by the end of the spring semester.
- B. Duties & Responsibilities of the Election Chair
1. Coordinate all aspects of elections.
 2. Prepare ballots for all elections and make them available at the appropriate time of the election.
 3. Arrange meetings when necessary to evaluate, coordinate, or review election procedures.
 4. May authorize a recount.
- C. Election of SGA members
1. Candidates for the offices of President, Vice President, Treasurer, Secretary, ICC Coordinator, and the Senate seats, shall notify the Elections Chair of their intention by filing out the completed application prior to the deadline.
 2. All unopposed candidates in SGA elections must receive a simple majority of the votes cast to be elected.
 3. There may be a total of eleven senators: two senators from the senior, junior, and sophomore classes will be elected during the spring semester; as well as one non-traditional student, one commuter student, and one graduate student. There shall be two senator positions reserved for the incoming freshman class.
 4. Freshmen senators or any vacant positions shall be elected by the second full week of the fall semester; they should receive a simple majority of votes cast.
 5. For election purposes: the Registrar of the University will determine seniors, juniors, sophomores, and freshmen. Students must run for offices in their respective classes.

D. Campaign Procedures and Regulations

1. Each candidate may state a platform.
2. Candidates may campaign door to door only with permission of the Residence Life Staff.
3. Candidates shall be allowed to make no more than 250 fliers.
4. The SGA Executive Board shall approve all flyers before posting.
5. On Election Day, no candidate may campaign at the polling place.
6. Any complaints concerning the actions of a candidate should be addressed to the advisor of SGA in writing no more than 24 hours after the incident. Then the advisor shall deal with the issue(s) as seen fit.

E. Supervision of Voting

1. There shall be at least one person at the polling place at all times and one staff member.
2. No person whose name is on any ballot shall supervise the polls.
3. The Elections Chair shall not actively support or endorse a candidate for any office, except himself or herself.
4. All ballot boxes shall be locked during the voting.

F. Counting Procedures

1. Ballots must be counted in the presence of the Chair, and the SGA Advisor or their appointed representatives.
2. No unauthorized persons will be allowed into any part of the vote count. Authorized persons include, but are not limited to, the Elections Chair and the current advisors.
3. The ballots shall be counted within forty-eight hours after the polls close. Complete results shall be made public at the discretion of the SGA advisor or their appointed representatives.
4. In the event of a tie, a run-off election will be held within one week of the original election.
5. Ballots for elections shall be kept until the new members are installed.

G. SGA Installation Service

1. The President shall preside and install the SGA members. In the President's absence, a member of the administration appointed by the President shall preside and install the SGA members.
2. All elected SGA offices shall be bound to support this constitution by the following oath or affirmation: "I sincerely pledge to work for the benefit of the students of Pfeiffer University, uphold the ideals set forth in the Constitution of the Student Government Association of Pfeiffer University, to perform my duties faithfully and capably, and to advance and embody the mission and vision of Pfeiffer University"

SECTION III SGA Awards

A. SGA Appreciation Award

1. Only faculty, administration, and staff shall be eligible.
2. Members of the Student Senate shall make nominations at least two weeks prior to the SGA spring elections.
3. The selection of the award recipient shall be made by a secret vote of the Student Senate.

B. Larry Morgan Service Award-- (Outstanding Service Award)

1. Purpose
 - i. The purpose of this award is to recognize that person who has put forth special effort in a particular area to the university and service to the community.
2. Nominations
 - i. Nominees shall be selected by the SGA Executive Board in consultation with the Francis Center and Student Development and submitted to the Student Senate for selection of the award.
 - ii. The Executive Board shall nominate a total of four students. These students may be selected from the Junior and Senior classes.
 - iii. Nominations shall be made at least two weeks prior to the SGA spring elections.

C. Emerging Servant Leader Award-- (Outstanding Service Award)

1. Purpose
 - i. The purpose of this award is to recognize a person who has put forth special effort and service to the university community.
2. Nominations
 - i. Nominees shall be selected by the SGA Executive Board in consultation with the Francis Center and submitted to the Student Senate for selection of the award.
 - ii. The Executive Board shall nominate a total of four students. These students may be selected from the freshman and sophomore classes.
 - iii. Nominations shall be made at least two weeks prior to the SGA spring elections.

D. Outstanding Student Organization of the year

1. Purpose
 - i. The purpose of this award is to recognize the Student Group that has made a significant contribution to the Pfeiffer Campus.
2. Nominations
 - i. Nominations will be made by the senate.
 - ii. The Student body shall vote on Nominations.
 - iii. The nominee with the most votes shall be declared the winner.

E. Outstanding Program of the year

1. Purpose
 - i. The purpose of this award is to recognize the Program/event that had the biggest impact on the campus. Attention may be given to Programs that built partnerships between groups on campus.
 2. Nominations
 - i. Nominations will be made by the senate.
 - ii. The Student body shall vote on Nominations.
 - iii. The nominee with the most votes shall be declared the winner.
- F. Elections for SGA Awards
1. Award nominations and voting shall be held in a closed Senate session.
 2. All awards shall be given at the Awards Day, which takes place in the spring.
 3. The recipients' names shall only be known to the Elections Chair, Chair, and the advisor of SGA, and the President until presented to candidates.

ARTICLE V Student Organization Funding Guidelines

SECTION I Funding Overview

- A. Funds available to Student Organizations and Clubs are limited, making it impossible to award every organization with full funding. As a result, funding is based on the merit of the proposal and to organizations that meet the requirements listed below.
 1. Funds are limited and no proposal will be accepted after deadline. SGA reserves the right to approve, disapprove, or table any funding proposals.
- B. The first step in the funding process is to turn in the Funding Form on the designated day. At the following Monday SGA meeting the Senate will then vote on the proposal presented by the club/organization representative.

SECTION II Funding Guidelines

- A. Every year the SGA Treasurer will divide the University allocated budget up amongst the number of months there will be an allocation meetings held. Clubs and Organizations will always be able to request the funds for that month before they can be used for anything else.
 - a. Any money that is left over from the months allocation meeting to clubs and organizations will then be used to fund campus projects that were brought up by students (town hall meetings, etc.).
 - b. However, this project must benefit the students of Pfeiffer University and may not be used for the benefit of the Student Government.
- B. It shall be the duty of the Treasurer to communicate guidelines to all clubs and organizations.
 - a. Any clubs or organizations that receive SGA funding must participate in a community service project or an on campus program during the semester that the funds are received and report that service to the appropriate office.

- i. Clubs and organizations failing to participate in a community service project, or any of the other guidelines, will be subject to consequences determined by the Senate.
 - b. All clubs and organizations must complete two fundraisers a year to receive funds.
 - c. Any club or organization that receives SGA funding must also send a representative to the Inter-Club Council and participate in its activities.
 - d. All organizations requesting SGA funding MUST send a representative to attend the SGA Funding Allocation Meeting, designated by the Treasurer at the beginning of the academic year.
 - i. The representative will be responsible for reporting to the Senate their funding request.
 - ii. Members of the Senate are not allowed to present the budget of another club.
- C. "Final Report" containing receipts must be provided to SGA proving proper use of all SGA funds.
 - a. This "final report" will be reviewed by the SGA and taken into consideration for future funding.
- D. SGA reserves the right to freeze or withdraw the funds SGA has given to any club or organization that is destructive to the Pfeiffer community or is simply not in compliance with the SGA funding guidelines.
- E. SGA will not fund clubs that have a deficit with the business office.
- F. Only students may make funding requests for each club or organization.
- G. However, if the club or organization receives a university budget they will not be eligible to receive SGA funding.
- H. Clubs and organizations are not allowed to "bank" SGA funds. If the money is not used by the end of the semester, it will go back into the SGA account so that money may be allocated the next semester.
- I. For Clubs that have been inactive for three (3) years or more SGA will close out their account and reallocate their funds where needed.

SECTION III Community Service Project Guidelines

- A. A service project constitutes an activity performed by a club or organization that is beneficial to either Pfeiffer University or the community surrounding Pfeiffer.
- B. Club service projects are designed to build unity and cohesion in your group. At least 50% of the members of your club must participate in your service projects each semester. Every club will be required to do one hour of service per member.

- C. In order to complete thorough service projects, an average of one hour per club member is required for each service project each semester. At least 50% of members must complete a total of one hour per member.
- D. No more than one fourth of any service project can be indirect service. Indirect service is behind-the-scenes work, such as printing flyers, administrative work, etc.
- E. All completed service projects must be turned in to the appropriate office prior to the set deadline.

SECTION IV SGA/ICC Incentive Plan Guidelines

- A. All chartered university clubs will be able to attend trainings and or events supported by the office of Student Organizations and ministries designed specifically for current and future student leaders. The training aspect will be supplemental to fall training giving our student leaders a better understanding of beneficial resources, personal development, team building techniques, recruitment strategies, and other developed trainings by Inter Club Council.
 - a. Training Session attendance in order for clubs and organizations to be eligible to receive funds
 - i. At least 5 or 20% of clubs members must attend for \$20
 - ii. At least 50% of clubs members must attend for \$40
- B. ICC reward system for attending events and supporting fellow clubs and organizations
 - b. Reward system attendance policy
 - i. At least 5 or 20% of clubs members must attend for 5 points
 - ii. At least 50% of club members must attend for 10 points
 - c. Report to the ICC: What event, Who attended, Date
 - d. Will go by the honor system, but if we feel you were not honorable then your points may be reevaluated and your club could possibly be disqualified.
 - e. Rewards for having the most points by the end of the semester
 - i. First place will receive: \$100
 - ii. Second place will receive: \$50
 - iii. Third place will receive:\$25

ARTICLE V Inter-Club Council Guidelines

- A. The purpose of the ICC shall be to develop channels of cooperation and communication between all student involvement groups. It is hoped that the ICC will create strategies for pooling resources and talents of the various groups in joint ventures.
- B. The members of this council shall be comprised of the presidents of all the student involvement groups of Pfeiffer University (Francis Center, Campus Recreation, Center of Outdoor Leadership, Residence Life, Student Ambassador, Campus

Activities Board, clubs/organizations, etc.). All groups must be approved by the University.

- C. It shall be the duty of each club president to attend all meetings. A proxy should be an officer of the club.
- D. The ICC shall meet at least once a month.
- E. Order of business shall be in accordance with the agenda prepared by the Coordinator of the ICC.
- F. The ICC Coordinator shall report to the senate on the status of this council once a month

ARTICLE VI Amendments and Revisions

- A. After proper consideration of a constitutional amendment, a two-thirds majority vote of the Senate shall be required to pass the amendment.
- B. Upon passage, the amendment shall become part of the Constitution, and shall replace the original wording of the Constitution.
- C. At the end of the Constitution, it shall state the last date it was revised.
- D. This Constitution, when passed by a two-thirds majority vote shall become effective immediately. This Constitution shall not abolish those organizations and judicial courts in existence on the date of ratification.

Approved by SGA January 2012